



Registered Apprenticeship Standards

For Programs with Collective Bargaining Agreements

Local Apprenticeship Standards

ALASKA TEAMSTER - EMPLOYER SERVICE TRAINING TRUST

Alaska Teamsters Local 959

520 East 34th Avenue, Suite 201

ANCHORAGE, AK 99503

Occupation(s): To all Applicable Occupations within the Standard

O*NET-SOC Code(s): *See Appendix A* RAPIDS Code(s): *(See Appendix A)*

Developed in Cooperation with the
U.S. Department of Labor
Office of Apprenticeship

Approved by the
U.S. Department of Labor
Office of Apprenticeship

Registered By: Jacqueline Garcia

Signature: Jacqueline Garcia

Title: **State Director**
Office of Apprenticeship

Date: **3/14/2024**

Registration Number: **AK000000007**

☒ Check here if these are revised standards



TABLE OF CONTENTS

SECTION I - STANDARDS OF APPRENTICESHIP

SECTION II - APPENDICES AND ATTACHMENTS

SECTION III – VETERANS' EDUCATIONAL ASSISTANCE

SECTION IV PART 1 - COLLECTIVE BARGAINING PROVISIONS

SECTION IV PART 2 - SIGNATURES

SECTION V- DISCLOSURE AGREEMENT

SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

- A. Responsibilities of the sponsor:** *Alaska Teamster - Employer Service Training Trust* must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document “Requirements for Apprenticeship Sponsors Reference Guide.”

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these Standards and the document “Requirements for Apprenticeship Sponsors,” and that meets the requirements of 29 CFR § 29.7. Sponsors may utilize Form ETA 671 for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship Standards with the U.S. Department of Labor, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices’ progress in skills and technical knowledge, and maintain appropriate progress records.
- Notify the U.S. Department of Labor within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Make a good faith effort to obtain approval for educational assistance for a veteran or other individual eligible under chapters 30 through 36 of title 38, United States Code, and will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in the above for the purpose of avoiding making a good faith effort to obtain approval.
- Provide each apprentice with a copy of these Standards, Requirements for Apprenticeship Sponsors Reference Guide, Appendix A, and any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these Standards or any Appendices to reflect



changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated Standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.

- Adhere to Federal, State, and Local Law Requirements -- The Office of Apprenticeship's registration of the apprenticeship program described in these Standards of Apprenticeship on either a nationwide basis (under the National Program Standards of Apprenticeship) or within a particular State, and the registration of individual apprentices under the same program, does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.

The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the Office of Apprenticeship under 29 CFR § 29.8.

B. Minimum Qualifications - 29 CFR § 29.5(b)(10)

An apprentice must be at least 18 years (Enter an age of at least 16 years) of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation.

*There is an educational requirement of:
High School Diploma or GED*

*There is a physical requirement of:
Post Offer Health Medical Review, Post-Offer Pre-Placement Functional Fit Evaluation, DOT Medical Examiners Certificate, and DOT Drug & Alcohol Testing (Driver Programs)
Post-Offer Pre-Placement Functional Fit Evaluation, and Non-DOT Drug & Alcohol (Surveyor & Logistics Program)*

The following aptitude test(s) will be administered: WorkKeys or Career Ready 101 Assessment

*Other Qualifications: Security Threat Assessment
Alaska Resident Minimum 30 Days*

A valid driver's license is required.

C. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)

The apprenticeship program(s) will select an apprenticeship training approach. The approach is notated in Appendix A, APPRENTICESHIP APPROACH.

D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices *will not* be paid for hours spent attending related instruction classes. The Work Process Schedule and Related Instruction Outline are outlined in Appendix A.

E. Credit for Previous Experience - 29 CFR § 29.5(b)(12)



Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. *Alaska Teamster - Employer Service Training Trust* will evaluate the request for credit and make a determination during the apprentice's probationary period.

F. Probationary Period - 29 CFR § 29.5(b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period, which may not exceed 25 percent of the length of the program, or 1 year whichever is shorter. The probationary period is notated in Appendix A, PROBATIONARY PERIOD.

G. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5(b)(7)

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journeyworkers for adequate supervision. The ratio is notated in Appendix A, RATIO OF APPRENTICES TO JOURNEYWORKERS.

H. Apprentice Wage Schedule - 29 CFR § 29.5(b)(5)

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. The progressive wage schedule is notated in Appendix A, APPRENTICE WAGE SCHEDULE.

I. Equal Employment Opportunity and Affirmative Action

1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

Alaska Teamster - Employer Service Training Trust will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

Alaska Teamster - Employer Service Training Trust 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.

2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4-30.9

Alaska Teamster - Employer Service Training Trust acknowledges that it will adopt an affirmative action plan in accordance with Title 29 CFR §§ 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

3. Selection Procedures - 29 CFR § 30.10

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). The selection procedures for each occupation for which the sponsor intends to train apprentices are notated in Appendix A, SELECTION PROCEDURES.

J. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship



agreement or Standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

For all issues covered by a Collective Bargaining Agreement (CBA), apprentices must seek resolution through the applicable procedures contained in the CBA. (*if applicable, see Requirements for Apprenticeship Sponsors Reference Guide*)

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within **300** days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

U.S. Department of Labor, Office of Apprenticeship

200 Constitution Ave. NW, Washington, DC 20210

Telephone Number: (202) 693-2614

Email Address: ApprenticeshipEEOcomplaints@dol.gov

Point of Contact: Director, Division of Standards and Quality

Attn: Apprenticeship EEO Complaints

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency.

- 2. Other General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within *15* days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within *30* days of receiving the written notification:

Name: John Lovdahl

Address: 520 East 34th Avenue, Suite 201

ANCHORAGE, AK 99503

Telephone Number: (907) 751-9783

Email Address: j.lovdahl@acsalaska.net

Any complaint described that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency provided below in Section K.

K. Registration Agency General Contact Information 29 CFR § 29.5(b)(17)

The Registration Agency is the United States Department of Labor's Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below:

Name: Jacqueline Garcia

Address: USDOL Office of Apprenticeship

Anchorage, Alaska, 99513

Telephone Number: 907-213-9827 or 907-271-5036

Email Address: garcia.jacqueline@dol.gov



L. Reciprocity of Apprenticeship Programs 29 CFR § 29.13(b)(7)

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

SECTION II - APPENDICES AND ATTACHMENTS

- ☒ **Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- ☒ **Appendix B** – *ETA 671 - Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed after registration)*
- ☐ **Appendix C** – *Affirmative Action Plan (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))*
- ☐ **Appendix D** – *Employer Acceptance Agreement (For programs with multiple-employers only)*



SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program Standards the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

NOTE: The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.



SECTION IV PART 1 – COLLECTIVE BARGAINING PROVISIONS

The employer or employer association must furnish to any union that is a collective bargaining agent of the employees to be trained a copy its application for registration and of these Standards, including all attachments.

The *Alaska Teamster - Employer Service Training Trust* and *Alaska Teamsters Local 959* hereby adopt these Standards of apprenticeship on this 13th day of March, 2024.

John Lovdahl

Signature of Management (designee)

Greg Campbell

Signature of Labor (designee)

John Lovdahl

Printed Name

Greg Campbell

Printed Name

James McMillon

Signature of Management (designee)

James McMillon

Printed Name

Signature of Labor (designee)

Printed Name

SECTION IV PART 2 – SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provisions of the foregoing Apprenticeship Standards formulated and registered by *Alaska Teamster - Employer Service Training Trust*, on this 13th day of March, 2024

The signatories acknowledge that they have read and understand the document titled "Requirements for Apprenticeship Sponsors Reference Guide" and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

John Lovdahl

Signature of Sponsor (designee)

James McMillon

Signature of Sponsor (designee)

John Lovdahl

Printed Name

James McMillon

Printed Name

Appendix A

CONSTRUCTION DRIVER WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE

CONSTRUCTION DRIVER

O*NET-SOC CODE: 53-3032.00 RAPIDS CODE: 1032HY

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

1. APPRENTICESHIP APPROACH

☐ Time-based ☐ Competency-based ☒ Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is approximately 2-3 years with an on-the-job learning (OJL) attainment of 3,000 – 3,750 hours, supplemented by the minimum required 361 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers employed in each shop, and/or job site shall be as follows:

- 1:1 when there is one (1) apprentice(s) to one (1) Teamster journeyworker employed.
- 1:5 when there are five (5) Teamster journeyworkers employed.
- On hiring the sixth (6th) Teamster journeyworker, the employer may hire one (1) additional apprentice. The ratio shall not exceed 1:5 through the remainder of the job.
- When the employer reduces the force at the conclusion of the job, the employer may elect to return to the 1:1 ratio allowed at the beginning of the job.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate.

Before an apprentice is advanced to the next segment of training or to journeyworker completion status, the program sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their on-the-job learning (OJL) and in related instruction courses.

Non-TAPS Agreement(s)

Period	Wage Percentage	On-the-Job Hours
1 st	60%	0 – 1000 Hours
2 nd	70%	1001 – 2000 Hours
3 rd	80%	2001 – 3000 Hours
4 th	90%	3001 – 3750 Hours
End	100%	Complete

The current Non-TAPS Construction Diver journeyworker wage rate is \$41.55 * per hour.

TAPS Agreement

Period	Wage Percentage	On-the-Job Hours
1 st	80%	0 – 3750 Hours
End	100%	Complete

The current TAPS Construction Driver journeyworker wage rate is \$40.80 * per hour.

* The current journeyworker wage rates may vary and depend upon the rates contained in the collective bargaining agreement for the particular segment of the construction industry they are working in. The current journeyworker wage rate shall be modified on any prevailing wage project to comply with the applicable wage rate when the prevailing wage is higher than the journeyworker rate specified in the standards.

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 750 hours.

6. SELECTION PROCEDURES

APPLICATION PROCEDURES

- A. Applicants will be accepted at specified intervals in the geographic jurisdictions specified in the applicable collective bargaining agreement. An announcement of specific apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the agencies/organizations outlined in the approved Affirmative Action Plan. All persons requesting an application will have one made available upon being recorded in the applicant tracking system that corresponds to the geographic jurisdiction recruitment area. Applications will be accepted throughout the recruitment cycle.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant tracking system so that all applications can be accounted for. Columns will be provided on the applicant tracking system to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- 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 JATC.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate, drug & alcohol screening results, or other acceptable documentation) will constitute the 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 application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application 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.

SELECTION PROCEDURES

- A. The JATC 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 interviewers will rate each applicant during the interview on each of the factors on the applicant rating form taking into account 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. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. 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. A separate ranking list will be maintained for each geographic jurisdiction recruitment area. 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 JATC informed of their current mailing address and telephone number.
- F. 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 by "Certified Mail-Return Receipt Requested, or an equivalent electronic delivery tracking method, to determine if the applicants are 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 certified notice will be mailed.
- G. 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.
- H. During the two (2)-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

DIRECT ENTRY PROCEDURES

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The JATC will award credit for previous experience in accordance with Section I.E. of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The direct entry of candidates and the credit for previous experience shall be awarded without regard to 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. The available methods for direct entry are as follows:

- A. A Military Veteran who is registered with the Helmets to Hardhats program or has completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in these Standards, 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 sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. 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.
- B. Technical School Graduate: Individuals who graduate from a Technical Training School that has been reviewed and approved by the Program Sponsor, in recognition of the relevant training they have already received for occupations registered in these Standards, may be given direct entry into the apprenticeship program. With the approval of the sponsor, such a new apprentice may start at the recommended apprentice wage rate for graduates of that particular program. The JATC will determine what additional training requirements are needed to ensure that the new apprentice(s) receive all the necessary training for completion of the apprenticeship program.
- C. An employee of a non-signatory employer not qualifying as a journeyworker 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 registered 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.
- ~~D.~~ An individual who signs an authorization card during an organizing effort wherein 51% 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 journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the sponsor 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.

For such an applicant to be considered, he or she must meet the following requirements:

1. Be employed in the sponsor's jurisdiction when the authorization card is signed;
 2. Have been employed by the employer before the organizational effort commenced;
 3. Have been offered the opportunity to sign an authorization card and be evaluated along with all other employees of the employer; and
 4. Provide reliable documentation to the sponsor to show he or she was an employee performing Transportation or Logistics work prior to signing the authorization card.
- ~~G.~~ An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation

certificates, transcripts, notarized letters of confirmation, and sworn statements. The JATC will evaluate the training received to grant appropriate credit on the term of apprenticeship.

- H. Union Members: General Teamsters Local 959, State of Alaska journeyworker members may request a change or revision to their classification and/or a change from their current apprenticeable occupation to another occupation and receive direct entry into the apprenticeship program sponsored by their local union. For entry into the program, the applicant must:
1. Complete an application form and provide the required documentation.
 2. Additionally, to determine placement, the applicant should:
 3. Take the same skills and aptitude test used for evaluation and placement of apprentices into the program, if applicable.

WORK PROCESS SCHEDULE

CONSTRUCTION DRIVER

O*NET-SOC CODE: 53-3032.00 RAPIDS CODE: 1032HY

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:

BASIC DRIVING

Must possess a Class "A" Commercial Driver's License (CDL) for vehicles in excess of 26,001 lbs. with all endorsements to include Hazardous Materials and Passenger Bus. Receives on the job training in multiple trucks listed below, in on or off-road conditions to include construction sites coping with steep terrain and both controlled and uncontrolled traffic.

The term of the apprenticeship shall be 3,000 – 3,750 hours of on-the-job learning (OJL) learning and supplemented by the required hours of related technical instruction. The apprentice will receive a minimum of 1,200 OJL hours of the Core Equipment; 400 OJL hours on any combination of Non-Core Equipment areas; and 2,000 – 2,400 OJL hours on any combination of Advanced Equipment. Up to 400 hours of Optional Equipment may be substituted for Advanced Equipment hours.

Core Equipment

850-04 - Articulating Truck/ Rock Truck/Hard Tail
850-05 - B-70 Truck
850-06 - Commercial Semi-Tractor
850-09 - Gator/Water Buffalo

Advanced Equipment

850-20 - End Dump Truck/ Pup Trailer
850-21 - Equipment Transport Truck, Low Boy or Hook Truck
850-22 - Fuel and Lube Truck
850-23 - Mixer/Ready Mix Truck (Chip-Truck)
850-24 - Semi-Dump, Maxi-Haul
850-25 - Stringer Truck
850-26 - Water Truck/Water Maxi/Big Barrel
850-27 - Operation of Construction Equipment
850-28 - Truck-Mounted Crane/Boom
850-29 - Side Dump/Belly Dump Truck

Non-Core Equipment

850-07 - Construction Warehousing
850-08 - Crew Bus
850-10 - Straight Truck
850-11 - Flat Bed Truck
850-12 - Snow/Tundra Groomer
850-13 - Pilot Car/Flagger

Optional Equipment

860-01 - Forklifts
860-02 - Loaders
860-03 - Tire Repair Truck
860-04 - Vacuum Truck/Super Vac/Tornado
860-05 - Rolligon

Construction Driver On-the-Job Learning Outline		Apprenticeship OJL Hours	Task Proficiency Date/Initial
Duty A	Maintain Project Safety Awareness	150 - 185	
A-1	Complete safety trainings (e.g., PPE, NSTC, MSHA)		
A-2	Participate in safety meetings (e.g., toolbox, weekly)		
A-3	Complete job task assessments (e.g., JSA, JHA, SETA)		
A-4	Perform work area inspections (e.g., overhead hazards, congestion)		
A-5	Monitor two-way radio communications		
A-6	Maintain compliance to company safety standards		
A-7	Maintain compliance to environmental standards		
Duty B	Conduct Vehicle Inspections	150 - 185	
B-1	Perform visual vehicle inspections (e.g., leaks, damage, air lines)		
B-2	Perform engine compartment inspections (e.g., belts, hoses, fluids)		
B-3	Perform operational system checks (e.g., engine, oil pressure, air pressure)		
B-4	Perform vehicle cab safety checks (e.g., mirrors, seat belt, seat)		
B-5	Verify vehicle tooling (e.g., binders, chains, winches)		
B-6	Inspect vehicle safety equipment (e.g., fire extinguisher, triangles, fuses)		
B-7	Perform functional light checks (e.g., hazard, head light, blinkers)		
B-8	Inspect tire/wheel assemblies (e.g., lug nuts, tread, hub seals)		
B-9	Perform visual trailer inspections (e.g., damage, under carriage, wheels)		
B-10	Inspect fuel tanks & components (e.g., caps, straps, levels)		
B-11	Verify 5th wheel is locked-in (e.g., airlines, electrical, mechanical)		
B-12	Perform vehicle hydraulic system checks (e.g., boom truck, end dump, tack truck)		

B-13	Perform brake system functional tests		
B-14	Perform 5th wheel tug tests		
B-15	Perform vehicle housekeeping (e.g., debris, unsecure, clean cab)		
B-16	Perform vehicle post-trip inspections (e.g., tires, damage, mirrors)		
Duty C	Mobilize Job Sites	650 - 750	
C-1	Plan haul routes		
C-2	Coordinate security escorts		
C-3	Load lowboy trailers (e.g., loaders, excavators, dozers)		
C-4	Load flat trailers (e.g., small equipment, generators, materials)		
C-5	Load tanker trucks & trailers (e.g., fuel, tack, water)		
C-6	Install vehicle signage (e.g., oversize, placards)		
C-7	Tie down loads (e.g., materials, equipment, pipe)		
C-8	Haul materials & equipment to staging areas		
C-9	Unload lowboy trailers (e.g., loaders, excavators, dozers)		
C-10	Unload flat trailers (e.g., small equipment, generators, materials)		
C-11	Unload tanker trucks & trailers (e.g., fuel, tack, water)		
Duty D	Support Construction Activities	750 - 950	
D-1	Perform fueling operations (e.g., vehicles, generators, non-mobile equipment)		
D-2	Transport personnel to & from job sites		
D-3	Perform trailer coupling procedure		
D-4	Stage non-mobile equipment (e.g., light plants, generators)		
D-5	Load flammable liquids		
D-6	Haul flammable liquids		
D-7	Unload flammable liquids		
D-8	Load nonflammable liquids		
D-9	Haul nonflammable liquids		

D-10	Unload nonflammable liquids		
D-11	Load heavy equipment		
D-12	Haul heavy equipment		
D-13	Unload heavy equipment		
D-14	Load materials & supplies (e.g., pipe, valves, lumber)		
D-15	Haul materials & supplies (e.g., pipe, valves, lumber)		
D-16	Unload materials & supplies (e.g., pipe, valves, lumber)		
D-17	Load aggregate materials (e.g., snow, gravel, asphalt)		
D-18	Haul aggregate materials (e.g., snow, gravel, asphalt)		
D-19	Unload aggregate materials (e.g., snow, gravel, asphalt)		
D-20	Perform trailer uncoupling procedure		
D-21	Manage tools & materials inventory		
D-22	Perform tire maintenance (e.g., flats, repairs, change outs)		
Duty E	Demobilize Job Sites	600 - 750	
E-1	Determine load priorities (e.g., equipment, materials, non-mobile)		
E-2	Manage weights & load distributions		
E-3	Determine load destinations		
E-4	Perform load securements (shrink-rap, tie down, cleaning)		
E-5	Execute jobsite demobilization plans		
E-6	Conduct final jobsite clean-ups		
Duty F	Perform Fluid Transfers	600 - 750	
F-1	Determine tank capacities (e.g., fuel, tiger tank, stationary)		
F-2	Deploy fluid transfer safety equipment (e.g., ground wire, chocks, containments)		
F-3	Inspect fluid transfer hoses & fittings (e.g., leaks, damage, O-rings)		
F-4	Connect fluid transfer hoses & fittings		

F-5	Adjust fluid transfer control valves (e.g., fuel, vac truck water)		
F-6	Commence fluid transfer procedures (e.g., water, fuel, glycol)		
F-7	Monitor fluid transfers (e.g., level, leaks, foreign objects)		
F-8	Complete fluid transfer procedures (disconnect, clean lines, swap valves)		
F-9	Disconnect fluid transfer hoses & fittings		
F-10	Identify fluid dispersal locations		
Duty G	Perform Administrative Tasks	150 - 180	
G-1	Complete employee time cards		
G-2	Complete vehicle inspection reports		
G-3	Verify vehicle documentation (e.g., insurance, registration, annual inspection)		
G-4	Obtain vehicle load permits (e.g., oversize, height, weight)		
G-5	Complete load sheets (e.g., cargo, manifests)		
G-6	Monitor driver hours of service		
G-7	Document load deliveries (e.g., manifests, load sheets, permits)		
G-8	Prepare crew shift change notes		
G-9	Prepare employee leave requests		
G-10	Complete incident reports		
G-11	Complete accident reports		
Duty H	Maintain Driver Qualifications	N/A	N/A
H-1	Renew DOT medical card		
H-2	Maintain CDL & endorsements		
H-3	Maintain HAZMAT certifications (e.g., 49 CFR, 40-hour, refresher)		
H-4	Maintain TWIC		
H-5	Maintain MHSA new miner certification		
H-6	Maintain First Aid/CPR card		
H-7	Obtain OSHA general site worker certification		
H-8	Obtain vac truck certification		
H-9	Obtain forklift certification		

H-10	Obtain flagger/pilot car certification		
H-11	Obtain boom truck certification		
H-12	Obtain qualified rigger/signal person certification		
Total Hours		3,000 – 3,750	

RELATED INSTRUCTION OUTLINE

CONSTRUCTION DRIVER

O*NET-SOC CODE: 53-3032.00 RAPIDS CODE: 1032HY

Source: Program Sponsor

Method: Classroom and Field Training

Cheri Lipps, Associate Director
Alaska Teamster-Employer Service Training Trust
520 East 34th Avenue, Suite 201
Anchorage, AK 99503
Phone: 800-478-4233
E-mail: clipps@akteamsterstraining.com
Website: www.akteamsterstraining.com

The related instruction outlines the courses that provide the technical ability that supplements the on-the-job training. It is through the combination of both the on-the-job training and the related technical instruction that the apprentice can reach the skilled level of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship.

CONSTRUCTION DRIVER RELATED INSTRUCTION

YEAR ONE - TOTAL 361 HOURS

This program is based upon a related instruction curriculum of approximately 361 hours of technical instruction during the first year. This includes 215 hours of basic CDL driver training which meets the Federal Motor Carrier Safety Regulations curriculum standards for Entry Level Drivers. The apprentice will be assigned approximately 146 hours of additional related instruction in industry specific construction hazard and safety technical instruction.

BASIC DRIVER TRAINING

215 HOURS

Related instruction would conform to Federal Motor Carrier Safety Regulations curriculum standards for Entry Level Drivers. Program would include 113 hours of classroom/lab and 102 hours of vehicle training.

BASIC OPERATIONS

- Orientation to Trucking
- Read and Interpret Control Systems
- Perform Vehicle Inspections
- Exercise Basic Control
- Execute Shifting
- Backing and Docking Tractor-Trailer
- Coupling and Uncoupling Tractor-Trailer

SAFE OPERATING PRACTICES FOR BASIC OPERATION

- Visual Search
- Vehicle Communication
- Speed Management
- Space Management

ADVANCED OPERATING PROCEDURES

- Night Operations
- Extreme Driving Conditions
- Hazard Awareness
- Emergency Maneuvers
- Skid Control and Recovery
- Railroad Crossing

VEHICLE SYSTEMS AND REPORTING PROBLEMS

- Vehicle Systems - Identification and Maintenance
- Recognizing and Reporting Malfunctions
- Preventative Maintenance & Servicing

NON-VEHICLE ACTIVITIES

- Handling Cargo and Cargo Documentation
- Transportation Technology
- Transportation Security
- Hazardous Materials
- Driving International Routes
- Hours of Service Requirements
- Accident Procedures
- Trip Planning
- Public Relations and Job Search

GENERAL, HEALTH, AND SAFETY

- Driver Health, Safety, and Security
- Whistle Blower Protection for Professional Drivers
- Compliance, Safety, Accountability (CSA)
- DOT 49 CFR 172.704 Transportation Awareness for HazMat
- First Aid/CPR
- Forklift

OTHER SPECIFIC INDUSTRY SPECIALIZED TRAINING

Introduction to the Construction/Pipeline Industry
OSHA Safety, Construction/General Industry
Mine Safety and Health Administration (MSHA)
North Slope Training Cooperative (NSTC)
ATSSA Flagger/Pilot Car Program
Qualified Rigger/Signalperson

128 HOURS

(80 hours)
(10 hours)
(16 hours)
(6 hours)
(4 hours)
(12 hours)

OTHER SPECIFIC CONSTRUCTION EQUIPMENT	18 HOURS
Side Dump Trailer	(4 hours)
Articulating Truck	(4 hours)
Passenger/Crew Bus	(10 hours)

YEAR TWO - TOTAL 104 HOURS

This year will provide required refresher or recertification courses.

Mine Safety and Health Administration (MSHA)	Refresher	(8 hours)
Truck Mounted Crane/Boom		(16 hours)
Advanced Construction/Pipeline Industry		(80 hours)

APPRENTICE COMPETENCY REPORT – CONSTRUCTION DRIVER

NAME: _____ START DATE: _____

SPONSOR NAME: _____

Apprenticeship Type: ☐ Competency-Based ☐ Time-Based ☒ Hybrid

Construction Driver On-the-Job Learning Outline		Apprenticeship OJL Hours	Task Proficiency Date/Initial
Duty A	Maintain Project Safety Awareness	150 - 185	
A-1	Complete safety trainings (e.g., PPE, NSTC, MSHA)		
A-2	Participate in safety meetings (e.g., toolbox, weekly)		
A-3	Complete job task assessments (e.g., JSA, JHA, SETA)		
A-4	Perform work area inspections (e.g., overhead hazards, congestion)		
A-5	Monitor two-way radio communications		
A-6	Maintain compliance to company safety standards		
A-7	Maintain compliance to environmental standards		
Duty B	Conduct Vehicle Inspections	150 - 185	
B-1	Perform visual vehicle inspections (e.g., leaks, damage, air lines)		
B-2	Perform engine compartment inspections (e.g., belts, hoses, fluids)		
B-3	Perform operational system checks (e.g., engine, oil pressure, air pressure)		
B-4	Perform vehicle cab safety checks (e.g., mirrors, seat belt, seat)		
B-5	Verify vehicle tooling (e.g., binders, chains, winches)		
B-6	Inspect vehicle safety equipment (e.g., fire extinguisher, triangles, fuses)		
B-7	Perform functional light checks (e.g., hazard, head light, blinkers)		
B-8	Inspect tire/wheel assemblies (e.g., lug nuts, tread, hub seals)		
B-9	Perform visual trailer inspections (e.g., damage, under carriage, wheels)		
B-10	Inspect fuel tanks & components (e.g., caps, straps, levels)		

Construction Driver On-the-Job Learning Outline		Apprenticeship OJL Hours	Task Proficiency Date/Initial
B-11	Verify 5th wheel is locked-in (e.g., airlines, electrical, mechanical)		
B-12	Perform vehicle hydraulic system checks (e.g., boom truck, end dump, tack truck)		
B-13	Perform brake system functional tests		
B-14	Perform 5th wheel tug tests		
B-15	Perform vehicle housekeeping (e.g., debris, unsecure, clean cab)		
B-16	Perform vehicle post-trip inspections (e.g., tires, damage, mirrors)		
Duty C	Mobilize Job Sites	650 - 750	
C-1	Plan haul routes		
C-2	Coordinate security escorts		
C-3	Load lowboy trailers (e.g., loaders, excavators, dozers)		
C-4	Load flat trailers (e.g., small equipment, generators, materials)		
C-5	Load tanker trucks & trailers (e.g., fuel, tack, water)		
C-6	Install vehicle signage (e.g., oversize, placards)		
C-7	Tie down loads (e.g., materials, equipment, pipe)		
C-8	Haul materials & equipment to staging areas		
C-9	Unload lowboy trailers (e.g., loaders, excavators, dozers)		
C-10	Unload flat trailers (e.g., small equipment, generators, materials)		
C-11	Unload tanker trucks & trailers (e.g., fuel, tack, water)		
Duty D	Support Construction Activities	750 - 950	
D-1	Perform fueling operations (e.g., vehicles, generators, non-mobile equipment)		
D-2	Transport personnel to & from job sites		
D-3	Perform trailer coupling procedure		
D-4	Stage non-mobile equipment (e.g., light plants, generators)		
D-5	Load flammable liquids		
D-6	Haul flammable liquids		
D-7	Unload flammable liquids		
D-8	Load nonflammable liquids		

Construction Driver On-the-Job Learning Outline		Apprenticeship OJL Hours	Task Proficiency Date/Initial
D-9	Haul nonflammable liquids		
D-10	Unload nonflammable liquids		
D-11	Load heavy equipment		
D-12	Haul heavy equipment		
D-13	Unload heavy equipment		
D-14	Load materials & supplies (e.g., pipe, valves, lumber)		
D-15	Haul materials & supplies (e.g., pipe, valves, lumber)		
D-16	Unload materials & supplies (e.g., pipe, valves, lumber)		
D-17	Load aggregate materials (e.g., snow, gravel, asphalt)		
D-18	Haul aggregate materials (e.g., snow, gravel, asphalt)		
D-19	Unload aggregate materials (e.g., snow, gravel, asphalt)		
D-20	Perform trailer uncoupling procedure		
D-21	Manage tools & materials inventory		
D-22	Perform tire maintenance (e.g., flats, repairs, change outs)		
Duty E	Demobilize Job Sites	600 - 750	
E-1	Determine load priorities (e.g., equipment, materials, non-mobile)		
E-2	Manage weights & load distributions		
E-3	Determine load destinations		
E-4	Perform load securements (shrink-rap, tie down, cleaning)		
E-5	Execute jobsite demobilization plans		
E-6	Conduct final jobsite clean-ups		
Duty F	Perform Fluid Transfers	600 - 750	
F-1	Determine tank capacities (e.g., fuel, tiger tank, stationary)		
F-2	Deploy fluid transfer safety equipment (e.g., ground wire, chocks, containments)		
F-3	Inspect fluid transfer hoses & fittings (e.g., leaks, damage, O-rings)		
F-4	Connect fluid transfer hoses & fittings		

Construction Driver On-the-Job Learning Outline		Apprenticeship OJL Hours	Task Proficiency Date/Initial
F-5	Adjust fluid transfer control valves (e.g., fuel, vac truck water)		
F-6	Commence fluid transfer procedures (e.g., water, fuel, glycol)		
F-7	Monitor fluid transfers (e.g., level, leaks, foreign objects)		
F-8	Complete fluid transfer procedures (disconnect, clean lines, swap valves)		
F-9	Disconnect fluid transfer hoses & fittings		
F-10	Identify fluid dispersal locations		
Duty G	Perform Administrative Tasks	150 - 180	
G-1	Complete employee time cards		
G-2	Complete vehicle inspection reports		
G-3	Verify vehicle documentation (e.g., insurance, registration, annual inspection)		
G-4	Obtain vehicle load permits (e.g., oversize, height, weight)		
G-5	Complete load sheets (e.g., cargo, manifests)		
G-6	Monitor driver hours of service		
G-7	Document load deliveries (e.g., manifests, load sheets, permits)		
G-8	Prepare crew shift change notes		
G-9	Prepare employee leave requests		
G-10	Complete incident reports		
G-11	Complete accident reports		
Duty H	Maintain Driver Qualifications	N/A	N/A
H-1	Renew DOT medical card		
H-2	Maintain CDL & endorsements		
H-3	Maintain HAZMAT certifications (e.g., 49 CFR, 40-hour, refresher)		
H-4	Maintain TWIC		
H-5	Maintain MHSA new miner certification		
H-6	Maintain First Aid/CPR card		
H-7	Obtain OSHA general site worker certification		
H-8	Obtain vac truck certification		
H-9	Obtain forklift certification		
H-10	Obtain flagger/pilot car certification		
Construction Driver		Apprenticeship	Task

On-the-Job Learning Outline		OJL Hours	Proficiency Date/Initial
H-11	Obtain boom truck certification		
H-12	Obtain qualified rigger/signal person certification		
Total Hours		3,000 - 3,750	

SPONSER SIGNATURE UPON COMPLETION OF OJL WORK PROCESS.

Please upload all Related Studies certificates to RAPIDS.

NAME: _____

SIGNATURE: _____

Appendix A

FREIGHT TRANSPORT DRIVER WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE FREIGHT TRANSPORT DRIVER

O*NET-SOC CODE: 53-3032.00 RAPIDS CODE: 0980 (Truck Driver, Heavy)

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

1. APPRENTICESHIP APPROACH

☒ Time-based ☐ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is approximately 1-2 years with an on-the-job learning (OJL) attainment of 2,000 hours, supplemented by the minimum required 287 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers employed in each shop, and/or job site shall be as follows: one (1) apprentice(s) to one (1) Teamster journeyworker(s).

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate.

Before an apprentice is advanced to the next segment of training or to journeyworker completion status, the program sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their on-the-job learning (OJL) and in related instruction courses.

Period	Wage Percentage	On-the-Job Hours
1 st	80%	0 – 500 Hours
2 nd	85%	501 – 1000 Hours
3 rd	90%	1001 – 2000 Hours
End	100%	Complete

The current Freight Transport Driver journeyworker wage rate is \$27.00 per hour.

* The current journeyworker wage rates may vary and depend upon the rates contained in the collective bargaining agreement for the particular segment of the freight industry they are working in. The current journeyworker wage rate shall be modified on any prevailing wage project to comply with the applicable wage rate when the prevailing wage is higher than the journeyworker rate specified in the standards.

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

6. SELECTION PROCEDURES

APPLICATION PROCEDURES

- A. Applicants will be accepted at specified intervals in the geographic jurisdictions specified in the applicable collective bargaining agreement. An announcement of specific apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the agencies/organizations outlined in the approved Affirmative Action Plan. All persons requesting an application will have one made available upon being recorded in the applicant tracking system that corresponds to the geographic jurisdiction recruitment area. Applications will be accepted throughout the recruitment cycle.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant tracking system so that all applications can be accounted for. Columns will be provided on the applicant tracking system to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- 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 JATC.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate, drug & alcohol screening results, or other acceptable documentation) will constitute the 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 application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application 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.

SELECTION PROCEDURES

- A. The JATC 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 interviewers will rate each applicant during the interview on each of the factors on the applicant rating form taking into account 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. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. 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. A separate ranking list will be

maintained for each geographic jurisdiction recruitment area, 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 JATC informed of their current mailing address and telephone number.

- F. 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 by "Certified Mail-Return Receipt Requested, or an equivalent electronic delivery tracking method, to determine if the applicants are 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 certified notice will be mailed.
- G. 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.
- H. During the two (2)-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

DIRECT ENTRY PROCEDURES

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The JATC will award credit for previous experience in accordance with Section I.E. of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The direct entry of candidates and the credit for previous experience shall be awarded without regard to 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. The available methods for direct entry are as follows:

- A. A Military Veteran who is registered with the Helmets to Hardhats program or has completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in these Standards, 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 sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. 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.
- B. Technical School Graduate: Individuals who graduate from a Technical Training School that has been reviewed and approved by the Program Sponsor, in recognition of the relevant training they have already received for occupations registered in these Standards, may be given direct entry into the apprenticeship program. With the approval of the sponsor, such a new apprentice may start at the recommended apprentice wage rate for graduates of that

particular program. The JATC will determine what additional training requirements are needed to ensure that the new apprentice(s) receive all the necessary training for completion of the apprenticeship program.

- C. An employee of a non-signatory employer not qualifying as a journeyworker 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 registered 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.
- ~~D.~~ An individual who signs an authorization card during an organizing effort wherein 51% 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 journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the sponsor 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.

For such an applicant to be considered, he or she must meet the following requirements:

1. Be employed in the sponsor's jurisdiction when the authorization card is signed;
 2. Have been employed by the employer before the organizational effort commenced;
 3. Have been offered the opportunity to sign an authorization card and be evaluated along with all other employees of the employer; and
 4. Provide reliable documentation to the sponsor to show he or she was an employee performing Transportation or Logistics work prior to signing the authorization card.
- ~~G.~~ An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements. The JATC will evaluate the training received to grant appropriate credit on the term of apprenticeship.
 - H. Union Members: General Teamsters Local 959, State of Alaska journeyworker members may request a change or revision to their classification and/or a change from their current apprenticeable occupation to another occupation and receive direct entry into the apprenticeship program sponsored by their local union. For entry into the program, the applicant must:
 1. Complete an application form and provide the required documentation.
 2. Additionally, to determine placement, the applicant should:
 3. Take the same skills and aptitude test used for evaluation and placement of apprentices into the program, if applicable.

WORK PROCESS SCHEDULE

FREIGHT TRANSPORT DRIVER

O*NET-SOC CODE: 53-3032.00 RAPIDS CODE: 0980 (Truck Driver, Heavy)

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:

LEVEL 1 BASIC DRIVING

Must possess a Class "A" Commercial Driver's License (CDL) for vehicles in excess of 26,001 lbs. with the following endorsements; Hazardous Materials, Doubles/Triples and Tankers.

The term of the apprenticeship shall be 2,000 hours of on-the-job learning (OJL) learning and supplemented by the required hours of related technical instruction. The apprentice will receive a minimum of 2,000 OJL hours in the Core Duties outlined below.

Freight Transport Driver On-the-Job Learning Outline		Apprenticeship OJL Hours	Task Proficiency Date/Initial
Duty A	Perform Commercial Vehicle Operations	200	
A-1	Plan trip routes (e.g., road conditions, closures, weight restrictions)		
A-2	Perform driver safety check (e.g., adjust mirrors, seat, steering wheel)		
A-3	Monitor truck speed (e.g., following distance, braking distance)		
A-4	Monitor truck clearances (e.g., height, width, distance)		
A-5	Monitor truck instrument cluster (e.g., air gauge, oil, water)		
A-6	Perform safe turning maneuvers		
A-7	Monitor cargo securements (e.g., straps, chains, load locks)		
A-8	Adjust trailer axel slides		
A-9	Adjust truck 5th wheel		
A-10	Install tire chains		
Duty B	Load Freight & Materials	300	
B-1	Assess materials to be loaded (e.g., liquid, cement, household)		
B-2	Determine equipment requirements (e.g., truck, trailer, weight)		
B-3	Maneuver equipment into loading areas (e.g. docks, ramps)		
B-4	Verify load to Bill of Lading (e.g., piece count, trailer numbers, seals)		

B-5	Perform freight loading activities		
B-6	Manage weights & load distributions		
B-7	Perform load securements (e.g., dunnage, binders, straps)		
B-8	Perform final walk around checks (e.g., truck, trailer, load)		
Duty C	Unload Freight & Materials	300	
C-1	Coordinate freight delivery with customers (e.g., check-in, check-out)		
C-2	Assess freight unloading locations		
C-3	Maneuver equipment into unloading areas (e.g., docks, ramps)		
C-4	Secure trailer in position (e.g., chocks, brakes, landing gear)		
C-5	Perform freight unloading activities		
C-6	Verify BOL against piece counts with customers		
C-7	Perform trailer uncoupling procedure		
C-8	Prepare freight claims reports		
C-9	Perform trailer housekeeping (e.g., sweep, dunnage, gear)		
Duty D	Conduct Pre-Trip Truck Inspections	300	
D-1	Perform engine compartment inspections (e.g., hoses, fluids, belts)		
D-2	Perform visual cab inspections (e.g., windows, seat belt, air horn)		
D-3	Review vehicle documentation (e.g., registration, insurance, FHWA)		
D-4	Inspect vehicle safety equipment (e.g., triangles, medical kit, fire extinguisher)		
D-5	Inspect truck light systems (e.g., head, tail, marker)		
D-6	Inspect truck tires/wheels (e.g., lug nuts, seals, tread)		
D-7	Inspect truck suspension system components (e.g., air bag, springs, shocks)		
D-8	Inspect truck fuel system components (e.g., fuel lines, DEF, tanks)		
D-9	Inspect 5th wheel components (e.g., jaws, plate, lubrication)		
D-10	Inspect truck battery boxes (e.g., corrosion, cables, leaks)		
D-11	Inspect truck drive train components (e.g., drive line, u-joint, differential)		

D-12	Verify truck tooling (e.g., winch bar, door bar, hammer)		
D-13	Perform engine safe start procedure (e.g., oil, air, gauges)		
D-14	Inspect truck brake system components (e.g., drums, pads, rotors)		
D-15	Perform truck brake system test (e.g., air pressure, warning, protection valve)		
Duty E	Conduct Pre-Trip Trailer Inspections	400	
E-1	Perform visual trailer inspections (e.g., condition, damage, clearance)		
E-2	Inspect trailer king pins (e.g., pin locks, damage, plate)		
E-3	Perform truck to trailer hook-ups (e.g., air lines, electrical, tug test)		
E-4	Inspect trailer landing gear components (e.g., cross beams, hand crank, pads)		
E-5	Raise/lower trailer landing gear		
E-6	Inspect trailer light systems (e.g., tail, signal, marker)		
E-7	Inspect trailer tires/wheels (e.g., lug nuts, seals, tread)		
E-8	Inspect trailer brake system components (e.g., rotors, pads, lines)		
E-9	Inspect trailer axel slides		
E-10	Inspect rear of trailer (e.g., door, pintle hook, ICC bumper)		
E-11	Inspect load securement devices (e.g., straps, winches, binders)		
E-12	Inspect sides of trailers (e.g., rub rails, chassis locks, frame)		
E-13	Inspect trailer decking (e.g., metal grates, wood flooring)		
E-14	Verify refrigeration unit operation		
E-15	Verify generator unit operation		
E-16	Verify trailer documentation (e.g., permit, registration, FHWA)		
E-17	Perform trailer brake system test (e.g., air pressure, warning, protection valve)		
Duty F	Conduct Post-Trip Truck Inspections	200	
F-1	Perform truck housekeeping (e.g., clean cab, trash, wash)		
F-2	Perform truck fueling operations		
F-3	Perform visual walk around of trucks (e.g., lights,		

	tires, brakes)		
F-4	Drain brake system air tanks		
F-5	Perform truck securement procedure (e.g., plug-in, lights, locks)		
F-6	Close out end of shift documents (e.g., DVIR, ELD)		
Duty G	Perform Administrative Tasks	300	
G-1	Prepare time sheets (e.g., swipe card, paper, key)		
G-2	Participate in driver meetings (e.g., safety, shift change)		
G-3	Prepare vehicle inspection reports (e.g., truck, trailer)		
G-4	Collect delivery paperwork (e.g., BOL, HAZMAT)		
G-5	Coordinate deliveries with dispatcher		
G-6	Collect customer payments		
G-7	Prepare incident reports		
G-8	Track billable hours		
G-9	Maintain compliance to company safety standards		
G-10	Submit leave requests (e.g., time-off, medical)		
G-11	Monitor driver hours of service		
Total Hours		2,000	

RELATED INSTRUCTION OUTLINE

FREIGHT TRANSPORT DRIVER

O*NET-SOC CODE: 53-3032.00 RAPIDS CODE: 0980 (Truck Driver, Heavy)

Source: Program Sponsor

Method: Classroom and Field Training

Cheri Lipps, Associate Director
Alaska Teamster-Employer Service Training
Trust 520 East 34th Avenue, Suite 201
Anchorage, AK 99503
Phone: 800-478-4233

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Website: www.akteamsterstraining.com

The related instruction outlines the courses that provide the technical ability that supplements the on-the-job training. It is through the combination of both the on-the-job training and the related technical instruction that the apprentice can reach the skilled level of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship.

FREIGHT TRANSPORT DRIVER RELATED INSTRUCTION

YEAR ONE – TOTAL 239 HOURS

This program is based upon a related instruction curriculum of approximately 239 hours of technical instruction during the first year. This includes 215 hours of basic CDL driver training which meets the Federal Motor Carrier Safety Regulations curriculum standards for Entry Level Drivers. The apprentice would be assigned approximately 24 hours of additional related instruction in industry specific hazard and safety technical instruction.

BASIC DRIVER TRAINING

215 HOURS

Related instruction would conform to the Federal Motor Carrier Safety Regulations curriculum standards for Entry Level Drivers. Program would include 113 hours of classroom/lab and 102 hours of vehicle training.

BASIC OPERATIONS

- Orientation to Trucking
- Read and Interpret Control Systems
- Perform Vehicle Inspections
- Exercise Basic Control
- Execute Shifting
- Backing and Docking Tractor-Trailer
- Coupling and Uncoupling Tractor-Trailer

SAFE OPERATING PRACTICES FOR BASIC OPERATION

- Visual Search
- Vehicle Communication
- Speed Management
- Space Management

ADVANCED OPERATING PROCEDURES

- Night Operations
- Extreme Driving Conditions
- Hazard Awareness
- Emergency Maneuvers
- Skid Control and Recovery
- Railroad Crossing

VEHICLE SYSTEMS AND REPORTING PROBLEMS

- Vehicle Systems - Identification and Maintenance
- Recognizing and Reporting Malfunctions
- Preventative Maintenance & Servicing

NON-VEHICLE ACTIVITIES

- Handling Cargo and Cargo Documentation
- Transportation Technology
- Transportation Security
- Hazardous Materials
- Driving International Routes
- Hours of Service Requirements
- Accident Procedures
- Trip Planning
- Public Relations and Job Search

GENERAL, HEALTH, AND SAFETY

- Driver Health, Safety, and Security
- Whistle Blower Protection for Professional Drivers
- Compliance, Safety, Accountability (CSA)
- DOT 49 CFR 172.704 Transportation Awareness for HazMat
- First Aid/CPR
- Forklift

OTHER SPECIFIC INDUSTRY SPECIALIZED TRAINING

Introduction to the Freight Industry and Refrigeration
Trailer Operations
Load Securement: Tie Down, Chains and Binders

24 HOURS

(8 hours)

(16 hours)

YEAR TWO – TOTAL 48 HOURS

This year will provide required refresher or recertification courses.

Load Securement Refresher	(8 hours)
Long Commercial Vehicle (LCV) Training	(40 hours)

Appendix A

LOGISTICS TECHNICIAN WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE

LOGISTICS TECHNICIAN

O*NET-SOC CODE: 43-5061.00 RAPIDS CODE: 0856 (Material Coordinator)

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

1. APPRENTICESHIP APPROACH

☒ Time-based ☐ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is approximately 2-3 years with an on-the-job learning (OJL) attainment of 4,000 hours, supplemented by the minimum required 396 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers employed in each shop, and/or job site shall be as follows: one (1) apprentice(s) to one (1) Teamster Journeyworker(s).

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate.

Before an apprentice is advanced to the next segment of training or to journeyworker completion status, the program sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their on-the-job learning (OJL) and in related instruction courses.

TAPS Agreement

Period	Wage Percentage	On-the-Job Hours
1 st	80%	0 – 2000 Hours
2 nd	90%	2001 – 4000 Hours
End	100%	Complete

The current TAPS Logistics Technician journeyworker wage rate is \$40.80 per hour.

* The current journeyworker wage rates may vary and depend upon the rates contained in the collective bargaining agreement for the particular segment of the construction industry they are working in. The current journeyworker wage rate shall be modified on any prevailing wage project to comply with the applicable wage rate when the prevailing wage is higher than the journeyworker rate specified in the standards.

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 1,000 hours.

6. SELECTION PROCEDURES

APPLICATION PROCEDURES

- A. Applicants will be accepted at specified intervals in the geographic jurisdictions specified in the applicable collective bargaining agreement. An announcement of specific apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the agencies/organizations outlined in the approved Affirmative Action Plan. All persons requesting an application will have one made available upon being recorded in the applicant tracking system that corresponds to the geographic jurisdiction recruitment area. Applications will be accepted throughout the recruitment cycle.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant tracking system so that all applications can be accounted for. Columns will be provided on the applicant tracking system to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- 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 JATC.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate, drug & alcohol screening results, or other acceptable documentation) will constitute the 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 application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application 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.

SELECTION PROCEDURES

- A. The JATC 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 interviewers will rate each applicant during the interview on each of the factors on the applicant rating form taking into account 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. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. 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. A separate ranking list will be

maintained for each geographic jurisdiction recruitment area. 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 JATC informed of their current mailing address and telephone number.

- F. 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 by "Certified Mail-Return Receipt Requested, or an equivalent electronic delivery tracking method, to determine if the applicants are 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 certified notice will be mailed.
- G. 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.
- H. During the two (2)-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

DIRECT ENTRY PROCEDURES

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The JATC will award credit for previous experience in accordance with Section I.E. of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The direct entry of candidates and the credit for previous experience shall be awarded without regard to 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. The available methods for direct entry are as follows:

- A. A Military Veteran who is registered with the Helmets to Hardhats program or has completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in these Standards, 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 sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. 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.
- B. Technical School Graduate: Individuals who graduate from a Technical Training School that has been reviewed and approved by the Program Sponsor, in recognition of the relevant training they have already received for occupations registered in these Standards, may be given direct entry into the apprenticeship program. With the approval of the sponsor, such a new apprentice may start at the recommended apprentice wage rate for graduates of that

particular program. The JATC will determine what additional training requirements are needed to ensure that the new apprentice(s) receive all the necessary training for completion of the apprenticeship program.

- C. An employee of a non-signatory employer not qualifying as a journeyworker 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 registered 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.
- ~~D.~~ An individual who signs an authorization card during an organizing effort wherein 51% 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 journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the sponsor 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.

For such an applicant to be considered, he or she must meet the following requirements:

1. Be employed in the sponsor's jurisdiction when the authorization card is signed;
 2. Have been employed by the employer before the organizational effort commenced;
 3. Have been offered the opportunity to sign an authorization card and be evaluated along with all other employees of the employer; and
 4. Provide reliable documentation to the sponsor to show he or she was an employee performing Transportation or Logistics work prior to signing the authorization card.
- ~~G.~~ An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements. The JATC will evaluate the training received to grant appropriate credit on the term of apprenticeship.
 - H. Union Members: General Teamsters Local 959, State of Alaska journeyworker members may request a change or revision to their classification and/or a change from their current apprenticeable occupation to another occupation and receive direct entry into the apprenticeship program sponsored by their local union. For entry into the program, the applicant must:
 1. Complete an application form and provide the required documentation.
 2. Additionally, to determine placement, the applicant should:
 3. Take the same skills and aptitude test used for evaluation and placement of apprentices into the program, if applicable.

WORK PROCESS SCHEDULE

LOGISTICS TECHNICIAN

O*NET-SOC CODE: 43-5061.00 RAPIDS CODE: 0856 (Material Coordinator)

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:

Logistics Technician On-the-Job Learning Outline	Approximate OJL Hours
A. Basic Job Operations <ol style="list-style-type: none">1. Safety2. Identification of Hazardous Conditions3. Care & Use of Material Handling Equipment	500
B. Inventory Management & Record Keeping <ol style="list-style-type: none">1. Shipping & receiving2. Material familiarization: specific to venue, but should include the following; chemicals/MSDS issues, safety items for the work environment, hardware and consumables, and other items that pertain to the field involved (equipment, electrical, piping, building trades).3. Identify type, quality & quantity of stock4. Input data, computerized inventory management system5. Rotation of time dated stocked goods6. Proper storage of goods (heavy items on lower shelves, temp sensitive indoors, flammables & corrosives in separate cabinets)7. Examine documents, materials, and products, and monitor work processes, in order to assess completeness, accuracy, and conformance to standards and specifications.8. Confer with established personnel, vendors, and customers to coordinate production and shipping activities, and to resolve complaints or eliminate delays.9. Record production data, including volume produced, consumption of raw materials, and quality control measures.10. Requisition and maintain inventories of materials and supplies necessary to meet production demands. (as a result of conferring with project managers, supervisors, foremen and other customers)11. Compile information, such as production rates and progress, materials inventories, materials used, and customer information, so that status reports can be completed.12. Retain Cheater lists of items repetitively purchased, folders of product info, cut sheets, manufacturer catalogs, and informational charts in order to avoid duplicating research work.13. Maintain vendor contacts for manufactured goods, repairs, rentals and other services as needed.14. Familiarization with various manufacturer catalogs and internet layout; ability to open a catalog or website and seek the desired information.	1,500

15. Relationships with vendors; cultivating sources of information and advice regarding best material, tool, or PPE practices, and new products and technologies.	
C. Material Acquisition, Purchasing, Pickup & Delivery <ol style="list-style-type: none"> 1. Familiarization & use of purchase order forms 2. Coordination with department heads to identify 3. shortages or surplus 4. Establish and prepare product construction directions and locations, and information on required tools, materials, and equipment, numbers of workers needed, and cost projections. 5. Provide documentation and information to account for delays, difficulties in material deliveries and changes to cost estimates. 6. Determination of customer's needs through dialog and anticipation 	1,200
D. Tool Room <ol style="list-style-type: none"> 1. Familiarization with tools: <ol style="list-style-type: none"> a. Electric: grounded tools, double insulated tools, side grinder guards (see OSHA requirements), electrical cords, GFCIs (see OSHA requirements), certified measuring tools (torque wrenches, pressure gauges) b. Cordless, pneumatic, hydraulic c. Overhead lifting equipment (see OSHA requirements): slings, hoists, shackles and hooks d. Water pumps and hoses 2. Safety and PPE <ol style="list-style-type: none"> a. OSHA worksite regulations that apply, company worksite requirements, PPE overview, fire resistant coveralls & raingear, safety footwear 3. Eye Protection: safety glasses, face shields, goggles 4. Hearing Protection: ear plugs, ear muffs 5. Respiratory protection: particle masks, disposable masks; masks with cartridges, supplied air 6. Hand Protection: cut resistant, nitrile-PVC (hydrocarbon resistant), anti-vibration, chemical-acid resistant 7. Fall Protection (see OSHA requirements): harnesses, lanyards, self-retracting lanyards, beam clamps 8. Energy isolation issues (see OSHA requirements): lockout padlocks, tags and signage 9. Air Monitoring devices: Industrial Scientific ITX meters, DSS console program to monitor ITX meters 10. Consumables: material goods (visqueen, garbage bags, sorbent pads, etc.) 11. Tool wear items: drill bits, reciprocating saw blades, circular saw blades, side grinder discs, flapper discs, wire wheels, (grinder guards, see OSHA requirements), end grinder carbide burrs & stones (blades, bits, belts) 12. Chemicals: lubricants, cleaners, sealants, adhesives, paints, secondary container labels (see OSHA requirements) 13. Air hose 	800
Total Hours	4,000

RELATED INSTRUCTION OUTLINE

LOGISTICS TECHNICIAN

O*NET-SOC CODE: 43-5061.00 RAPIDS CODE: 0856 (Material Coordinator)

Source: Program Sponsor

Method: Classroom and Field Training

Cheri Lipps, Associate Director
Alaska Teamster-Employer Service Training
Trust 520 East 34th Avenue, Suite 201
Anchorage, AK 99503
Phone: 800-478-4233

E-mail: clipps@akteamsterstraining.com

Website: www.akteamsterstraining.com

The related instruction outlines the courses that provide the technical ability that supplements the on-the-job training. It is through the combination of both the on-the-job training and the related technical instruction that the apprentice can reach the skilled level of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship.

YEAR ONE - TOTAL 244 HOURS

Receiving hazardous materials and shipping of hazardous materials are critical areas for Logistics Material Technicians. Safety in the handling of these products is an essential area of responsibility. Hazardous materials incidents are not uncommon in warehouses or storage areas, which is why the following subjects are included in the first year of classroom.

Basic Warehousing Phase I	40 Hours
OSHA 10 hour General Industry Safety	10 Hours
Warehouse Safety	8 Hours
Shipping of Hazardous Materials	32 Hours
Power Industrial Truck	8 Hours
First Aid, CPR & AED	8 Hours
Professional Truck Driver Defensive Driving Course	8 Hours
LDT CDL A Theory & Behind-the-Wheel Skills	106 Hours
Cargo Securement	8 Hours
Qualified Rigger/Signalperson	16 Hours

YEAR TWO - TOTAL 152 HOURS

This year will introduce to inventory management programs and tracking of shipments. This year apprentices will be introduced to shipping of hazardous materials by air and sea.

Basic Warehousing Phase II	40 Hours
International Maritime Dangerous Goods (IMDG)	24 Hours
International Air Transportation Association (IATA)	24 Hours
Hazardous Waste Operations and Emergency Response	40 Hours
Boom Truck	24 Hours

Appendix A

SURVEY TECHNICIAN WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE

SURVEY TECHNICIAN

O*NET-SOC CODE: 17-3031.00 RAPIDS CODE: 0551 (Surveyor Assistant)

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

1. APPRENTICESHIP APPROACH

☒ Time-based ☐ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is approximately 2-3 years with an on-the-job learning (OJL) attainment of 4,000 hours, supplemented by the minimum required 608 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers employed in each shop, and/or job site shall be as follows: one (1) apprentice(s) to one (1) Teamster Journeyworker(s).

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate.

Before an apprentice is advanced to the next segment of training or to journeyworker completion status, the program sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their on-the-job learning (OJL) and in related instruction courses.

Non-TAPS Agreement(s)

Period	Wage Percentage	On-the-Job Hours
1 st	60%	0 – 1000 Hours
2 nd	70%	1001 – 2000 Hours
3 rd	80%	2001 – 3000 Hours
4 th	90%	3001 – 4000 Hours
End	100%	Complete

The current Non-TAPS Survey Technician journeyworker wage rate is \$41.55 per hour.

TAPS Agreement

Period	Wage Percentage	On-the-Job Hours
1 st	80%	0 – 2000 Hours
2 nd	90%	2001 – 4000 Hours
End	100%	Complete

The current TAPS Survey Technician journeyworker wage rate is \$40.80 * per hour.

* The current journeyworker wage rates may vary and depend upon the rates contained in the collective bargaining agreement for the particular segment of the construction industry they are working in. The current journeyworker wage rate shall be modified on any prevailing wage project to comply with the applicable wage rate when the prevailing wage is higher than the journeyworker rate specified in the standards.

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 1,000 hours.

6. SELECTION PROCEDURES

APPLICATION PROCEDURES

- A. Applicants will be accepted at specified intervals in the geographic jurisdictions specified in the applicable collective bargaining agreement. An announcement of specific apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the agencies/organizations outlined in the approved Affirmative Action Plan. All persons requesting an application will have one made available upon being recorded in the applicant tracking system that corresponds to the geographic jurisdiction recruitment area. Applications will be accepted throughout the recruitment cycle.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant tracking system so that all applications can be accounted for. Columns will be provided on the applicant tracking system to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- 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 JATC.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate, drug & alcohol screening results, or other acceptable documentation) will constitute the 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 application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application 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.

SELECTION PROCEDURES

- A. The JATC 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 interviewers will rate each applicant during the interview on each of the factors on the applicant rating form taking into account 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. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. 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. A separate ranking list will be maintained for each geographic jurisdiction recruitment area. 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 JATC informed of their current mailing address and telephone number.
- F. 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 by "Certified Mail-Return Receipt Requested, or an equivalent electronic delivery tracking method, to determine if the applicants are 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 certified notice will be mailed.
- G. 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.
- H. During the two (2)-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

DIRECT ENTRY PROCEDURES

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The JATC will award credit for previous experience in accordance with Section I.E. of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The direct entry of candidates and the credit for previous experience shall be awarded without regard to 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. The available methods for direct entry are as follows:

- A. A Military Veteran who is registered with the Helmets to Hardhats program or has completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in these Standards, 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 sponsor will determine what training requirements the

veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. 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.

- B. Technical School Graduate: Individuals who graduate from a Technical Training School that has been reviewed and approved by the Program Sponsor, in recognition of the relevant training they have already received for occupations registered in these Standards, may be given direct entry into the apprenticeship program. With the approval of the sponsor, such a new apprentice may start at the recommended apprentice wage rate for graduates of that particular program. The JATC will determine what additional training requirements are needed to ensure that the new apprentice(s) receive all the necessary training for completion of the apprenticeship program.
- C. An employee of a non-signatory employer not qualifying as a journeyworker 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 registered 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.
- D. An individual who signs an authorization card during an organizing effort wherein 51% 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 journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the sponsor 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.

For such an applicant to be considered, he or she must meet the following requirements:

1. Be employed in the sponsor's jurisdiction when the authorization card is signed;
 2. Have been employed by the employer before the organizational effort commenced;
 3. Have been offered the opportunity to sign an authorization card and be evaluated along with all other employees of the employer; and
 4. Provide reliable documentation to the sponsor to show he or she was an employee performing Transportation or Logistics work prior to signing the authorization card.
- E. An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements. The JATC will evaluate the training received to grant appropriate credit on the term of apprenticeship.
 - F. Union Members: General Teamsters Local 959, State of Alaska journeyworker members may request a change or revision to their classification and/or a change from their current apprenticeable occupation to another occupation and receive direct entry into the

apprenticeship program sponsored by their local union. For entry into the program, the applicant must:

1. Complete an application form and provide the required documentation.
2. Additionally, to determine placement, the applicant should:
3. Take the same skills and aptitude test used for evaluation and placement of apprentices into the program, if applicable.

WORK PROCESS SCHEDULE

SURVEY TECHNICIAN

O*NET-SOC CODE: 17-3031.00 RAPIDS CODE: 0551 (Surveyor Assistant)

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:

Survey Technician On-the-Job Learning Outline	Approximate OJL Hours
A. Survey land, properties, or bodies of water to measure or determine features.	1200
1. Position and hold the vertical rods, or targets, that theodolite operators use for sighting to measure angles, grades, distances, and elevations.	
2. Conduct surveys to ascertain the locations of natural features and man-made structures on the Earth's surface, underground, and underwater, using electronic distance-measuring equipment, such as GPS, and other surveying instruments.	
3. Record survey measurements or descriptive data, using notes, drawings, sketches, or inked tracings.	
4. Set out and recover stakes, marks, or other monumentation. May include line clearing, establishing points, taping, leveling and compass reading.	
5. Adjust and operate surveying instruments such as prisms, theodolites, electronic distance measuring equipment, or electronic data collectors. May include field care and cleaning of survey instruments and equipment.	
B. Evaluate designs or specifications to ensure quality.	100
1. Check all layers of maps and plans to ensure accuracy, identifying and marking errors and making corrections.	
C. Gather physical survey data.	500
1. Compile information necessary to stake projects for construction, using engineering plans.	
2. Identify and compile database information to create requested maps.	
3. Analyze aerial photographs to detect and interpret significant military, industrial, resource, or topographical data.	
4. Research and combine existing property information to describe property boundaries in relation to adjacent properties, taking into account parcel splits, combinations, or land boundary adjustments.	
5. Collect information needed to carry out new surveys, using source maps, previous survey data, photographs, computer records, plans and drawings, or other relevant information.	

D. Operate computer systems.	400
1. Operate and manage land-information computer systems, performing tasks such as storing data, making inquiries, and producing plots and reports.	
2. Enter Global Positioning System (GPS) data, legal deeds, field notes, or land survey reports into geographic information system (GIS) workstations so that information can be transformed into graphic land descriptions, such as maps and drawings.	
E. Verify mathematical calculations.	400
1. Compare survey computations with applicable standards to determine adequacy of data.	
F. Calculate geographic positions from survey data.	600
1. Calculate latitudes, longitudes, angles, areas, units of measurement, or other information for mapmaking, using survey field notes or reference tables.	
2. Compare topographical features or contour lines with images from aerial photographs, old maps, or other reference materials to verify the accuracy of their identification.	
3. Perform calculations to determine earth curvature corrections, atmospheric impacts on measurements, traverse closures or adjustments, azimuths, slope & grade, level runs, curves, or placement of markers.	
G. Prepare maps and field drawings.	400
1. Trim, align, and join prints to form photographic mosaics, maintaining scaled distances between reference points.	
2. Produce or update overlay maps to show information boundaries, water locations, or topographic features on various base maps or at different scales.	
3. Determine scales, line sizes, or colors to be used for hard copies of computerized maps, using plotters.	
4. Trace contours or topographic details to generate maps that denote specific land or property locations or geographic attributes.	
5. Prepare or update topographic or contour maps of land surveyed, including site features and other relevant information, such as charts, as-built surveys, graphical land descriptions, drafting/CAD, and survey notes.	
H. Document technical design details.	200
1. Complete detailed source and method notes describing the location of routine or complex land parcels.	
I. Determine geographic coordinates.	200
1. Search for section corners, property irons, or survey points.	
Total Hours	4000

RELATED INSTRUCTION OUTLINE

SURVEY TECHNICIAN

O*NET-SOC CODE: 17-3031.00 RAPIDS CODE: 0551 (Surveyor Assistant)

Source: Penn Foster Workforce Development; Program Sponsor

Method: Classroom and Self-paced Study; Online Media

Cheri Lipps
Associate Director
Alaska Teamster-Employer Service Training
Trust
520 East 34th Avenue, Suite 201
Anchorage, AK 99503
Phone: 800-478-4233
E-mail: clipps@akteamsterstraining.com
Website: www.akteamsterstraining.com

Tim Gavin
Training Consultant
Penn Foster Workforce Development
5325 Alton Parkway, Suite C-509
Irvine, Ca 92604
Phone: 949-733-2874
E-mail: foretim1@PacBell.net
Website:
<https://www.workforcedevelopment.com/engineering/surveyor.html>

The related instruction outlines the courses that provide the technical ability that supplements the on-the-job training. It is through the combination of both the on-the-job training and the related technical instruction that the apprentice can reach the skilled level of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship.

Related Instruction Outline	
Year-1	Hours
Teamster In-Person Related Instruction	46
Basic Industrial Math	30
Introduction to Algebra, Geometry, and Trigonometry	72
Basic Surveying and Measurement	20
Logarithms	10
Practical Geometry	20
Plane Trigonometry	60
Linear Surveying	10
Leveling	10
Transit Surveying	30
Year 1 Sub-total	308
Year-2	Hours
Geometrical Drawing	110
Drafting with AutoCAD	60
Topographic Surveying	20
Mapping	80
Highway Curves	20
Hydrographic Surveying	10
Year 2 Sub-total	300
Total Hours	608

Teamster In-Person Related Instruction

Program Orientation	8 Hours
NSTC (North Slope Training Cooperative)	8 Hours
First Aid/CPR & AED	8 Hours
Defensive Driving	8 Hours
OSHA 10 – General Construction	10 Hours
Flagger/Pilot Car	4 Hours

Penn Foster Land Surveyor Course List

Mathematics and Technical Foundation Skills

Basic Industrial Math

Course #: Block X21

Duration: 30 hours

What Students Learn: This module of six study units offers the trainee arithmetic and basic mathematics, metric measurement, and calculator fundamentals. The Metric System is an introductory unit which includes metric conversions. Problem exercises and examples in this module are presented in on-the-job scenarios with applications drawn from the industrial context. Components: Addition and Subtraction (186008); Multiplication and Division (186009); Fractions, Percents, Proportions, and Angles (186010); Metric System (186011); Formulas (186012); Introduction to Algebra (186013)

Special Notes: This updated course replaces lessons contained within Practical Math and Measurements, Block X01. Each study unit contains a progress examination.

Introduction to Algebra, Geometry, and Trigonometry

Course #: Block X02

Duration: 72 hours

Course Prerequisites: Basic Industrial Math (Block X21)

What Students Learn: This twelve-lesson block is for those trainees requiring more advanced math subjects. The subject of algebra is covered in detail and the subjects of geometry and trigonometry are introduced in a practical manner.

Because math skills vary widely, a placement test is available to determine the trainee's specific knowledge of the various areas. Test X0250: Introduction to Algebra, Geometry, and Trigonometry is divided into four sections: lessons X0201 through X0204; lessons X0205 through X0208; lessons X0209 through X0210; and lessons X0211 and X0212.

Components: Algebra: Monomials and Polynomials (X0201); Algebra: Factoring (X0202); Algebra: Addition and Subtraction of Fractions (X0203); Algebra: Multiplication and Division of Fractions (X0204); Algebra: Linear Equations (X0205); Algebra: Simultaneous Linear Equations (X0206); Algebra: Determinants (X0207); Algebra: Quadratic Equations (X0208); Algebra: Exponents (X0209); Algebra: Radicals and Imaginary Numbers (X0210); Applied Geometry (X0211); Practical Trigonometry (X0212); Progress Examination Booklet (X0220); Progress Examination (X0221); Progress Examination (X0222); Progress Examination (X0223); Progress Examination (X0224); Placement Test: Introduction to Algebra, Geometry, and Trigonometry (X0250)

Basic Surveying and Measurement

Course #: 686E04

Duration: 20 hours

Course Prerequisites: Formulas (186307)

What Students Learn:

Lesson 1—Introduction to Surveying and Measurement

Lesson 2—Leveling, Angles, and Calculating Land Area

Lesson 3—GPS, GIS, and Construction Surveying

Lesson 4—Land Surveying, Curves, and Professional Practices

Logarithms

Course #: 5254

Duration: 10 hours

Course Prerequisites: Basic Industrial Math (Block X21)

What Students Learn:

Table of Common Logarithms; Table of Useful Numbers; Exponents; Logarithms of Numbers; Determination of Characteristics of a Logarithm; Determination of Mantissa of a Logarithm; Proportional Parts; Determination of Antilogarithms; Multiplication by Use of Logarithms; Division by Use of Logarithms; Finding Powers and Roots by Logarithms; Cologarithms; Hyperbolic Logarithms.

Practical Geometry

Course #: 5983A-B

Duration: 20 hours

Course Prerequisites: Introduction to Algebra, Geometry, and Trigonometry (Block X02)

What Students Learn:

PART 1 (5983A). Points, Lines, Surfaces, and Angles; Perpendicular and Parallel Lines; Triangles; Quadrilaterals; Other Polygons.

PART 2 (5983B). The Circle; Arcs and Areas of Figures Bounded by Them; Solids; Areas and Volumes of Unusual Figures.

Special Notes: Covers subject at an advanced, in-depth level.

Plane Trigonometry

Course #: 2309A-B

Duration: 60 hours

Course Prerequisites: Practical Geometry (5983A-B); Introduction to Algebra, Geometry, and Trigonometry (Block X02)

What Students Learn:

PART 1 (2309A). Solving a Triangle; Deriving Trigonometric Functions; Trigonometric and Geometric Identities; Values for the Trigonometric Functions; Using the Table of Natural Trigonometric Functions; Interpolation; Solving the Right Triangle; Solving the Right Triangle by Using Logarithms.

PART 2 (2309B). Angles and Their Measurement; Degrees and Radians; Rectangular Coordinates; The Trigonometric Formulas; Finding the Values of the Functions of Angles; Reduction Formulas; Solving the Oblique Triangle; Law of Tangents; Using Half-Angle Formulas; Area of a Triangle; Radius of an Inscribed Circle; Radius of a Circumscribed Circle.

Special Notes: Covers subject at an advanced, in-depth level.

Introduction to Surveying and Mapping Principles

Linear Surveying

Course #: 6670

Duration: 10 hours

Course Prerequisites: Plane Trigonometry (2309A-B); Logarithms (5254);

What Students Learn:

Methods of Measurement; Tapes and Accessories; Description of Geodimeter and Tellurometer; Use of Tape; Adjustment of Taped Distances; Use of Geodimeter; Use of Tellurometer; Simple Field Problems; Survey of Tract with Tape.

Leveling

Course #: 6671

Duration: 10 hours

Course Prerequisites: Plane Trigonometry (2309A-B); Logarithms (5254); Introduction to Algebra, Geometry, and Trigonometry (Block X02)

What Students Learn:

The Engineer's Level; Definitions; Construction of Levels; Setting Up Level; Leveling Rods; Reading the Rod; Operations of Direct Leveling; Forms for Level Notes; Precision in Leveling; Adjustments of Levels; Profiles; Barometric Leveling.

Transit Surveying

Course #: 5460A-C

Duration: 30 hours

Course Prerequisites: Linear Surveying (6670); Leveling (6671)

What Students Learn:

PART 1 (5460A). Meridians; Magnetic Declination; Azimuth of Lines; Bearings of Lines; Angles Between Lines; The Engineer's Transit; Reading Vernier; Reading Compass; Optical-Reading Theodolites; Adjustments of a Transit.

PART 2 (5460B). Operations with Transit; Measurement of Direct Angles; Measurement of Deflection Angles; Details of Transit Surveys; Field Problems; Surveying by Triangulation; Trigonometric Leveling.

PART 3 (5460C). Computations involving Latitudes and Departures; Balancing Closed Traverses; Errors of Closure; Computation of Omitted Measurements; Plotting Traverse by Lengths and Directions of Courses; Plotting Traverse by Latitudes and Departures; Computation of Area; Problems on Partitioning Tracts of Land.

Drafting Kit

Course #: 1200M

Duration: 0 hours

What Students Learn:

This drawing board includes a straight-edge rather than a separate T-square, a setup preferred by professionals. The drawing instruments are tools trainees will use on the job. The drafting outfit includes: one set of drawing instruments, one 18" x 24" drawing board/straight-edge combination, one 6" protractor, one 10" 300/600 triangle, one 8" 450 triangle, one 12" architect's scale, one 12" engineer's scale, one 300 mm metric scale, one irregular curve, one lettering guide, one erasing shield, one roll of drafting tape, two mechanical pencils, two tubes of lead, one lead pointer, one pink eraser, and one pad 25 sheets of 15" x 20" transparent paper.

Special Notes: The Drafting Kit must be used for the study of all texts that teach drafting techniques, in which the trainee is required to prepare drawings or architectural plates. Refer to the special notes of the individual print course when this kit is required.

Geometrical Drawing

Course #: 5544A-B

Duration: 110 hours

What Students Learn:

Geometrical Terms; Lines, Angles, Triangles, Quadrilaterals, Circles, Ellipse, and Parabola, Solids; Drawing Equipment: Paper, Drawing Board, T-Square, Triangles, Scales, Compasses, Dividers, Protractor, Irregular Curve and Drafting Machine; Ruling; Straight Lines; Care of Drawing Instruments; Protecting Drawings; Erasing; Styles of Lettering; Relative Widths and Spacing of Letters; Vertical Single-Stroke Lettering; Inclined Single-Stroke Lettering; Five Drawing Plates Consisting of 26 Problems.

Special Notes: Covers subject at an advanced, in-depth level. Includes 5 plates, and requires drafting kit.

Drafting with AutoCAD

Course #: 686E06

Duration: 60 Hours

What Students Learn:

Lesson 1—Lines, Essential Tools, and Drawing Circles

Lesson 2—Drawing Aids, Layers, Colors, and Line types

Lesson 3—Templates, Copies, Arrays, Arcs, and Polar Arrays

Lesson 4—Mirror Images, Page Setups, and Object Snap

Lesson 5—Text and Dimension Fundamentals

Lesson 6—Dimensioning and Polylines

Lesson 7—Blocks, Attributes, and External References

Lesson 8—Isometric Drawing, Customized Panels, the CUI Dialog Box, and Macros

Lesson 9— 3D-Modeling

Lesson 10— More Modeling Techniques and Commands

Special Notes:

This course consists of one textbook and five supplemental study guides. This course requires submittal of a project for grading in addition to taking ten exams.

Topographic Surveying

Course #: 5461A-B

Duration: 20 hours

Course Prerequisites: Transit Surveying (5460A-C)

What Students Learn:

PART 1 (5461A). Determination of Distances by Stadia; Instrument Constants; Formulas for Stadia Distances; Stadia Reduction Table; Beaman Stadia Arc; Field Operations in Stadia Work-Transit-Stadia Surveys for Locating Topography; Indirect Leveling by Stadia; Accuracy of Stadia Work.

PART 2 (5461B). Plane-Table Surveying; Locating Points from Plane Table; Plotting Position of Plane Table; Field Methods for Locating Topography; Accuracy of Plane-Table Work; Topographic Maps; Methods of Control; Locating Topography by Side-Shot Method; Locating Topography by Cross-Section Method.

Mapping

Course #: 5462A-B

Duration: 80 hours

Course Prerequisites: Geometrical Drawing (5544A-B)

What Students Learn:

PART 1 (5462A). Two Drawing Plates; Scale of Map; Azimuths and Bearings of Lines; Plotting Angles; Planning Maps' Locating Points on Traverses; Plotting Open Traverses; Plate 1801, Plotting Closed Traverses; Routes involving Circular Curves; Plate 1802, Plotting Route Centerlines.

PART 2 (5462B). Two Drawing Plates; Preparation of Topographic Maps; Conventional Symbols; Location of Contours; Plotting Topographic Details; Plate 1803, Topographic Symbols and Contours; Plotting Cross Sections and Profiles; City and Village Maps; Plate 1804, Map of a Portion of Southport; Laying of Tints.

Special Notes: Includes 4 plates and requires drafting kit.

Highway Curves

Course #: 6812A-B

Duration: 20 hours

Course Prerequisites: Transit Surveying (5460A-C)

What Students Learn:

PART 1 (6812A). Elements of Highway Routes; Tangents and Horizontal Curves; Grades and Vertical Curves; Radius and Degree of Simple Curves; Procedure for Locating Points on Simple Curves; Measurement of Distances on Curves; Field Layout for Simple Curves; Special Problems Relating to Simple Curves; Problems on Relocation of Route.

PART 2 (6812B). Compound and Reverse Curves; Transition Curves; Superelevation on Curve; Spiral Curve; Deflection Angles for Spiral; Coordinates for Spiral; Minimum Length of Spiral; Field Layout of Spiral; Spiral Joining Two Curves; Vertical Parabolic Curves; Elevations on Vertical Curves.

Hydrographic Surveying

Course #: 5751

Duration: 10 hours

Course Prerequisites: Topographic Surveying (5461A-B)

What Students Learn: Preparatory Surveys; Control Surveys; Triangulation and Topography; Shore Stations; Control Buoys; Taking Soundings; Equipment for Measuring Depth; Locating and Observing Soundings; Plotting Soundings; Boat Sheet; Smooth Sheet; Volume of Body of Water; Adjustments of the Sextant.

SECTION V - DISCLOSURE AGREEMENT

OA routinely makes public general information relating to Registered Apprenticeship programs. General information includes the name and contact information of the sponsor, the location of the program, and the occupation(s) offered. **OA routinely publicly releases the contents of applications for National Guidelines for Apprenticeship Standards.**

In addition, sponsors submitting National Program Standards or Local Standards have the option of allowing OA to share publicly the contents of a sponsor's application for registration to assist in building a high-quality National Apprenticeship System. This may include a copy of the Standards, Appendix A, and Appendix D (as applicable), but not completed versions of ETA Form 671 or Appendix C "Affirmative Action Plan" because those documents are submitted after a sponsor's application is approved and the program is registered. **Please note that OA will consider a sponsor's application as releasable to the public unless the sponsor requests non-disclosure by signing below.**

I, *John Lovdahl*, acting on behalf of *Alaska Teamster - Employer Service Training Trust* request that OA not publicly disclose this application, other than general information about the program, as described above as it is considered confidential commercial information and steps are taken to preserve it. Further, I understand that if OA receives a request for this application pursuant to 5 U.S.C. 552, we may be contacted to support OA's withholding of the information, including in litigation, if necessary. I understand that my request that OA not publicly disclose this application will remain in effect, including with respect to subsequent amendments to this application, unless and until I notify OA otherwise.

John Lovdahl

Signature of Sponsor (designee)

John Lovdahl

Printed Name

3/13/2024

Date



Appendix B

ETA-671 APPRENTICESHIP AGREEMENT

AND

**U.S. DEPARTMENT OF LABOR, OFFICE OF
APPRENTICESHIP
APPLICATION FOR CERTIFICATION OF
COMPLETION OF APPRENTICESHIP**



APPRENTICE AGREEMENT AND REGISTRATION – SECTION II

OMB No. 1205-0223 Expiration Date: 06/30/2024

PART A: APPRENTICE'S INFORMATION

1. First Name		Last Name		Answer Both 4a. and 4b. below 4. a. Ethnicity (Select One) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Participant Did Not Self-Identify b. Race (Select One or More) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Participant Did Not Self-Identify	5. Veteran Status (Select All That Apply) <input type="checkbox"/> Non Veteran <input type="checkbox"/> Veteran <input type="checkbox"/> Non Veteran, Other Eligible Individual <input type="checkbox"/> Veteran, Eligible <input type="checkbox"/> Participant Did Not Self-Identify
Middle Name (Optional)		Suffix (Optional)			6. Education Level (Select One) <input type="checkbox"/> Not High School graduate <input type="checkbox"/> High School graduate (including equivalency) <input type="checkbox"/> Some College or Associate's degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Doctorate or professional degree
Address (No., Street, City, State, Zip Code)					
Telephone Number (Optional)		E-mail Address (Optional)			
*Social Security Number - - -					
2. Date of Birth (Mo., Day, Yr.)		3. Sex (Select One) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Participant Did Not Self-Identify			
7. Employment Status of Apprentice (Select One) <input type="checkbox"/> New Employee <input type="checkbox"/> Current Employee					
8. Did the apprentice complete a pre-apprenticeship program prior to their registration in this apprenticeship program? <input type="checkbox"/> Yes <input type="checkbox"/> No					

If yes, please provide the Pre-Apprenticeship Program Name and Address:

PART B: PROGRAM SPONSOR'S INFORMATION

1. Program Number		2. Occupation (The work processes listed in the standards are part of this agreement.) a. RAPIDS Code: b. O*NET Code: c. Interim Credentials Offered (i.e., Career Lattice Occupation)?
Sponsor's Name and Address (No., Street, City, State, Zip Code, County)		
Telephone Number	Cell Phone Number (Optional)	
E-mail Address		

a. Sponsor's Principal Place of Business Address (If different from Sponsor's address above)	3. Occupation Type	4. Term Length (Hrs., Mos., Yrs.)	5. Probationary Period (Hrs. or Wks.)
b. Employer's Name and Address (If different from Sponsor's address above)	6. Credit for Previous On-the-Job Learning Experience (Hrs. Mos., Yrs.): a. Term Remaining (Hrs., Mos., Yrs.)	7. Credit for Previous Related Instruction Experience (Hrs., Mos., Yrs.)	8. Date Apprenticeship Begins a. Expected Completion Date

9. Related Instruction Provider(s) Name and Address	a. Total Length of Related Instruction
b. Are Wages Paid During Related Instruction?	c. Hours When Related Instruction Is Provided

10. Progressive Wage Schedule:

a. Apprentice's Entry Wage \$	b. Journeyworker's (i.e., Experienced Worker's) Wage \$
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c. Wage Rate Units	Period	1	2	3	4	5	6	7	8	9	10
	Duration (If Applicable)										
	Competencies (If Applicable)										
d. Wage Rate	Wage Rate										

11. Name and Contact Information of the Individual Designated by the Program Sponsor to Receive Complaints

PART C: AGREEMENT AND SIGNATURES

The program sponsor's Apprenticeship Standards, which the sponsor certifies are in conformity with the requirements for program registration contained in 29 Code of Federal Regulations (CFR) part 29, subpart A and 29 CFR part 30, are attached and are hereby incorporated into this agreement. The program sponsor and apprentice hereby agree to the terms of the Apprenticeship Standards that are incorporated as part of this agreement, as those Standards existed on the date of the agreement.

These Apprenticeship Standards may be amended during the period of this agreement with the consent of the parties to the agreement, provided that such amendments are also in conformity with the requirements for program registration contained in 29 CFR part 29, subpart A and 29 CFR part 30.

The apprentice will be accorded equal opportunity in all phases of apprenticeship employment and training by the program sponsor, without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, or disability.

This agreement may be canceled by either of the parties, citing cause(s), with written notice to the registration agency, in compliance with 29 CFR part 29, subpart A.

During the probationary period described in Part B above, this apprenticeship agreement may be cancelled by either party upon written notice to the registration agency. After the probationary period, this agreement may be cancelled at the request of the apprentice, or suspended or cancelled by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Registration Agency of the final action taken.

This apprenticeship agreement does not constitute a certification under 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.

1. Signature of Apprentice	Date	2. Signature of Parent/Guardian (If minor)	Date
3. Signature of Sponsor's Representative(s)	Date	4. Signature of Sponsor's Representative(s)	Date
5. Signature of Employer's Representative(s) (If Applicable)	Date	6. Signature of Employer's Representative(s) (If Applicable)	Date

PART D: TO BE COMPLETED BY REGISTRATION AGENCY

1. Registration Agency and Address	2. Signature (Registration Agency)	3. Date Registered
4. Apprentice Identification Number:		

NOTE: The collection and maintenance of the data on ETA-671, Apprentice Agreement and Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and 29 CFR part 29, subpart A. 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 systems of records entitled, DOL/ETA-31, The Enterprise Business Support System (EBSS) (encompassing RAPIDS), at the U.S. Department of Labor, Office of Apprenticeship. Data may be disclosed to Federal, state, and local agencies and community-based organizations, including State Apprenticeship Agencies, to facilitate statistical research, audit, and evaluation activities necessary to ensure the success, integrity, and improvement of employment and training programs. Data may also be disclosed to these organizations to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Part A: Apprentice's Information

Item 4a. Ethnicity

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 4b. Race

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. This category includes people who indicate their race as "American Indian or Alaska Native" or report entries such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian groups.

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. This includes people who reported detailed Asian responses such as: "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian" or provide other detailed Asian responses.

Black or African American: A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black or African American," or report entries such as African American, Kenyan, Nigerian, or Haitian.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who reported their race as "Fijian," "Guamanian or Chamorro," "Marshallese," "Native Hawaiian," "Samoan," "Tongan," and "Other Pacific Islander" or provide other detailed Pacific Islander responses.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

Item 5. Veteran Status

A **Veteran** is a person who has served in the active military, naval, or air service of the United States, and who was discharged or released therefrom under conditions other than dishonorable.

A **Non Veteran, Other Eligible Individual** is a person who is a dependent spouse or child—or the surviving spouse or child—of a Veteran, and who is eligible for certain G.I. Bill and other VA-administered educational assistance benefits provided under Title 38 of the U.S. Code.

A **Veteran, Eligible** is a Veteran who is eligible for certain G.I. Bill and other VA-administered educational assistance benefits provided under Title 38 of the U.S. Code.

Item 8.

Pre-Apprenticeship: A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s).

Part B: Program Sponsor's Information

Item 1. A **Program Number** is a generated number assigned to a program sponsor when a program is registered in the Office of Apprenticeship's Registered Apprenticeship Partners Information Data System (RAPIDS).

Item 1. A **Sponsor Name** is any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

Item 1b. An **Employer** is any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

Item 2. An **Occupation** refers to the occupation an apprentice will be trained in, and the occupation will be listed in the sponsor's program standards.

Item 2a. A **RAPIDS Code** is the numeric code of the occupation in the apprenticeable occupation list.

Item 2b. An **Occupational Information Network (O*NET) Code** is an 8-digit code in the O*NET data system (<https://www.onetonline.org/>).

Item 2c. **Interim Credentials** (Certificate of Training) applies to career lattice occupations. These credentials are issued by the Registration Agency upon request by the program sponsor. Interim credentials provide certification of competency attainment by an apprentice, but does not necessarily indicate completion of the program.

Item 3. **Occupation Type** refers to the following three training approaches listed below.

Item 3a. A **Time-based Approach** measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

Item 3b. A **Competency-based Approach** measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies. An apprentice must be registered in an approved competency-based occupation for 12 calendar months of on-the-job-learning.

Item 3c. A **Hybrid Approach** measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

Item 4. A **Term Length (Hrs., Mos., Yrs.)** of the occupation is based on the program sponsor's training approach as approved by the Registration Agency.

Item 5. A **Probationary Period (Hrs. or Wks.)** is the number of hours or weeks of on-the-job learning during the apprentice's probationary period. A probationary period cannot exceed 25 percent of the term length of the occupation or one year, whichever is shorter.

Item 6. **Credit for Previous On-the-Job Learning Experience (Hrs., Mos., Yrs.)** is granted by the program sponsor based upon documented evidence provided by the apprentice. An apprentice must complete a minimum of six months on-the-job learning regardless of credits for previous experience awarded.

Item 6a. The **Term Remaining (Hrs., Mos., Yrs.)** is the difference between the term length of the on-the-job learning and the credits for previous experience awarded.

- Item 7. Credit for Previous Related Instruction Experience** (Hrs., Mos., Yrs.) is granted by the program sponsor based upon documented evidence provided by the apprentice.
- Item 9a. Total Length of Related Instruction** is the duration spent in related instruction in technical subjects related to the occupation, which is recommended to be not less than 144 hours per year.
- Item 10. Progressive Wage Schedule:**
- Item 10a. Apprentice's Entry Wage** (dollar amount paid): A sponsor enters this apprentice's entry wage.
- Item 10b. Journeyworker's (i.e., Experienced Worker's) Wage:** A sponsor enters the wage per unit (i.e., hourly, weekly, monthly, quarterly, semi-annually, or annually).
- Item 10c. Wage Rate Units:** A sponsor enters the apprentice schedule of pay for each advancement period based on the program sponsor's training approach (i.e., hourly, weekly, monthly, quarterly, semi-annually, annually, or competencies).
- Item 10d. Wage Rate:** Sponsor selects either percent of journeyworker (i.e., experienced worker) wage, dollar amount of wage, or both the percent of journeyworker wage and dollar amount of wage. If the sponsor selects "Both the percent of journeyworker wage and \$ amount of wage," the sponsor can enter a percentage or dollar amount for the wage in each period.
- Item 11. Complaints:** Identifies the individual or entity responsible for receiving complaints (29 CFR 29.7(k)).

Part D: To Be Completed By Registration Agency

- Item 4. Apprentice Identification Number,** RAPIDS encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

*The submission of the apprentice's social security number is requested. The apprentice's social security number will be used for program management purposes, such as verification of the apprentice's period of employment and earnings to align with Department of Labor's job training and employment program performance indicators for measuring performance outcomes. The Office of Apprenticeship will use wage records through the State Wage Interchange System needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR part 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that the apprentice is a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of the occupational classification. Failure to disclose an apprentice's social security number on this form will not affect the right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of social security numbers, which is prohibited.

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 five 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. The obligation to respond is required to obtain or retain benefits under 29 U.S.C. 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room C-5321, Washington, D.C. 20210 (OMB Control Number 1205-0223).



Please check one of the boxes below:

- ☐ YES, I HAVE A DISABILITY (or previously had a disability)
- ☐ NO, I DON'T HAVE A DISABILITY
- ☐ I DON'T WISH TO ANSWER

Your name: _____

Date: _____

Why are you being asked to complete this form?

Because we are a sponsor of a registered apprenticeship program and participate in the National Registered Apprenticeship System that is regulated by the U.S. Department of Labor, we must reach out to, enroll, and provide equal opportunity in apprenticeship to qualified people with disabilities.^[1] To help us learn how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for apprenticeship, any answer you give will be kept private and will not be used against you in any way.

If you already are an apprentice within our registered apprenticeship program, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our apprentices at the time of enrollment, and then remind them yearly, that they may update their information. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to: blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV/AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, impairments requiring the use of a wheelchair, and intellectual disability (previously called mental retardation).

^[1] Part 30 – Equal Employment Opportunity in Apprenticeship. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Apprenticeship website at <https://www.doleta.gov/OA/eoo/>.

**U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP
(If Required please type or print all information, attach additional apprentices on separate sheet)
(This Application is optional, for Sponsor utilizing Electronic Registration)

Sponsor Information

Sponsor:	Program #:
Address:	Contact Name:
City, State, Zip:	Phone:

Apprentice Information

Full Name of Apprentice:
Apprentice Registration Number:
Occupation:
Term:
Registration Date:
Date of Completion:
Completion Wage:

Related Instruction Certification

Related Instruction Hours completed:
Related Instruction Furnished By:
Teacher(s) or Director(s) of Related Instruction Certifying to above information:
Name: _____ Address: _____

Request for Certificate

On behalf of the above-named sponsor, I hereby certify that the apprentice named in the application has satisfactorily completed and is working at the Journeyworker Level of his/her apprenticeship program as registered with the Office of Apprenticeship and hereby recommend the issuance of the Certificate of Completion of Apprenticeship	
Sponsor's Signature: _____	Date: _____
Title: _____	

Office of Apprentice use only:

Date Entered in RAPIDS (if required): _____
Date Certificate Sent: _____



U.S. DEPARTMENT OF LABOR OFFICE OF APPRENTICESHIP

APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP

(If Required please type or print all information, attach additional apprentices on separate sheet)

(This Application is optional, for Sponsor utilizing Electronic Registration)

Authentication of Requests for Certificate of Completion of Apprenticeship

Where the Office of Apprenticeship is the Registration Agency, issuance of a Certificate of Completion of Apprenticeship to apprentices upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the sponsor certifies to the Registration Agency and requests the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests are completed either electronically using the Registered Apprenticeship Partner Information System (RAPIDS) or in writing using this form from the sponsor to the appropriate field office.

General Guidance

The sponsor will verify that the apprentice has completed all requirements of apprenticeship including a signed copy of transcripts from the sponsor, provider or sponsor of the related instruction. The field office representative shall have in evidence an electronic or written Application for Certification of Completion of Apprenticeship.

When a large number of apprentices are completing at the same time from the same occupation, one application form from the sponsor can be used with an attached list of pertinent information for the completing apprentices. When the sponsor has more than one occupation or more than one employer, the sponsor should complete separate forms for each occupation and employer, following the procedure above.

The occupation identified, must be the occupation title as listed in the most current List of Officially Recognized Apprenticeable Occupations. For sponsors who use a slightly different occupational title, OA staff may use the sponsor's title as long as the officially recognized occupational title is included in parenthesis under the sponsor's occupational title. Please see attached "sample" for reference.

The term "journeyman, journeyworker, journeyperson, etc." should not be included in the occupational title. These terms are used to describe a level of competency rather than an occupational title.

In rare instances where a program sponsor may utilize such a term above in their occupational title and that terminology is consistently used within their organization and training materials, OA staff may use that terminology on the sponsor's occupational title as long as the officially recognized occupational title is listed in parenthesis under the sponsor's title. The practice of using a level of competency in the occupational title should be discouraged when possible.

The sponsor's name on the Certificate of Completion of Apprenticeship shall be as it is registered and approved in their apprenticeship standards.

The date completed shall be the date of completion as indicated on the request form.

Issuance of Replacement OA Certificate of Completion of Apprenticeship

Replacement certificate requests shall be verified with undeniable proof that an original certificate was either issued or requested by the sponsor. This shall be verified through OA's records or the program sponsor's records. In the event a field office has no proof, yet a program sponsor does, or vice versa, a copy of that proof shall be sent to the field office and included in the program folder. The term "**Replacement Certificate**" shall be printed in 12 pt. font size on the replacement certificate in the space centered between the last line of type and the U.S. Department of Labor seal.

The Certificate of Completion of Apprenticeship shall not be used for any other purpose than completion of a Registered Apprenticeship program.