

# STANDARDS OF APPRENTICESHIP

DEVELOPED BY

SOUTHWEST CENTRAL IDAHO SHEET METAL WORKERS  
Joint Apprenticeship and Training Committee (JATC)



FOR THE OCCUPATIONS:

*SHEET METAL WORKER*

O\*NET-SOC CODE : 47-2211.00 - RAPIDS CODE : 0510

*HVAC TECHNICIAN (Residential)*

O\*NET-SOC CODE : 49-9021.01 - RAPIDS CODE : 0637



U. S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP

APPROVED BY:

  
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REGISTERED AS PART OF THE NATIONAL APPRENTICESHIP PROGRAM IN ACCORDANCE WITH THE BASIC  
STANDARDS OF APPRENTICESHIP ESTABLISHED BY THE SECRETARY OF LABOR

The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and Title 29, CFR parts 29 and 30. Every effort has been made to ensure that the information in these Apprenticeship Standards is accurate and up-to-date.





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## **FOREWORD**

### **FOREWORD**

These Southwest Central Sheet Metal Workers Joint Apprenticeship and Training Committee (JATC) Apprenticeship Standards have as their objective the training of apprentices skilled in all phases of the industry. The JATC recognizes that in order to accomplish this, there must be well-developed on-the-job learning and supplemental related instruction.

This recognition has resulted in the development of these Apprenticeship Standards. 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 JATC's can work to establish an apprenticeship training program that meets the particular needs of the area.



## **SECTION I – PROGRAM ADMINISTRATION**

- **Structure of the Joint Apprenticeship and Training Committee (JATC)**

- A. Members of the JATC will be selected by the groups they represent.
- B. Membership will be composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).
- C. Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools may be requested to advise the JATC.

- **Administrative Procedures**

- A. The JATC shall elect a Chairperson and a Secretary and shall determine the time and place of regular meetings.
- B. The Chairperson and Secretary shall have the power to vote on all questions affecting apprenticeship.
- C. When in any year, the Chairperson of the JATC is a representative of the contractors, and then the Secretary shall be a representative of the Union, or vice versa.
- D. The JATC may at any time establish such additional rules and regulations as they may deem to be required for the implementation and operation of its apprentice programs.
- E. Nothing contained in the Standards shall in any way abridge the full autonomy of the JATC to supervise and administer its program.

- **Responsibilities of the JATC**

All registered apprentices shall be under the supervision and control of the JATC. The JATC shall regulate, supervise and control all matters relating to apprenticeship and be the sole agency within the Jurisdiction of the sponsoring local groups governing apprenticeship matters. The JATC shall:

- A. Employ an Apprenticeship Coordinator.
- B. Determine the need for new apprentices, with due regard to present and future needs of the trade.
- C. Ensure that apprentices are under written Apprenticeship Agreements and register the local apprenticeship standards and Agreements with the U.S. Department of Labor, Office of Apprenticeship.
- D. Establish the minimum standards of education and experience required of apprentices.
- E. Determine the quality and quantity of experience on-the-Job, which apprentices should have and to make every effort toward their obtaining it.
- F. Hear and adjust all complaints of violation of Apprenticeship Agreements.



## Southwest Central Idaho Sheet Metal JATC

- G. The Apprenticeship Agreement executed between an apprentice and the JATC does not obligate the JATC to actually employ the apprentice; but it does obligate the JATC to see to it that the apprentice is properly trained and supervised by the employer. The Agreement also obligates the JATC to use its best influence to keep the apprentice continuously employed when work is available.
- H. Arrange tests for determining the apprentice's progress in manipulative skills and technical knowledge.
- I. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation
- J. Make a periodic report covering the work of the JATC to the local employers and the union. (Minutes shall be kept of each meeting of the JATC.)
- K. Determine the physical fitness of qualified applicants to perform the work of the occupation which may require a medical examination prior to their employment as apprentices and drug test.
- L. Advise apprentices on the need for preventing accidents and give instruction with respect to safe construction.
- M. Notify the U.S. Department of Labor, Office of Apprenticeship of all terminations and cancellations with explanation of causes therefore and notice of completions of Apprenticeship Agreements.
- N. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed by cooperating with all parties concerned; apprentices, employers and journeyworkers.
- O. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

### **SECTION II – EQUAL OPPORTUNITY PLEDGE - 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, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years or older. The JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under 29 CFR § 30.

### **SECTION III - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES - 29 CFR 29.5(b)(21), 30.4, 30.5**

Within 2 years of program registration Sponsors with 5 or more registered apprentices are required to adopt an affirmative action plan and selection procedures which will become part of these standards of apprenticeship. For programs with fewer than 5 apprentices, these plans are not required, and the JATC may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.



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

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

**A. Age:**

Apprentices must not be less than 18 years of age. (16 years of age if the apprentice is enrolled in an approved School-to-Registered Apprenticeship Program).

**B. Education:**

A high school diploma or GED equivalency is required. Applicants shall provide an official transcript(s) for high school and post high school education and training. GED records may be submitted if applicable. (Waived for School-to-Registered Apprentices)

**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.

**D. Other:**

Qualified applicants may be subject to a physical examination or drug screening or both on acceptance into the program and prior to being employed. The cost of the examination and/or drug screening shall be the responsibility of the JATC or the Employer.

**SECTION V - APPRENTICESHIP AGREEMENT - 29 CFR 29.3(d), 29.3(e), and 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 shall be covered by a written Apprenticeship Agreement signed by the JATC and the apprentice and approved by and registered with the USDOL, Office of Apprenticeship. Such agreement shall 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 shall be furnished to the apprentice, the JATC, the USDOL, Office of Apprenticeship, the employer and the Union. An additional copy will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant shall be given an opportunity to read and review these Standards, the JATC's written rules and policies, the Apprenticeship Agreement and the sections of the Collective Bargaining Agreement (CBA) that pertain to apprenticeship.

The USDOL, Office of Apprenticeship will be advised within forty-five (45) days of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.



**SECTION VI – SUPERVISION OF APPRENTICES AND RATIOS - 29 CFR 29.5(b)(14) and 29 CFR 29.5(b)(7)**

No apprentice shall work without proper or adequate supervision of the journeyworker.

For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyworker at all times who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the journeyworker, but that the journeyworker knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

A numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language must be specific and clearly described as to its application on the job Site, workforce, department or plant.

The ratio of apprentices to journeyworkers will be as noted in Appendix B.

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

The term of the occupations will be time-based, supplemented by the required hours of related instruction as stated on the Work Process Schedules and Related Instruction Outlines (Appendix B).

**SECTION VIII – PROBATIONARY PERIOD – 29 CFR 29.5(b)(8) and 29.5(b)(20)**

Every applicant selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25 percent of the length of the program or 1 year, whichever is shorter. The probationary period shall be stated on the Work Process Schedules and Related Instruction Outlines (Appendix B).

During the probationary period, either the apprentice or the JATC 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 cancelled at the request of the apprentice or may be suspended or cancelled by JATC for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the JATC will provide written notice to the apprentice of the final action taken.



## **SECTION IX – HOURS OF WORK**

Apprentices will generally work the same hours as fully proficient workers (journeyworkers). When work out of the geographical area is required by the employer, make up for related training will be 1:1.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until they have accrued the required number of hours of training.

## **SECTION X – APPRENTICE WAGE PROGRESSION - 29 CFR 29.5(b)(5)**

Apprentices shall 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 JATC shall evaluate all progress to determine whether advancement has been earned by satisfactory on-the-job learning and in related instruction classes. In determining whether satisfactory progress has been made, the JATC shall be guided by the work experience and related instruction records and reports.

The progressive wage schedule shall be an increasing percentage of the journeyworker wage rate as established in the CBA. 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 B). In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

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

The JATC 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 of Apprenticeship. There are three (3) ways to accelerate the program; direct entry, previous experience, demonstration of acquired competencies (skills and knowledge) as verified by the sponsor, where the following requirements are met:

- A. Apprentice applicants seeking credit for previous experience gained outside the supervision of the JATC must submit the request at the time of application and furnish such records, affidavits, and other documentation to substantiate the claim. The request for credit will be evaluated and a determination made by the JATC while actual on-the-job and related instruction performance can be examined. 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.
- B. An apprentice granted credit shall be advanced to the wage rate designated for the period to which such credit accrues.
- C. The granting of advanced standing will be uniformly applied to all apprentices.



**SECTION XII- WORK EXPERIENCE - 29 CFR 29.5(b)(3)**

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

**SECTION XIII- RELATED INSTRUCTION - 29 CFR 29.5(b)(4)**

Every apprentice is required to participate in coursework related to the job as outlined in Appendix B. A minimum of 144 hours of related instruction is recommended for each year of the apprenticeship. Apprentices agree to take such courses as the JATC deems advisable. The JATC will secure the instructional aids and equipment it deems necessary to provide quality instruction.

Apprentices shall satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the JATC 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 on the job. The JATC will monitor and document the apprentice's progress in related instruction classes.

**SECTION XIV- SAFETY AND HEALTH TRAINING - 29 CFR 29.5(b)(9)**

All apprentices shall receive instruction in safe and healthful work practices both on-the-job and in related technical instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, and subsequent amendments to the Public 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 in such manner as to ensure their own safety and that of their fellow workers.

**SECTION XV- MAINTENANCE OF RECORDS - 29 CFR 29.5(b)(6), 29.5(b)(23), and 30.8**

The JATC shall 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 shall permit identification of minority and female (minority and non-minority) participants. The records shall be made available on request to the USDOL, Office of Apprenticeship.



**SECTION XVI- CERTIFICATE OF COMPLETION OF APPRENTICESHIP - 29 CFR 29.5(b)(15)**

Upon an apprentice's satisfactory completion of the requirements of the apprenticeship program established within these standards, the JATC will so certify the completion to the Office of Apprenticeship and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice. The Office of Apprenticeship may require that a record of completed OJL and related instruction for the apprentice accompany such requests.

**SECTION XVII- NOTICE TO USDOL, OFFICE OF APPRENTICESHIP - 29 CFR 29.3(d), 29.3(e), and 29.5(b)(19)**

The Office of Apprenticeship must be notified within 45 days of any apprentice action - registered, reinstated, extended, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons therefore.

**SECTION XVIII- REGISTRATION, CANCELLATION, DEREGISTRATION - 29 CFR 29.5(b)(18), 29.8(a)(2), 29.8(b)(8)**

These standards will, upon adoption by the JATC, be submitted to the Office of Apprenticeship for approval. Such approval will be acquired before implementation of the program.

The JATC reserves the right to discontinue at any time the apprenticeship program set forth herein. The JATC will notify the Office of Apprenticeship within 45 days in writing of any decision to cancel the program.

The Office of Apprenticeship may initiate deregistration of these standards for failure of the JATC to abide by the provisions herein. Such deregistration will be in accordance with the Office of Apprenticeship's regulations and procedures.

The JATC will notify each apprentice of the cancellation of the program and the effect of same. If the apprenticeship program is cancelled at the JATC's request, the JATC will notify the apprentice(s) within 15 days of the date of the Office of Apprenticeship's acknowledgment of the JATC's request. If the Office of Apprenticeship orders the deregistration of the apprenticeship program, the JATC will notify the apprentice(s) within 15 days of the effective date of the order.

**SECTION XIX- AMENDMENTS AND MODIFICATIONS - 29 CFR 29.5(b)(18)**

These standards may be amended or modified at any time by the JATC 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 Office of Apprenticeship 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 XX- ADJUSTING DIFFERENCES AND COMPLAINT PROCEDURE - 29 CFR 29.5(b)(22), 29.7(k), and 30.11**

The JATC shall have full authority to supervise the enforcement of these Apprenticeship Standards. Its decision will be final and binding on the employer, the union, and the apprentice, unless otherwise noted below.

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

**Title 29 CFR 29.7(k)**

For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable Grievance and Arbitration procedures contained in the Articles of the CBA.

The JATC 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 JATC 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 USDOL, Office of Apprenticeship 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:

Gregory D. Backus, Training Coordinator  
5690 W. Albatros  
Boise, Idaho 83705  
Office: 208-562-0237

**Title 29 CFR 30.11**

Any apprentice or applicant for apprenticeship who believes that they have 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 or 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 USDOL, Office of Apprenticeship or, at the apprentice or applicants election, with the private review body established by the Program Sponsor (if applicable).

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

The complaint must be filed not later than 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 Program Sponsor to review such complaints, any referral of such complaint by the complainant to the USDOL, Office of Apprenticeship 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 USDOL, Office of Apprenticeship for good cause shown.

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



The JATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

### **SECTION XXI- TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - 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 JATC and must comply with the following requirements:

- i. Transferring apprentices shall be provided a transcript of related instruction and OJL by the JATC;
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the JATCs.

The apprentice must receive credit from the new JATC for the training already satisfactorily completed.

### **SECTION XXII- RESPONSIBILITIES OF THE APPRENTICE**

Apprentices, having read the Standards formulated by the JATC and signed an Apprenticeship Agreement with the said JATC, agree to all the terms and conditions contained therein and agree to abide by the JATC's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the JATC may deem necessary to become a skilled Sheet Metal 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 trade and other pertinent duties assigned by the JATC and the employer in accordance with the provisions of the Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer, union and the JATC.
- C. Attend and satisfactorily complete the required hours in the on-the-job learning and in related technical instruction in subjects related to the trade as provided under these standards.
- 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 JATC.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.
- F. Work for the employer to whom the apprentice is assigned to the completion of apprenticeship, unless reassigned to another employer or the Agreement is terminated by the JATC.



**SECTION XXIII- COLLECTIVE BARGAINING AGREEMENT**

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- A. Any apprenticeship provision in any collective bargaining agreement between employers and employees establishing higher apprenticeship standards; or
- B. Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, Executive Order, or authorized regulation.

**SECTION XXIV- TECHNICAL ASSISTANCE**

Technical assistance, such as that from the U.S. Department of Labor’s Office of Apprenticeship, recognized state apprenticeship agencies, and vocational schools, may be requested to advise the JATC.

**SECTION XXV- CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS**

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal Law or Regulation.

**SECTION XXVI- OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS**

The Southwest Central Idaho Sheet Metal JATC hereby adopts these standards of apprenticeship on this 2<sup>ND</sup> day of SEPTEMBER, 2024.

**Representing the Southwest Central Idaho Sheet Metal Workers JATC:**

  
 \_\_\_\_\_  
 Signature of JATC Chairperson

  
 \_\_\_\_\_  
 Signature of JATC Secretary

Steve Boatman  
 \_\_\_\_\_  
 Printed Name

FRANCIS R. FINLAY JR.  
 \_\_\_\_\_  
 Printed Name



### 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 providing for training and related instruction under these standards and who registers with the USDOL, Office of Apprenticeship.

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and the sponsor 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 USDOL, Office of Apprenticeship.

**CERTIFICATE OF COMPLETION OF APPRENTICESHIP:** The credential issued by the USDOL, Office of Apprenticeship to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.

**COLLECTIVE BARGAINING AGREEMENT (CBA):** The negotiated agreement between the Union and signatory employer that sets forth the terms and conditions of employment.

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

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

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

**JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC):** A JATC is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).

**JOURNEYWORKER:** A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. The term may also refer to a mentor, technician, specialist, or 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.

**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.

**PROVISIONAL REGISTRATION:** 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 USDOL, Office of Apprenticeship, as provided for in 29 CFR §§ 29.3(g) and (h).



### DEFINITIONS

**REASONABLE COMMUTING DISTANCE:** The distance it takes to travel two hours or less using ground transportation. It is understood that variable road conditions such as weather, road construction and road quality are to be factored in when calculating travel time.

**REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS):** A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.

**USDOL, OFFICE OF APPRENTICESHIP:** The U.S. Department of Labor's Office of Apprenticeship has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with 29 CFR §§ 29 and 30, and conducting quality assurance assessments.

**USDOL, OFFICE OF APPRENTICESHIP and FIELD REPRESENTATIVE:** The U.S. Department of Labor's Office of Apprenticeship that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with 29 CFR §§ 29 and 30, and conducting quality assurance assessments. The field representative shall mean the person designated by Office of Apprenticeship to service this program. The USDOL, Office of Apprenticeship and field representative identified are:

Robert A. Snyder, Idaho State Director  
U. S. Department of Labor  
Office of Apprenticeship  
1387 S Vinnell Way, #110  
Boise, Idaho 83709  
Snyder.robert@dol.gov  
208-321-2973

**RELATED INSTRUCTION:** An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the 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 USDOL, Office of Apprenticeship.

**SPONSOR:** The local JATC 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.

**STANDARDS OF APPRENTICESHIP:** This entire document, including all appendices and attachments hereto, and any future modifications and additions approved by the USDOL, Office of Apprenticeship.

**SUPERVISOR OF APPRENTICE(S):** An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

**TIME-BASED OCCUPATION:** An occupation using an apprenticeship approach that measures skill acquisition through the individual apprentice's completion of on-the-job learning as described in a work process schedule.

**TRAINING COORDINATOR:** The person designated by the local JATC to perform the duties stated in the standards of apprenticeship.

**UNION:** Means Sheet Metal Air and Rail Transportation (SMART) Local #55.



## Appendix -B-

**WORK PROCESS SCHEDULE  
HVAC TECHNICIAN (Residential)  
O\*NET-SOC CODE: 49-9021.01 RAPIDS CODE: 0637**

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

### 1. TYPE OF OCCUPATIONS

Time-based                       Competency-based                       Hybrid

### 2. TERM OF APPRENTICESHIP

The term of the occupation is an OJL attainment of 5400 hours, supplemented by the minimum required hours of related instruction.

### 3. RATIO OF APPRENTICES TO JOURNEYWORKERS/PROFESSIONALS

The apprentice to journeyworker ratio is: one Apprentice to one Journeyworker.

### 4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate, or as per the CBA.

JOURNEYWORKER WAGE RATE IS 100% OF THE CBA		
	Hours, Weeks or Months	Percent or Dollar Amount
1 <sup>st</sup> Period	900 HOURS	65%
2 <sup>nd</sup> Period	900 HOURS	70%
3 <sup>rd</sup> Period	900 HOURS	75%
4 <sup>th</sup> Period	900 HOURS	80%
5 <sup>th</sup> Period	900 HOURS	85%
6 <sup>th</sup> Period	900 HOURS	90%

### 5. WORK PROCESS SCHEDULE - See attached Work Process Schedule

### 6. RELATED INSTRUCTION SCHEDULE - See attached Related Instruction Schedule



## Appendix -B-

### WORK PROCESS SCHEDULE HVAC TECHNICIAN (Residential)

O\*NET-SOC CODE: 49-9021.01      RAPIDS CODE: 0637

This trade schedule supplement, work process, is attached to and a part of the Apprenticeship Standards for the above identified occupation. During the term of apprenticeship, the Apprentice shall receive such instruction and experience, in all branches of the occupation, as is necessary to develop a practical and versatile worker. Major processes in which Apprentices will be trained (although not necessarily in the order listed) and approximate hours (not necessarily continuous) to be spent in each are as follows:

<u>Work Process</u>	<u>Approximate Hours</u>
A. General sheet metal work.....	720
B. Operation of hand tools .....	630
C. Heating and ventilation .....	1080
D. Air conditioning/Dryside .....	900
E. Solar heating and cooling .....	230
F. Servicing systems .....	1350
G. Guttering and spouting .....	490
	TOTAL HOURS: 5400



## Appendix -B-

### RELATED INSTRUCTION OUTLINE

#### HVAC TECHNICIAN (Residential)

O\*NET-SOC CODE: 49-9021.01      RAPIDS CODE: 0637

SOURCE OF INSTRUCTION:

DELIVERY SYSTEM: CLASSROOM

TOTAL HOURS OF INSTRUCTION: 432 Total Hours

<u>Sheet Metal Curriculum(s)</u>	<u>Approximate Hours</u>
Sheet Metal Core .....	200
Architectural .....	32
Residential HVAC/Service .....	200



## Appendix -B-

### WORK PROCESS SCHEDULE SHEET METAL WORKER

O\*NET-SOC CODE: 47-2211.00 RAPIDS CODE: 0510

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

#### 1. TYPE OF OCCUPATIONS

Time-based

Competency-based

Hybrid

#### 2. TERM OF APPRENTICESHIP

The term of the occupation is an OJL attainment of 6400 hours, supplemented by the minimum required hours of related instruction.

#### 3. RATIO OF APPRENTICES TO JOURNEYWORKERS/PROFESSIONALS

The apprentice to journeyworker ratio is: one Apprentice to one Journeyworker.

#### 4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate, or as per the CBA.

JOURNEYWORKER WAGE RATE IS 100% OF THE CBA		
	Hours, Weeks or Months	Percent or Dollar Amount
1 <sup>st</sup> Period	1600 HOURS	60%
2 <sup>nd</sup> Period	800 HOURS	65%
3 <sup>rd</sup> Period	800 HOURS	70%
4 <sup>th</sup> Period	800 HOURS	75%
5 <sup>th</sup> Period	800 HOURS	80%
6 <sup>th</sup> Period	800 HOURS	85%
7 <sup>th</sup> Period	800 HOURS	90%

#### 5. WORK PROCESS SCHEDULE - See attached Work Process Schedule

#### 6. RELATED INSTRUCTION SCHEDULE – See attached Related Instruction Schedule

### WORK PROCESS SCHEDULE SHEET METAL WORKER

O\*NET-SOC CODE: 47-2211.00 RAPIDS CODE: 0510



## Appendix -B-

This trade schedule supplement, work process, is attached to and a part of the Apprenticeship Standards for the above identified occupation. During the term of apprenticeship, the Apprentice shall receive such instruction and experience, in all branches of the occupation, as is necessary to develop a practical and versatile worker. Major processes in which Apprentices will be trained (although not necessarily in the order listed) and approximate hours (not necessarily continuous) to be spent in each are as follows:

<u>Work Process</u>	<u>Approximate Hours</u>
A. Heating, ventilation and air conditioning systems (HVAC) .....	1200
B. General sheet metal work .....	800
C. Architectural Sheet metal work .....	1200
D. Operation of hand tools and equipment power and computerized machinery.....	800
E. Industrial sheet metal work (blow pipe, cyclones, bag houses, conveyor systems, etc.) .....	800
F. Food Service Equipment .....	400
G. TAB/Service and maintenance of HVAC systems.....	800
H. Welding .....	400
TOTAL HOURS: 6400	

**RELATED INSTRUCTION OUTLINE  
SHEET METAL WORKER  
O\*NET-SOC CODE: 47-2211.00    RAPIDS CODE: 0510**



## Appendix -B-

SOURCE OF INSTRUCTION:

DELIVERY SYSTEM: CLASSROOM

TOTAL HOURS OF INSTRUCTION: 576 Total Hours

<u>Sheet Metal Curriculum(s)</u>	<u>Approximate Hours</u>
Sheet Metal Core .....	200
Architectural .....	42
HVAC .....	130
Plans and Specifications .....	50
Testing, Adjusting and Balancing .....	24
Commercial – Industrial .....	50
Welding .....	80



## Appendix -C-

### QUALIFICATIONS AND SELECTION PROCEDURES

#### AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30 AS AMENDED December 19, 2016

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR, part 60-3) or 29 CFR part 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.

#### SECTION I – MINIMUM QUALIFICATIONS

Applicants will meet the qualifications indicated in SECTION IV of the Standards. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program.

#### SECTION II – APPLICATION PROCEDURES

- A. Applicants will be accepted throughout the year depending on apprenticeship opportunity. Every person **seeking** an application will have one made available upon request.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the date the JATC receives each completed application so that all applications can be accounted for. Check boxes will be provided on the application to show race, ethnicity, and sex.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Sponsor.
- D. Receipt of the properly completed application form along with required supporting documents (driver's license, birth certificate, or other acceptable proof of age; copy of high school diploma, GED certificate, or other acceptable documentation of education) will constitute receipt of a completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their applications will be notified in writing of their disqualification and of the appeal rights available to them. No further processing of such applications will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview.



## Appendix -C-

- G. An employee of a non-signatory employer not qualifying as a journey worker when the employer becomes signatory, will be evaluated by the JATC in accordance with the procedures for the granting of credit for previous experience, and indentured at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. (Note: this is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)
- H. An individual who signs an authorization card during an organizing effort, wherein thirty percent (30%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journey worker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and indentured by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. An employee not eligible for receipt of credit must make application in accordance with the normal application procedures. (Note: This is a method of direct entry into the apprenticeship program.) For such applicants to be considered they must:
1. be employed in the JATC's jurisdiction when the authorization card was signed;
  2. have been employed by the employer before the organizational effort commenced;
  3. all employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated; and
  4. provide reliable documentation to the JATC to show they were an employee performing sheet metal work prior to signing the authorization card.

The JATC agrees to admit such individuals directly into the apprenticeship program will do so without regard to present minimum qualifications, eligibility tests, or the necessity of passing written apprenticeship entrance tests.

### SECTION III - SELECTION PROCEDURES

The sponsor has adopted the following selection procedures, consistent with the requirements set forth in 29 CFR § 30.10(b): (Check One)

**ALTERNATIVE SELECTION METHOD:**

1. Applicant must complete and submit application.
2. Applicant information will be reviewed to determine that all minimum requirements for age, education, etc., are met.
3. Applicant will be awarded credit/points if applicable for education, experience, training, assessments, and other information that provides proof of knowledge and skill.
4. Applicant will undergo an interview to determine acceptability to the program.
5. Prior to acceptance into the program, each individual must pass a pre-hire drug screening test.



## Appendix -C-

6. Applicants can be denied entrance into the program at any point if criteria are not met.
  7. Applicant will be accepted into the program with all credit/points assessed, if applicable, upon successful completion of all points for acceptance.
- A. The Sponsor will schedule the interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
  - B. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form considering the information on the application and required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his/her judgment of the applicant derived from the interview.
  - C. Applicants will be placed on a Ranking List according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
  - D. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the Sponsor informed of their current mailing address and telephone number.
  - E. Selected applicants must respond to the notice of selection within 48 hours of notice. If applicants cannot be reached by telephone, their names will be passed, and notice sent to their address to determine if the applicant is still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one notice will be mailed.
  - F. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period that were on the ranking list, will be required to reapply.
  - G. Military veterans who completed military technical training school and/or elect to participate in the Building and Construction Trades Helmets to Hardhats Program, SMART Heroes Program, or a registered apprenticeship program or related occupation while in the military in the occupations registered in the Sheet Metal Industry, may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of Military Veterans shall be done without regard to race, color, religion, national origin, or sex. (Note: This is a method of direct entry into the apprenticeship program.)
  - H. An individual who is or who has worked for a signatory or non-signatory employer and who, of his/her own choosing, solicits membership as a journeyworker and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for granting of credit for previous experience and indentured by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. (Note: This is a method of direct entry into the apprenticeship program).



## Appendix -C-

- I. Transfer of Apprenticeship - Direct Entry. In order to transfer an apprenticeship agreement between two Local Sheet Metal JATC's registered apprenticeship programs, the following requirements must be met:
  1. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
  2. The apprentice's sponsoring JATC must agree to the transfer.
  3. The receiving JATC must agree to accept the transfer.
  4. The two Sheet Metal Worker Unions must agree to the transfer.
  5. The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
  6. Upon being accepted by the receiving JATC, the apprentice's existing apprenticeship agreement shall be terminated.
  7. Register proceedings shall be initiated with the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.
  8. Apprentices accepted for transfer will be given full credit for on-the-job learning experience and related instruction successfully completed while registered in a Sheet Metal, Air, Rail and Transportation (SMART) International Association apprenticeship program.
  9. The transferring apprentice must:
    - a) Complete an application form, accurately responding to all questions.
    - b) Provide the receiving JATC official documentation pertaining to their participation in the apprenticeship program that they are transferring from.
    - c) An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC.  
The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files.
- J. Direct Entry for Skill Shortages. If there is a recognized shortage of skilled workers in a particular facet of the Sheet Metal Industry, an individual with experience in the recognized area of shortage who meets the minimum qualifications of the apprenticeship program, may be admitted directly into the program. The JATC will evaluate the individual for granting appropriate credit on the term of apprenticeship. Entry of individuals into the program based on skilled worker shortages will be done without regard to race, color, religion, national origin, or sex. (Note: This is a method of direct entry into the apprenticeship program.)