

STANDARDS OF APPRENTICESHIP

DEVELOPED BY



EDMOND PUBLIC WORKS FIELD SERVICES
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FOR THE OCCUPATIONS OF

FIELD SERVICES TECHNICIAN

O*NET/SOC CODE: 47-2061.00 RAIS CODE: 1049

APPROVED BY



U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP
215 DEAN A. MCGEE AVENUE, SUITE 346
OKLAHOMA CITY, OK 73102

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FOREWORD

These Edmond Public Works Field Services Apprenticeship Standards have as their objective, the training of Field Services Technicians skilled in all phases of the industry. The Sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job training combined with 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 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/Sponsor meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the Employer/Sponsor providing for training and related instruction under these Standards, and who is registered with the Registration Agency.

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 Registration Agency.

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.

DICTIONARY OF OCCUPATIONAL TITLES (DOT): Provides basic occupational information including job definitions, detailed tasks to be performed, and a number indicating a range of time to prepare for average performance in the occupation.

JOURNEY WORKER:

A recognized level of competency as recognized within the industry. Use of the term may also refer to a mentor, technician, specialist or other skilled worker.

or

An individual who has documented sufficient skills and knowledge of a trade, craft or occupation, either through formal apprenticeship or through practical on-the-job experience, and formal training. This individual is recognized by his/her employer as being fully qualified to perform the work of the trade, craft or occupation.

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, **which replaces the DOT**, 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 TRAINING (OJT): 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: Edmond Public Works Field Services, the Employer 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.

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: U.S. Department of Labor's Office of Apprenticeship.

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to his/her occupation.

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

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

SECTION I. - EQUAL OPPORTUNITY PLEDGE – Title 29 CFR 29.5(b)(20) and 30.3(b)

The recruitment, selection, employment, and training of apprentices during their apprenticeship, will 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.

SECTION II. - AFFIRMATIVE ACTION PLAN – Title 29 CFR 29.5(b) and 30.4

As an entity of local government, Edmond Public Works Field Services is exempt from the adoption of an Affirmative Action Plan under CFR 29, Part 30.4 because there is already an equal employment opportunity program in place providing for the selection of employees (including Apprentices) and for affirmative action in employment (including Apprenticeship).

SECTION III- QUALIFICATIONS FOR APPRENTICESHIP – Title 29 CFR 29.5(b)(10)

Applicants will meet the following minimum qualifications:

A. Age

Applicants must not be less than 18 years of age.

B. Education

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

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. Applicants must be able to meet the City of Edmond’s requirements for this position description.

E. Accepted applicants must obtain a Class B CDL within thirty (30) days of hire.

SECTION IV. - SELECTION OF APPRENTICES – Title 29 CFR 30.5

As an entity of local government, Edmond Public Works Field Services is exempt from the adoption of a Selection Procedure under CFR 29, Part 30.5 because there is already an equal employment opportunity program in place providing for the selection of employees (including Apprentices) and for affirmative action in employment (including Apprenticeship).

SECTION V. - 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 Sponsor 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, and the Registration Agency, 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 will be given an opportunity to read and review these Standards, the Sponsor's written rules and policies and the Apprenticeship Agreement.

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

SECTION VI. - RATIO OF APPRENTICES TO JOURNEY WORKERS- Title 29 CFR 29.5(b)(7)

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journey workers will be five (5) apprentices to one (1) journey worker. This ratio should provide the number of Field Services Technicians necessary for the future needs of the Employer.

SECTION VII. - TERM OF APPRENTICESHIP -Title 29 CFR 29.5(b)(2)

The term of the occupation will be ~~four and one-half (4 ½)~~ 6 years with demonstration of competencies supplemented by the required hours of related instruction as stated on the Work Processes and Related Instruction Outlines (Appendix A). Full credit will be given for the probationary period.

SECTION VIII. - PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(19)

All applicants selected for apprenticeship will serve a probationary period of not less than one (1) year of OJT.

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 OJT 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 IX. - HOURS OF WORK

Apprentices will generally work the same hours as journey workers, except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

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

SECTION X. - 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 journey worker status, the Sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJT and in related instruction courses. In determining whether satisfactory progress has been made, the Sponsor will be guided by the work experience and related instruction records and reports.

The Pay Plan for this occupation is shown on the attached Sample Work Processes and Related Instruction Outline (Appendix A). Should the Pay Plan rate be increased during the term of Apprenticeship, adjustments in Apprentice wages shall be made. Copies of the new Pay Plan will be furnished to the Office of Apprenticeship. 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 – 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 documents to substantiate the claim.

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 XII. - WORK EXPERIENCE – Title 29 CFR 29.5(b)(3) and 30.8

During the apprenticeship the apprentice will receive such OJT and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journey worker. The OJT will be under the direction and guidance of the supervisor of apprentice(s).

SECTION XIII. - 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 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.

Apprentices will be paid for hours spent attending city-sponsored related instruction classes held during normal work hours.

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 OJT) training without due cause, the Sponsor 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 Sponsor will monitor and document the apprentice's progress in related instruction classes.

The Sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. If applicable, when possible, the Sponsor may require the instructors to attend the (insert names of institutions that will provide training).

SECTION XIV. - 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 XV. - SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b)(14)

The Sponsor 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 journey worker to whom they are assigned. The supervisor of apprentice(s) as designated by the sponsor will be responsible for the apprentice's work assignments; ensuring the apprentice is working under the supervision of a skilled journey worker, evaluation of work performance, and completion and submittal of progress reports to the Sponsor.

No apprentice will be allowed to work without direct journey worker supervision.

SECTION XVI. - 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 the property of the Sponsor. This record will be included in each apprentice's record file maintained by the Sponsor.

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 Sponsor 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 Sponsor 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 journey worker, the Sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

SECTION XVII. - MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(22)

The Sponsor 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 XVIII. - 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 OJT and the related instruction as may be required by the Registration Agency.

SECTION XIX. - NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.5(b)(18)

The Registration Agency will be notified promptly of all new apprentices to be registered, credit granted, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

SECTION XX. - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(17)

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.

Edmond Public Works Field Services 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 XXI. - AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b)(17)

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 XXII. - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE - Title 29 CFR 29.5(b)(21) 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 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 29.5 (b)(21)

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:

Training & Safety Coordinator
Edmond Public Works Field Services
2004 Old timbers Drive
Edmond, OK 73034

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.

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 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. The time may be extended by the Registration Agency for good cause shown.

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

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

SECTION XXIII – CONTINUITY OF EMPLOYMENT – Title 29 CFR 29.5 (b) (13)

The Sponsor, insofar as possible, will provide continuous employment. In the event of reduction in force, suspended or laid off Apprentices will be given the opportunity to return to their apprenticeship before a new Apprentice is selected.

SECTION XXIV - 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 Field Services Technician.

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 Sponsor and 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 OJT 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 Sponsor.

- 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. The apprentice will be provided with a copy of the written rules and policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

SECTION XXV. – TECHNICAL ASSISTANCE

Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, Community Colleges and vocational schools—may be requested by the Sponsor.

The Sponsor 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 XXVI. - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

Edmond Public Works Field Services hereby adopts these Standards of Apprenticeship on

this _____ day of _____, 2008.

Signature of SPONSOR

Printed Name

APPROVED BY:

**Cynthia S. McLain
Oklahoma/Texas Panhandle State Director
Office of Apprenticeship**

Date

Appendix A

OCCUPATION SCHEDULE FOR: FIELD SERVICES TECHNICIAN

O*NET/SOC CODE : 47-2061.00
RAIS CODE: 1049

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

1. TERM OF APPRENTICESHIP

The term of the occupation shall be four and one-half (4 ½) years with demonstration of competencies supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEY WORKERS

Five (5) apprentices to one (1) journey worker.

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on demonstration of competencies in the described skills and successful completion of the related training modules. Effective July 12, 2007, the Journey worker wage rate for this occupation is \$16.72 per hour and the apprentice wage progressions are listed below. As changes are made in the journey worker wage and/or apprentice wages, the Registration Agency will be promptly notified.

<u>Period</u>	<u>Wage</u>	<u>Term & Competencies</u>	<u>RTI</u>
1 st	\$10.65	6 months; FS1 – FSST8	Module 1
2 nd	\$12.85	1 year; FST 1-4	Units 1-4 Core Classes
3 rd	\$13.88	1 year; FSTW 1–4	Unit 5 Track 1
4 th	\$14.91	1 year; FSTWW 1-4	Unit 6 Track 2
5 th	\$15.94	1 year, FSTST 1-4	Unit 7 Track 3

4. SCHEDULE OF WORK EXPERIENCE

Apprentices will receive four and one-half (4 ½) years of on-the-job training (OJT) and must demonstrate competency in the following skills:

<u>Track</u>	<u>Comp</u>	<u>Code</u>	<u>Skill Description</u>
FS1	<input type="checkbox"/>	B101	ICS/NIMS Certification
	<input type="checkbox"/>	B102	WMD Certification
	<input type="checkbox"/>	B103	Hazmat Awareness Certification
	<input type="checkbox"/>	B104	Competent Person Certification
	<input type="checkbox"/>	B105	First Aid/CPR Certification
	<input type="checkbox"/>	B106	Hazard Communication
	<input type="checkbox"/>	B107	Blood Borne Pathogens
	<input type="checkbox"/>	B108	Confined Space Entry
	<input type="checkbox"/>	B109	Collection System Hazards
	<input type="checkbox"/>	B110	Storm Drain Hazards
	<input type="checkbox"/>	B111	Defensive Driving
	<input type="checkbox"/>	B112	OSHA Standard Part 1926
	<input type="checkbox"/>	B113	Work Zone Certification
	<input type="checkbox"/>	B114	Flagging Certification
	<input type="checkbox"/>	B115	PPE
FS2	<input type="checkbox"/>	B116	Promo & Safe Workplace
	<input type="checkbox"/>	B201	On-the-job Injury
	<input type="checkbox"/>	B202	Organizational Structure
	<input type="checkbox"/>	B203	SBP Program
	<input type="checkbox"/>	B204	Attendance Policy
FS3	<input type="checkbox"/>	B205	Customer Service Training
FS4	<input type="checkbox"/>	B301	Hand Tools
	<input type="checkbox"/>	B401	Compact Non-Paving
	<input type="checkbox"/>	B402	Finish Grade/Clean Up
FS5	<input type="checkbox"/>	B403	Sod Placement
	<input type="checkbox"/>	B501	Chainsaw
	<input type="checkbox"/>	B502	Pole Saw
	<input type="checkbox"/>	B503	Impact Wrench
	<input type="checkbox"/>	B504	Skill Saw
	<input type="checkbox"/>	B505	Walk Behind Saw
	<input type="checkbox"/>	B506	Air Compressor/Hammer
	<input type="checkbox"/>	B507	Air/Hydraulic Systems
	<input type="checkbox"/>	B507	Cut-off Saw
	<input type="checkbox"/>	B509	Grinder – Drill
	<input type="checkbox"/>	B510	2" Pumps
	<input type="checkbox"/>	B511	Compactors
FS6	<input type="checkbox"/>	B512	Tapping Machine
	<input type="checkbox"/>	B601	Intro to Light Equipment
	<input type="checkbox"/>	B602	Dump Truck
	<input type="checkbox"/>	B603	Equipment Manuals
	<input type="checkbox"/>	B604	Bobcat
	<input type="checkbox"/>	B605	Backhoe Operation
	<input type="checkbox"/>	B606	Load Parts/Equipment on Trailer
	<input type="checkbox"/>	B607	Tractors
FS7	<input type="checkbox"/>	B608	Daily Equipment Check
	<input type="checkbox"/>	B701	Dist/Coll Cert within 6 months
	<input type="checkbox"/>	B702	Completing a Work Order
	<input type="checkbox"/>	B703	Manual of Operations
<u>Track</u>	<u>Comp</u>	<u>Code</u>	<u>Skill Description</u>

FSW1	<input type="checkbox"/>	BW101	Hydrant Components
	<input type="checkbox"/>	BW102	Water Mains
	<input type="checkbox"/>	BW103	Service Connections
	<input type="checkbox"/>	BW104	Identify Tapping Machine
FSW2	<input type="checkbox"/>	BW201	Install Repair Clamp
	<input type="checkbox"/>	BW202	Install Fittings
	<input type="checkbox"/>	BW203	Install Water Meters
	<input type="checkbox"/>	BW204	Install Service Connects
	<input type="checkbox"/>	BW205	Repair Main Break
FSW3	<input type="checkbox"/>	BW301	Water Valve Operation
	<input type="checkbox"/>	BW302	Water Valve Adjustment
	<input type="checkbox"/>	BW303	Install Water Valve
	<input type="checkbox"/>	BW304	Fire Hydrant Operation
FSW4	<input type="checkbox"/>	BW401	Water System Map Reading
	<input type="checkbox"/>	BW402	Water Chlorine Test
	<input type="checkbox"/>	BW403	OKIE Locate
	<input type="checkbox"/>	BW404	Water De-Chlorination
	<input type="checkbox"/>	BW405	Water System Drawings
	<input type="checkbox"/>	BW406	Disinfection & Sampling
FSWW1	<input type="checkbox"/>	BWW101	Identify Sewer Mains
	<input type="checkbox"/>	BWW102	Sewer Service Connects
	<input type="checkbox"/>	BWW103	Sewer Manhole Comps
FSWW2	<input type="checkbox"/>	BWW201	Install Fittings
	<input type="checkbox"/>	BWW202	Install Manhole Ring/Lid
	<input type="checkbox"/>	BWW203	Install Service Connects
	<input type="checkbox"/>	BWW204	Repair Sewer Main Break
	<input type="checkbox"/>	BWW205	Repair Sewer Manhole
FSWW3	<input type="checkbox"/>	BWW301	CMOM & SSO
	<input type="checkbox"/>	BWW302	OKIE Locate
	<input type="checkbox"/>	BWW303	Sewer System Drawings
	<input type="checkbox"/>	BWW304	Sewer System Map Reading
FSST1	<input type="checkbox"/>	BST101	3 Types Street Construction
	<input type="checkbox"/>	BST102	3 Street Repair Methods
	<input type="checkbox"/>	BST103	Typical ROW Limits
	<input type="checkbox"/>	BST104	Drainage System Component
FSST2	<input type="checkbox"/>	BST201	Replace Inlet Hoods/Grades
	<input type="checkbox"/>	BST202	Flush Dirt & Debris
FSST3	<input type="checkbox"/>	BST301	Restore Grades
	<input type="checkbox"/>	BST302	Identify Soil Type
	<input type="checkbox"/>	BST303	Trim Trees & Dispose
FSST4	<input type="checkbox"/>	BST401	Operate Snowplow Truck
	<input type="checkbox"/>	BST402	Dispose of Snow/Ice
	<input type="checkbox"/>	BST403	Know Winter Emergency Plan
	<input type="checkbox"/>	BST404	Operate Salt Spreader
FSST5	<input type="checkbox"/>	BST501	Remove Paving & Failed Base
	<input type="checkbox"/>	BST502	Place, Level & Comp Base
FSST6	<input type="checkbox"/>	BST601	Remove Damaged Concrete
	<input type="checkbox"/>	BST602	Lay & Tie Steel
	<input type="checkbox"/>	BST603	Place & Drag Concrete
	<input type="checkbox"/>	BST604	Concrete Plant Procedures
FSST7	<input type="checkbox"/>	BST701	Truck/Paver Safety
	<input type="checkbox"/>	BST702	Manually Place Asphalt
<u>Track</u>	<u>Comp</u>	<u>Code</u>	<u>Skill Description</u>

FSST8	<input type="checkbox"/>	BST703	Asphalt Plant Procedures
	<input type="checkbox"/>	BST801	Blow Out Cracks
	<input type="checkbox"/>	BST802	Traffic Issues
FST1	<input type="checkbox"/>	T101	Calibrate Air-Monitoring Equip.
	<input type="checkbox"/>	T102	Soil Characteristics
	<input type="checkbox"/>	T103	Set Up Pre-Fab Shoring
	<input type="checkbox"/>	T104	Intermediate Trench Safety
	<input type="checkbox"/>	T105	Intermediate Confined Space
	<input type="checkbox"/>	T106	Intermediate Work Zone Safety
FST2	<input type="checkbox"/>	T201	Investigating Complaints
	<input type="checkbox"/>	T202	Knowledge of Policies/Procedures
	<input type="checkbox"/>	T203	Dispatch Operations
FST3	<input type="checkbox"/>	T301	Underground Utilities
	<input type="checkbox"/>	T302	Estimate Volume of Material
	<input type="checkbox"/>	T303	Basic Surveying
	<input type="checkbox"/>	T304	Project Planning
	<input type="checkbox"/>	T305	Basic GIS
	<input type="checkbox"/>	T306	City Works System
	<input type="checkbox"/>	T307	OKIE Requirements
FST4	<input type="checkbox"/>	T401	Compact Under Paving
	<input type="checkbox"/>	T402	Fine Grading Base
	<input type="checkbox"/>		
FSTST 1	<input type="checkbox"/>	TST101	Asphalt Mix Designs
	<input type="checkbox"/>	TST102	Operate Asphalt Roller
	<input type="checkbox"/>	TST103	Operate Patch Truck
	<input type="checkbox"/>	TST104	Lay-Down Proc's/Tech's
	<input type="checkbox"/>	TST105	Hot Pour Sealing Material
	<input type="checkbox"/>	TST106	Shoot &/or Establish Grade
FSTST2	<input type="checkbox"/>	TST201	Set Forms
	<input type="checkbox"/>	TST202	Finish Concrete-Flat/C&G
	<input type="checkbox"/>	TST203	Concrete Mix Design
FSTST3	<input type="checkbox"/>	TST301	Adjust Storm Inlet to Grade
	<input type="checkbox"/>	TST302	Install Pipe/Str's to Grade
FSTST4	<input type="checkbox"/>	TST401	Tractor/Mower Operation
	<input type="checkbox"/>	TST402	Recognize R/W Maint Issues
FSTWW1	<input type="checkbox"/>	TWW101	Problem/Corrective Action
	<input type="checkbox"/>	TWW102	Investigate Odor Complaint
	<input type="checkbox"/>	TWW103	Disinfection Procedures
FSTWW2	<input type="checkbox"/>	TWW201	Operate Vactor Truck
	<input type="checkbox"/>	TWW202	Stoppages
FSTWW3	<input type="checkbox"/>	TWW301	Operation of Video Camera
	<input type="checkbox"/>	TWW302	Catalog Videos
FSTWW4	<input type="checkbox"/>	TWW401	Collapsed Main Line Rep
	<input type="checkbox"/>	TWW402	By-pass Pumping
	<input type="checkbox"/>	TWW403	Service Saddle Connection
FSTW1	<input type="checkbox"/>	TW101	Evaluate/Determine Action
	<input type="checkbox"/>	TW102	Make Repair (if possible)
FSTW2	<input type="checkbox"/>	TW201	Repair Water Leaks
	<input type="checkbox"/>	TW202	Repair Water Main Breaks
	<input type="checkbox"/>	TW203	Install All Main Line Fittings
<u>Track</u>	<u>Comp</u>	<u>Code</u>	<u>Skill Description</u>

	<input type="checkbox"/>	TW204	Flush for Residue/Taste/Odor
	<input type="checkbox"/>	TW205	Service Tap Existing Main
	<input type="checkbox"/>	TW206	Locate/Repair Ser Leak in Street
	<input type="checkbox"/>	TW207	Disinfection of Repairs
FSTW3	<input type="checkbox"/>	TW301	Raise to Grade
	<input type="checkbox"/>	TW302	Install New Hydrant
	<input type="checkbox"/>	TW303	Disassemble/Reassemble
FSTW4	<input type="checkbox"/>	TW401	Replace Bonnet, Gasket, etc.
	<input type="checkbox"/>	TW402	Install Valve up to 12%
	<input type="checkbox"/>	TW403	Turn Off Water

5. SCHEDULE OF RELATED INSTRUCTION

The related training instruction is provided by Francis-Tuttle Technology Center and consists of the following modules:

Module 1 (Units 1 –8) must be completed during the first six (6) months of training.

Module 1: Trainee

UNIT 1: SAFETY

- LAP 1.1.1 Incident Command System/National Incident Management System (B101)
- LAP 1.1.2 Weapons of Mass Destruction (B102)
- LAP 1.1.3 Hazmat Awareness (B103)
- LAP 1.1.4 Trenching & Shoring Awareness (trenching and shoring) (B104)
- LAP 1.1.5 First Aid/CPR Cert (B105)
- LAP 1.1.6 Hazard communication (B106)
- LAP 1.1.7 Blood Borne Pathogens (B107)
- LAP 1.1.8 Confined Space Entry (B108)
- LAP 1.1.9 Collection System Hazards (B109)
- LAP 1.1.10 Storm Drain Hazards (B110)
- LAP 1.1.11 Defensive Driving (B111)
- LAP 1.1.12 OSHA Standards Part 1926 (B112)
- LAP 1.1.13 Work Zone Traffic Safety Certification (B113)
- LAP 1.1.14 Work Zone Flagging Certification (within 1yr) (B114)
- LAP 1.1.15 Personal Protective Equipment (B115)
- LAP 1.1.16 Promoting a Safe Workplace (B116)

UNIT 2: POLICIES AND PROCEDURES

- LAP 1.2.1 On-the-job injury (B201)
- LAP 1.2.2 Organizational Structure (B202)
- LAP 1.2.3 SBP Program (B203)
- LAP 1.2.4 Attendance Policy (B204)

LAP 1.2.5 Customer Service Training (B205)

UNIT 3: BASIC MATH SKILLS

LAP 1.3.1 Fractions

LAP 1.3.2 Volume

LAP 1.3.3 Metric Conversion

UNIT 4: HAND TOOLS AND EQUIPMENT

LAP 1.4.1 Hand Tools (B301)

- Hammer / sledge hammer
- Crescent Wrench
- Pipe Wrench
- Chisel
- Tapes / levels
- Shovels
- Picks
- Copper Tube Cutters
- Wrenches And Sockets
- Rake
- Screwdriver/Pliers
- Straight Edge (10 – 12”)

LAP 1.4.2 Dirt Work (B400 series)

- Compact non-paving (B401)
- Finish grade/clean up (B402)
- Sod placement (B403)

LAP 1.4.3 Power Tools (B500 series)

- Chainsaw (B501)
- Pole Saw (B502)
- Impact Wrench (B503)
- Skill saw (B504)
- Walk Behind Saw (B505)
- Air compressor/hammer (B506)
- Air/hydraulic systems (B507)
- Cut-off saw (B508)
- Grinder-Drill (B509)
- 2" pumps (B510)
- Compactors (B511)
- Tapping machine (B512)

LAP 1.4.4 Basic Equipment Operation (B600 series)

- Introduction to Light Equipment (B601)
- Dump Truck (B602)

- Equipment Manuals (B603)
- Bobcat (B604)
- Backhoe Operation (B605)
- Loading parts and equipment onto a trailer (B606)
- Tractors (B607)
- Daily Equipment Check (B608)

UNIT 5: PUBLIC WORKS OPERATIONS

- LAP 1.5.1 Distribution/collection certification (within 6 months) (B701)
- LAP 1.5.2 Completing a Work Order (B702)
- LAP 1.5.3 Manual of Operations (B703)

UNIT 6: BASIC WATER SYSTEMS AND SERVICE

LAP 1.6.1 Basic Water System Identification

- Hydrant Components (BW101)
- Water Mains (BW102)
- Service Connections (BW103)
- Identify Tapping Machines (BW104)

LAP 1.6.2 Basic Water Maintenance and Service

- Install Repair Clamp (BW201)
- Install Fittings (BW202)
- Install Water Meter (BW203)
- Install Service Connections (BW204)
- Repair Main Break (BW205)

LAP 1.6.3 Basic Water Valves and Hydraulics

- Water valve operation (BW301)
- Water Valve Adjustment (BW302)
- Install water Valve (BW303)
- Fire Hydrant Operation (BW304)

LAP 1.6.4 Basic Water Maintenance

- Water System Map Reading (BW401)
- Water Chlorine Test (BW402)
- Electronic Detection (BW403)
- Water De-Chlorination (BW404)
- Water System Drawings (BW405)
- Disinfection & Sampling (BW406)

UNIT 7: BASIC WASTEWATER SYSTEMS

LAP 1.7.1 Basic Wastewater Identification

- Identify Sewer Mains (BWW101)

- Sewer Service Connections (BWW102)
 - Sewer Manhole Components (BWW103)
- LAP 1.7.2 Basic Wastewater Maintenance and Service
- Install Fittings (BWW 201)
 - Install Manhole Ring/Lid (BWW202)
 - Install Service Connections (BWW203)
 - Repair Sewer Main Break (BWW204)
 - Repair Sewer Manhole (BWW205)
- LAP 1.7.3 Basic Wastewater Maintenance
- CMOM & SSO (BWW301)
 - Electronic Detection (BWW302)
 - Sewer System Drawings (BWW303)
 - Sewer System Map reading (BWW304)

UNIT 8: BASIC STREET REPAIR AND MAINTENANCE

- LAP 1.8.1 Basic Street Identification
- 3 types of street construction (BST101)
 - 3 street repair methods (BST102)
 - Typical Right of Way limits (BST103)
 - Drainage system components (BST104)
- LAP 1.8.2 Basic Street Drainage
- Replace inlet hoods/grates (BST201)
 - Flush dirt and debris (BST202)
- LAP 1.8.3 Basic Street Right of Way Maintenance
- Restore grass (BST301)
 - Hand clean weeds in Right of Way (BST302)
 - Trim trees and dispose (BST303)
- LAP 1.8.4 Basic Street Snow Removal and Procedures
- Operate snowplow truck (BST401)
 - Dispose of snow/ice (BST402)
 - Know winter emergency plan (BST403)
 - Operate Salt Spreader (BST404)
- LAP 1.8.5 Basic Street - Base
- Remove paving & failed base (BST501)
 - Place, level, & compact base (BST502)
- LAP 1.8.6 Basic Street - Concrete
- Remove damaged concrete (BST601)
 - Lay and tie steel (BST602)
 - Place & drag concrete (BST603)
 - Concrete plant procedures (BST604)

LAP 1.8.7 Basic Street - Asphalt

- Truck/Paver Safety (BST701)
- Manually Place Asphalt (BST702)
- Asphalt Plant Procedures (BST703)

LAP 1.8.8 Basic Street – Sealing

- Blow Out Cracks (BST801)
- Traffic Issues (BST802)

Module 2: Technician

CORE CLASSES:

UNIT 1: SAFETY

- LAP 2.1.1 Calibrate Air-Monitoring Equipment (T101)
- LAP 2.1.2 Soil Mechanics and Aggregates I (T102)
- LAP 2.1.3 Set Up Prefabricated Shoring (T103)
- LAP 2.1.4 Intermediate Trench Safety (T104)
- LAP 2.1.5 Intermediate Confined Space (T105)
- LAP 2.1.6 Intermediate Work Zone Safety (T106)

UNIT 2: POLICIES AND PROCEDURES

- LAP 2.2.1 Investigating Complaints (T201)
- LAP 2.2.1 Knowledge of Policies and Procedures (T202)
- LAP 2.2.1 Dispatch Operations (T203)

UNIT 3: JOB PLANNING

- LAP 2.3.1 Locate and Mark Utility Lines (T301)
- LAP 2.3.2 Estimate Volume of Materials (T302)
- LAP 2.3.3 Basic Surveying (T303)
- LAP 2.3.4 Project Planning (T304)
- LAP 2.3.5 Basic Geographic Information Systems (T305)
- LAP 2.3.6 City Works System (T306)
- LAP 2.3.7 OKIE Requirements (T307)

UNIT 4: GRADING AND COMPACTION

- LAP 2.4.1 Compact Under Paving (T401)
- LAP 2.4.2 Fine Grading Base (T402)

UNIT 5: WATER SYSTEMS AND MAINTENANCE (TRACK 1)

- LAP 2.5.1 Water Leaks
 - Evaluate and Determine Action (TW101)
 - Make Repair (if possible) (TW102)
- LAP 2.5.2 Water Main Service and Maintenance
 - Repair Water Leaks (TW201)
 - Repair Water Main Break (TW202)
 - Install All Main Line Fittings (TW203)
 - Flush for Residual, Taste and Odor (TW204)
 - Service Tap Existing Main (TW205)
 - Locate and Repair a Service Line Leak in a Street (TW206)
 - Disinfection of Repairs (TW207)

LAP 2.5.3 Water Hydrant Maintenance

- Raise to Grade (TW301)
- Install New Hydrant (TW302)
- Disassemble and Reassemble a Hydrant (TW303)

LAP 2.5.4 Water Valve Maintenance

- Replace the Bonnet, Gasket, etc (TW401)
- Install a Valve up to 12" (TW402)
- Turn Off Water (TW403)

Students must also complete LAPs 2.6.1 and 2.7.1 to complete this track.

UNIT 6: WASTEWATER SYSTEMS AND MAINTENANCE (TRACK 2)

LAP 2.6.1 Wastewater Systems

- Problems and Corrective Actions (TWW101)
- Investigate Odor Complaints (TWW102)
- Disinfection Procedures (TWW103)

LAP 2.6.2 Wastewater Cleaning

- Operate Vactor Truck (TWW201)
- Stoppages (TWW202)

LAP 2.6.3 Wastewater Process Monitoring

- Operation of Video Camera (TWW301)
- Catalog Videos (TWW302)

LAP 2.6.4 Wastewater Maintenance and Service

- Collapsed Main Line Repair (TWW401)
- Bypass Pumping (TWW402)
- Service Saddle Connection (TWW403)

Students must also complete LAPs 2.5.1 and 2.7.1 to complete this track.

UNIT 7: STREET MAINTENANCE (TRACK 3)

LAP 2.7.1 Street Maintenance

- Asphalt Mix Designs (TST101)
- Operate Asphalt Roller (TST102)
- Operate Patch Truck (TST103)
- Lay-Down Procedures and Techniques (TST104)
- Hot-Pour Sealing Material (TST105)
- Shoot and/or Establish Grade (TST106)

LAP 2.7.2 Streets: Concrete

- Set Forms (TST201)

- Finish Concrete – Flat/C&G (TST202)
- Concrete Mix Design (TST203)

LAP 2.7.3 Streets: Drainage

- Adjust Storm Inlet to Grade (TST301)
- Install Pipes and Streets to Grade (TST302)

LAP 2.7.4 Right of Way Maintenance

- Tractor/Mower Operation (TST401)
- Recognize Right of Way Maintenance Issues (TST402)

Students must also complete LAPs 2.5.1 and 2.6.1 to complete this track.

Notes:

- All three technician tracks must be completed before student is eligible for Option Courses (subject to Superintendent's approval).
- All three technician tracks must be completed before proceeding to Specialist Courses.

Appendix B

APPRENTICESHIP AGREEMENT

ETA 671

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: 10/31/2008

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

Name (Last, First, Middle) and Address (No., Street, City, State, Zip Code)	*Social Security Number (Voluntary - See reverse)	Answer Both A and B (Voluntary) (Definitions on reverse) 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"/> Am. 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	5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran 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 <input type="checkbox"/> Post Secondary or Technical Training
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female		

7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse)

<input type="checkbox"/> None	<input type="checkbox"/> Adult	<input type="checkbox"/> Youth	<input type="checkbox"/> HUD/STEP-UP	<input type="checkbox"/> School-to-Registered-Apprenticeship
<input type="checkbox"/> Incumbent Worker	<input type="checkbox"/> Job Corps	<input type="checkbox"/> Dislocated Worker	<input type="checkbox"/> Direct Entry:	

8. Signature of Apprentice	Date	9. Signature of Parent/Guardian (if minor)	Date
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PART B: TO BE COMPLETED BY SPONSOR

10. Sponsor Program No. Sponsor Name and Address (No. Street, City, County, State, Zip Code)	11a. Trade/Occupation (The work processes listed in the standards are part of this agreement).		
	11b. Occupation Code	12. Term (Hrs., Mos., Yrs.)	13. Probationary Period (Hrs., Mos., Yrs.)
	14. Credit for Previous Experience (Hrs., Mos., Yrs.)	15. Term Remaining (Hrs., Mos., Yrs.)	16. Date Apprenticeship Begins

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
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18. Wages: (Instructions on reverse)

18a. Pre-Apprenticeship Hourly Wage \$ _____ 18b. Journey worker's Hourly Wage \$ _____ 18c. Apprentice's Entry Hourly Wage \$ _____

	Period 1	2	3	4	5	6	7	8	9	10
18d. Term (Hrs., Mos., 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. 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 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.

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.

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 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. Journey worker'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 journey worker'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 journey worker'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 journey worker's wage depending on the industry.

Example - 3 YEAR APPRENTICESHIP PROGRAM

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

Example - 4 YEAR APPRENTICESHIP PROGRAM

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

Item 25. Definition:

The apprentice identification number is a unique number generated by the Registered Apprenticeship Information System (the OA's database), which is used to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

*The submission of your social security number is voluntary. For purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5., your social security number will be used to verify and certify to the 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 occupational classification. It will be used to verify your periods of employment and wages for purposes of complying with Memorandum M-02-06 of the Office of Management and Budget related to the President's Management Agenda for performance and budget integration of Federal Programs. Your response is voluntary. 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 Code of Federal Regulations 29 Part 29.1. The data is used 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 the Registered Apprenticeship Information System 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 needs and 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

Note: *This EEO Pledge supersedes the EEO Pledge found in earlier-adopted Standards.*

Dated: 8/23/17

Standards EEO Pledge Addendum

Edmond Public Works Field Services will not discriminate against apprenticeship applicants or apprentices based on 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 old or older. Edmond Public Works Field Services 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, part 30.