

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

Carpenters' Training & Educational Fund of Greater PA

FOR THE OCCUPATION(S) OF

Occupation	O*Net-SOC Code	RAPIDS Code
Heavy Highway Carpenters	47-2031.02	RAIS#0069
Carpenter	47-2031.01	RAIS#0067
Cabinetmaker	51-7011.00	RAIS#0055
Floor Coverer (Layer)	47-2042.00	RAIS#0199
Millwright	49-9044.00	RAIS#0335
Piledriver	47-2031.02	RAIS#1009
Residential Carpenter Specialist	47-2031.01	RAIS#0564

APPROVED BY

Registration Agency: Commonwealth of Pennsylvania, Department of Labor & Industry

Registration Agency Representative:  Date: 9/11/17

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**AMENDMENT TO
STANDARDS OF APPRENTICESHIP
DEVELOPED BY
CARPENTERS' TRAINING & EDUCATIONAL FUND OF GREATER PA**

WHEREAS, the Standards of Apprenticeship were recently revised by the Carpenters' Training & Educational Fund of Greater PA; and

WHEREAS, the trust agreement for the Carpenters' Training & Educational Fund of Greater PA is being restated effective September 26, 2017 to be known thereafter as the KML Carpenters' Apprenticeship and Training Fund; and

WHEREAS, in accordance with the amendment procedures in the Standards of Apprenticeship, the parties wish to amend the Standards of Apprenticeship accordingly.

THEREFORE, the Standards of Apprenticeship shall be amended as follows:

1. The trust fund shall be known as the KML Carpenters' Apprenticeship and Training Fund and this shall be reflected in the Standards of Apprenticeship by substituting the new name of the trust fund each place the old name of the trust fund appears or is referenced in the Standards of Apprenticeship.
2. The apprenticeship and training program shall be known as the KML Carpenters' Apprenticeship and Training Program and this shall be reflected in the Standards of Apprenticeship by substituting the new name of the program each place the old name of the program appears or is referenced in the Standards of Apprenticeship.

Adopted and effective this 26th day of September 2017.

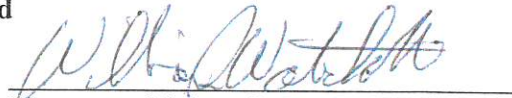
KML Carpenters' Apprenticeship and Training Fund


Signature of Management, Chairman

HOWARD W. PFEIFFER
Printed Name


Signature of Management, Co-Treasurer

John P. Busse
Printed Name

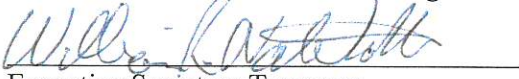

Signature of Labor, Co-Treasurer

William R. Waterkotte
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Signature of Labor, Secretary

Louis R. Gilberti Jr.
Printed Name

Keystone + Mountain + Lakes Regional Council of Carpenters

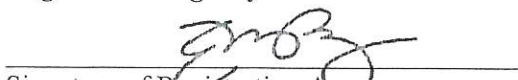

Executive Secretary Treasurer

WILLIAM R. WATERKOTTE
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Council Representative

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Signature of Registration Agency

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FOREWORD

These *Carpenters' Joint Apprenticeship and Training Committee of Greater PA* Standards of Apprenticeship have as their objective the training of *Carpenters, Residential Carpenter Specialists, Millwrights, Cabinetmakers, Carpenter Piledrivers, Floor Coverers (Layers), and Heavy Highway Carpenters* skilled in all phases of the industry. The JATC recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

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

DEFINITIONS

(The following definitions apply to terms and acronyms commonly used throughout this document.)

APPRENTICE: Any individual employed by an employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the respective JATC providing for training and related instruction under these Standards, and who is registered with the Registration Agency.

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

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the Program Sponsor setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

APPRENTICE TRAINING COORDINATOR: Person or persons designated to administer the duties outlined in these Standards of Apprenticeship.

APPRENTICE TRAINING DIRECTOR: In larger JATC areas, a Director may be appointed to oversee one or more Apprentice Coordinators.

APPRENTICESHIP COMMITTEE (JATC COMMITTEE): Those persons designated by the Program Sponsor to act as an agent for the Program Sponsor in the administration of the program. A JATC Committee is composed of an equal number of representatives of the employers and of the employees represented by a bona fide CBA.

CANCELLATION: Termination of an Apprenticeship Agreement.

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

CEU: Continuing Education Units.

CITF: Carpenters International Training Fund.

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

COMPETENCY-BASED OCCUPATION: The attainment of manual, mechanical or technical skills and knowledge, as specified by an occupation standard and demonstrated by an

appropriate written and hands-on proficiency measurement.

CONSULTANT: Shall provide advice and assistance upon request of the JATC and shall only serve in an advisory capacity.

EEO: Equal Employment Opportunity.

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

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

JATC: Joint Apprenticeship and Training Committee.

JATC SUB-COMMITTEE: A committee comprised of members of the JATC usually with fewer members than the entire JATC. Sub-committees are usually formed for special projects and report back to the JATC.

JATC ADVISORY COMMITTEE: A committee comprised of members that may be on the JATC but can also have members from other sources such as consultants. Advisory Committees are usually formed for special projects and report back to the JATC.

JOB CORPS CENTERS: Any of the Federally-funded Job Corps Centers throughout the U.S. and Puerto Rico. Job Corps annually serves approximately 65,000 youth and young adults between 16-24 years of age. Program Sponsors who wish to hire Job Corps graduates trained in any occupation covered under these Standards, and who meets the minimum qualifications for apprenticeship, may do so via the *Direct Entry* provision described in *Appendix D Selection Procedures*.

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

LETTER OF INTENT TO HIRE (LETTER OF SPONSORSHIP, LETTER OF SUBSCRIPTION): Letters written, signed, completed and dated by signatory employers and submitted to the JATC. Selection of an individual from the eligibility pool is made on the basis of opportunity for on-the-job training and qualifications of the applicant.

NJATC: National Joint Apprenticeship and Training Committee.

OA: Office of Apprenticeship, U.S. Department of Labor, formerly the Bureau of Apprenticeship and Training and formerly the Office of Apprenticeship and Training, Employer and Labor Services (OATELS).

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

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

OSHA: Occupational Safety and Health Act.

PROBATIONARY PERIOD: Defined period of time during which the Apprenticeship Agreement may be terminated by either party upon written notice to the Registration Agency.

PROGRAM COORDINATOR: Means the person designated by the JATC to perform the duties stated in the Standards of Apprenticeship.

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

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

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

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

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

apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

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

SUPERVISOR OF APPRENTICE(S): An individual and/or supervising journeyworker designated by the Program Sponsor to supervise or be in charge and direction of an apprentice.

TRANSFER: A shift of an Apprenticeship Agreement from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committee or Program Sponsor.

TRUST FUND TRUSTEE: Person sitting as a trustee on the board of trustees of the local apprenticeship trust fund.

UNION: Means the *Keystone + Mountain + Lakes Regional Council of Carpenters and its affiliated local unions, 420, 423, 431, 432, 441, 443, and 445.*

SECTION I – PROGRAM ADMINISTRATION

The JATC is established as the Program Sponsor.

Structure of the Joint Apprenticeship and Training Committee (JATC)

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

Administrative Procedures:

- A. The JATC shall consist of equal numbers of labor and management representatives. The JATC members shall elect a Chairperson and a Secretary from the committee. When the Chairperson represents the Contractors, the Secretary shall represent the Union, and vice versa. *The frequency of elections shall be every 6 years.* The committee will establish quorum requirements and voting procedures.
- B. The term of JATC membership shall be 6 years. Committee members are not limited to one term. However, all reappointments shall be in writing for the same specified term.
- C. The term length for JATC members shall alternate years to prevent the entire committee from changing all at one time. Fund Trustees may serve as members of the JATC and members of the JATC may serve as Trustees.
- D. The Chairperson and Secretary will have the power to vote on all questions affecting the apprenticeship program.
- E. The Chairperson and Secretary should rotate among members of the JATC.

Responsibilities of the Joint Apprenticeship and Training Committee:

- A. Cooperate in the selection of apprentices as outlined in these Standards.
- B. Ensure that apprentices are under a written Apprenticeship Agreement and register the Standards and Apprenticeship Agreements with the appropriate Registration Agency.

- C. The apprenticeship and training program shall be administered by the JATC. The Regional Council, Local Union, Employers, JATC, and all apprentices shall conform to these Standards.
- D. All respective JATC standards will be approved by the National Joint Apprenticeship and Training Committee (NJATC) prior to being submitted to the appropriate Registration Agency. Before respective JATC standards are implemented they must be registered with the NJATC. The registration files will be maintained by the Carpenters International Training Fund.
 - 1. These Standards, after proper registration with the Registration Agency, shall supersede all previous JATC Standards. However, Apprenticeship Agreements in force under preceding Standards shall remain in force unless changed by written consent of the apprentice.
 - 2. The provisions of these Standards shall not be construed as permitting violation of any applicable Local, State, or Federal law or regulation having the effect of law, including the Fitzgerald Act, Title 29, Code of Federal Regulations parts 29 and 30.
 - 3. These Standards shall not be interpreted as being inconsistent with existing or subsequent CBA language that establishes higher standards. The higher standards shall always prevail.
 - 4. The geographical area covered by these Standards shall be the geographical area covered by the respective CBAs.
- E. Review and recommend apprenticeship activities in accordance with this program.
- F. Establish the minimum standards of education and experience required of apprentices.
- G. Meet at least every 6 months to review records and progress of each apprentice in training and recommend improvement or modification in training schedules, schooling and other training activities. Written minutes of the meetings will be kept.
- H. Determine the quality and quantity of experience on the job which apprentices should have and to make every effort toward their obtaining it.
- I. Hear and resolve all complaints of Apprenticeship Agreement violations.
- J. Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- K. The JATC permits individuals with previous education and training to test out of related courses. It has developed a nondiscriminatory policy adopting uniform proficiency

evaluation to be used in determining whether or not to award credit and waive specific courses(s), or area(s) of training. *See Appendix D, page 4, Section II, (B)(2).*

- L. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.
- M. Determine the physical fitness of qualified applicants to perform the work of the occupation which may include a medical examination prior to their employment as apprentices.
- N. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- O. Certify that apprentices have successfully completed their apprenticeship program.
- P. Notify the appropriate Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with an explanation of causes and notice of completions of Apprenticeship Agreements.
- Q. Supervise all the provisions of the Standards and be responsible, in general, for the successful operation of the Standards by performing the duties listed herein and by cooperating with public and private agencies which can be of assistance in obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned including apprentices, employers and journeyworkers.
- R. Provide apprentices with a copy of the written rules and policies. The apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies
- S. A JATC that covers more than one local union may establish advisory committees for each local union. Based on local union requirements, advisory committees will make recommendations to the JATC on the following topics:
 - Apprentice Intake
 - Apprentice Advancement
 - Training Content
 - Apprentice Complaints
 - Apprentice Discipline

T. The JATC will make all final decisions on recommendations of advisory committees.

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

The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex (including

pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older or any other classification that is protected by Title 29 of the Code of Federal Regulations, part 30. The Program Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended, and equal employment opportunity regulations of the Commonwealth of Pennsylvania.

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

The JATC will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR part 30. It will be attached as Appendix C.

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

Applicants will meet the following minimum qualifications:

A. Age

Applicants must be at least 17 years of age to apply, 18 years of age to start work.

B. Education

Applicants must provide an official transcript(s) of education achieved including but not limited to high school transcripts, GED or equivalent.

C. Physical

All applicants must be capable of meeting the physical, mental and cognitive demands of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

D. Applicants will pass a screen for the current illegal use of drugs on acceptance into the program and prior to being employed. The expense of the initial drug screening will be at the expense of the JATC. Further screening is also at the expense of the JATC.

E. Applicants must reside in Pennsylvania excluding the following counties: Philadelphia, Delaware, Chester, Montgomery, Bucks, Berks, Lancaster, Carbon, Lehigh, and Northampton. Also may reside in the following counties in Maryland and West Virginia: Allegany, Garrett & Washington (MD) and Berkley, Brooke, Grant, Hampshire, Hancock, Hardy, Jefferson, Marshall, Mineral, Morgan, Ohio & Pendleton (WV). *Pile Driver* applicants from the following counties are also eligible: Brooke, Hancock, Marshall, Monongalia, Ohio, Preston, & Wetzel (WV) and Columbiana & Jefferson (OH).

F. Applicants must provide a valid government photo ID at the time of application.

SECTION V - SELECTION OF APPRENTICES – Title 29 CFR 30.5

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

SECTION VI - APPRENTICESHIP AGREEMENT – Title 29 CFR 29.3(d) and (e) and 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written Apprenticeship Agreement in compliance with Title 29, Code of Federal Regulations 29.7 (Appendix B-Official Registration Agency Form) signed by the JATC and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these Standards a part of the Apprenticeship Agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the JATC, the Registration Agency, the employer and the Union. An additional copy will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

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

The Registration Agency will be advised within forty-five (45) days of the execution of each new Apprenticeship Agreement, modification or amendment thereto, and will be given all the information required for registering the apprentice.

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

A numeric ratio of apprentices to journeyworkers shall be maintained consistent with the proper supervision, training, safety, and continuity of employment and applicable provisions in CBAs, except where such ratios are expressly prohibited by the CBAs.

The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant. The ratio of apprentices to journeyworkers will be in compliance with the respective CBAs or 1 apprentice to 3 journeyworkers.

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

The term of the occupation will be 4 years of OJL supplemented with 144+ hours per year of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period.

Occupation	Term
Heavy Highway Carpenters	4 years/4,000
Carpenter	4 years/5,200
Cabinetmaker	4 years/5,200
Floor Coverer (Layer)	4 years/5,200
Millwright	4 years/5,200
Piledriver	4 years/5,200
Residential Carpenter Specialist	4 years/5,200

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

All applicants selected for apprenticeship will serve a probationary period of one (1) year.

During the probationary period either the apprentice or the JATC may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both OJL and related instruction, and any disciplinary action taken during the probationary period. Cancellations during the probationary period will not have an adverse impact on the Program Sponsor's completion rate.

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

After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the JATC for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the JATC will provide written notice to the apprentice and to the Registration Agency within forty-five (45) days of the final action taken.

SECTION X - HOURS OF WORK

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

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

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

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on-the-job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyworker status, the JATC will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the JATC will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the journeyworker wage rate as established in the respective CBA. Some registration agencies require a percentage of the journeyworker rate while others require an actual wage rate. In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

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

Candidates with previous knowledge and skill acquisition in the construction trade can ask for and have such knowledge and skill evaluated by the JATC prior to signing an Apprenticeship Agreement. Where such experience warrants, the JATC will place the apprentice in the appropriate period with commensurate wages as determined by the JATC. Such advanced credit and standing shall be subject to review prior to advancement beyond the probationary period.

1. The JATC will use consistent and equal ways and means for measuring and evaluating individuals to determine how much credit to award, for both OJL and related training.
2. The JATC will award as much credit as possible based on an equitable, nondiscriminatory evaluation of both OJL and related instruction. Those awarded credit will be assigned to the appropriate pay period classification. The granting of advanced standing or credit for previously acquired experience, training or skills shall be applied equally to all applicants and measured against the work processes and related instruction, with commensurate wages for any progression step so granted.

Advanced standing is subject to review throughout the probationary period. During this time, OJL and classroom performance will be evaluated to determine if any readjustment concerning OJL or related training status is warranted, including the reevaluation and reassignment of the apprenticeship period and level of related instruction, as the JATC determines.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the JATC must submit the request at the time of their application and furnish such records, affidavits, and other documentation to substantiate the claim as required by the JATC. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the JATC.

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

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

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

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

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

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

Apprentices ***WILL NOT*** be paid for hours spent attending related instruction classes.

If applicable, the JATC will inform each apprentice of the availability of college credit through the *Community College of Allegheny County and Harrisburg Area Community College*.

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

To the extent possible, related instruction will be closely correlated with the practical experience and training received on-the-job. The JATC will monitor and document the apprentice's progress in related instruction classes.

The JATC will secure competent instructors whose knowledge, experience and ability to teach will be carefully examined and monitored. An instructor shall:

1. Meet the State Departments of Education's requirement for a vocational-technical instructor in the State of registration, or be a subject matter expert, which is an individual such as a journeyworker who is recognized within an industry as having expertise in a specific occupation; and
2. Have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the related technical instruction.

If applicable, when possible, the JATC may require the instructors to attend the *Carpenters International Training Center* and earn related college credit/degrees as deemed appropriate.

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

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

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

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

The JATC will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the JATC and under the direct supervision of the individual or supervising journeyworker to whom they are assigned. The supervisor of apprentices designated by the employer will be responsible for the apprentice's work assignments and will ensure the apprentice is working under the supervision of a skilled journeyworker, evaluating work performance, and completing and submitting progress reports to the JATC.

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

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

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

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

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

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

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

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

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

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

The Registration Agency will be notified within forty-five (45) days of the following events:

- A. all new apprentices to be registered under the apprenticeship program.
- B. credit granted to, suspensions for any reason, and reinstatements of an apprentice.
- C. apprentices who have successfully completed the apprenticeship program.
- D. modifications, cancellations, and terminations of Apprenticeship Agreements and a statement of the reason therefore.

SECTION XXI - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(18) and 29.8(a)(2)

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

Carpenters Training and Educational Fund of Greater PA reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

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

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the JATC will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.8.

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

These Standards may be amended or modified at any time by joint agreement between the *Carpenters Training and Educational Fund of Greater PA and the Keystone + Mountains + Lakes Regional Council of Carpenters* provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted promptly to the JATC for approval and will then be submitted promptly to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION XXIII - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – Title 29 CFR 29.5(b)(22), 29.7(k) and 30.11

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

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

Title 29 CFR 29.7(k)

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

The JATC will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Standards of Apprenticeship, for which written notification is

received within fifteen (15) days of the violation. The JATC will make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is: *Training Director, Carpenters Training and Educational Fund of Greater PA, 652 Ridge Road, Pittsburgh, PA 15205, phone: 412-262-1830.*

Complaints which cannot be resolved locally may be submitted by an apprentice to the representative to the Registration Agency. The complaint must be in writing and signed by the complainant or representative and submitted within sixty (60) days of the final decision. The Registration Agency shall render its opinion within ninety (90) days after receipt of the complaint.

Title 29 CFR 30.11

Any apprentice or applicant for apprenticeship who believes that he has been discriminated against on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, because they are an individual with a disability or a person 40 years old or older or other classification protected under State and Federal law with regard to apprenticeship or that the equal opportunity standards with respect to his selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative file a complaint with the Registration Agency or, at the apprentice's or applicant's election, with the private review body established by the Program Sponsor (if applicable).

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

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

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

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

SECTION XXIV. - COLLECTIVE BARGAINING AGREEMENTS - Title 29 CFR 29.11

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

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

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

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

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

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

SECTION XXVI - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these Standards formulated by the JATC and signed an Apprenticeship Agreement with the JATC agree to all the terms and conditions contained therein and agree to abide by the JATC's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the JATC may deem necessary to become a skilled *commercial, residential, cabinetmaker, floor coverer, piledriver, millwright or heavy highway carpenter*.

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

1. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the JATC and the employer in accordance with the provisions of these Standards.
2. Respect the property of the employer and abide by the working rules and regulations of the employer, union and the JATC.
3. Attend and satisfactorily complete the required hours in the OJL and related instruction in subjects related to the occupation as provided under these Standards.
4. Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by the Program Sponsor.
5. Develop and practice safe working habits and work in such a manner as to assure the personal safety of the apprentice and his fellow workers.
6. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the JATC.

SECTION XXVII - TECHNICAL ASSISTANCE

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


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

SECTION XXVIII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The *Carpenters Training and Educational Fund of Greater PA* hereby adopts these Standards of Apprenticeship on this 26th Day of Sept. 2017.


Signature of Management, Chairman

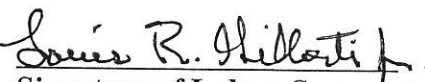
HOWARD W. PFEIFFER
Printed Name


Signature of Labor, Co-Treasurer

William R. WATERHOTE
Printed Name


Signature of Management, Co-Treasurer

John Paul Busse
Printed Name


Signature of Labor, Secretary

Louis R. Gilberti Jr.
Printed Name


Signature of Registration Agency

Eric Ramsey
Printed Name 9/7/17

 8-10-17
Signature of NJATC

William K Irwin
Printed Name

Appendix A

Carpenters' Training & Educational Fund of Greater PA

FOR THE OCCUPATION(S) OF

Occupation	O*Net-SOC Code	RAPIDS Code
Heavy Highway Carpenters	47-2031.02	RAIS#0069
Carpenter	47-2031.01	RAIS#0067
Cabinetmaker	51-7011.00	RAIS#0055
Floor Coverer (Layer)	47-2042.00	RAIS#0199
Millwright	49-9044.00	RAIS#0335
Piledriver	47-2031.02	RAIS#1009
Residential Carpenter Specialist	47-2031.01	RAIS#0564

Appendix A

WORK PROCESS SCHEDULE BRIDGE CARPENTER-HEAVY HIGHWAY O*NET-SOC CODE: 47-2031.02 RAPIDS CODE: 0069

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

1. **TERM OF APPRENTICESHIP**

The term of the occupation shall be four (4) years with an OJL attainment of a minimum of 4,000 hours supplemented by the required hours of related instruction.

2. **RATIO OF APPRENTICES TO JOURNEYWORKERS**

1-4 Journey worker to 1 apprentice as covered in the CBA.

3. **APPRENTICE WAGE SCHEDULE**

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

4-year Program

1st year and 1,000 hours 65 %
3rd year and 1,000 hours 85 %

2nd year and 1,000 hours 75 %
4th year and 1,000 hours 95 %

4. **SCHEDULE OF WORK EXPERIENCE** (See attached Work Process Schedule)

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

5. **SCHEDULE OF RELATED INSTRUCTION** (See attached Related Instruction Outline)

The JATC may modify the related instruction to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

WORK PROCESS SCHEDULE
BRIDGE CARPENTER-HEAVY HIGHWAY
O*NET-SOC CODE: 47-2031.02 RAPIDS CODE: 0069

The following schedule is an example of work experience (OJT) and training considered necessary to develop a skilled and productive worker in the carpentry trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

4-Year Program	Approximate Hours		
Core Skills	325	-	500
Materials, Tools and Equipment	850	-	1,500
Concrete Formwork	1,000	-	2,000
Highway and Bridge Construction	1,000	-	2,500
Supplemental Skills	825	-	1,500
Total	4,000	-	8,000

RELATED INSTRUCTION OUTLINE
BRIDGE CARPENTER-HEAVY HIGHWAY
O*NET-SOC CODE: 47-2031.02 RAPIDS CODE: 0069

Related instruction - This instruction shall include, but not be limited to:
Using the following training matrix, local JATCs can design a flexible training program to meet the needs of our local industries while at the same time providing apprentices the opportunity to complete their apprenticeship.

Core Skills	Materials, Tools and Equipment	Concrete Formwork	Highway and Bridge Construction	Supplemental Skills
Industry Orientation	Materials and Hardware	Footing Forms	False work	Transit/Level
OSHA 10-hour	Hand, Portable Power & Stationary Tools	Slab Forms	Abutments	Laser Level
First Aid/ CPR/AED	Shoring Equipment	Wall Forms	Bridge Deck and Overhang	Scaffold Erector Qualification
Math for the Trades	Material Estimation	Columns, Beams, and Girders	Catch Basin	Introduction to Welding
Safety Data Sheets	Material Handling	Stair Forms	Box Culverts	Oxy/Acetylene Cutting Torch
Print Reading	Sheeting	Building Layout	Heavy Timber Framing	Powder Actuated Tools
Construction Fall Protection	Bridge Finishing Machine Set Up and Alignment	Piers, Pier Caps, Pile Caps	Transitions and Radius Walls	
Ergonomics		Tilt Up & Precast Panels	Headwalls	
Diversity Training		Gang Forms		
Green Awareness		Slab & Deck Forms		
		Slip Forms		
Optional Instruction				
Advanced Print Reading				Rigging & Signaling Qualification Certificate
				SMAW Certification
				GMAW Certification
				Power Industrial Truck Operator Qualification
				Aerial Lift Qualification
				Total Station

TOTAL MINIMUM HOURS: 4-year Program 4,000 hours

Appendix A

WORK PROCESS SCHEDULE

CABINETMAKER

O*NET-SOC CODE: 51-7011.00 RAPIDS CODE: 0055/0055 HY

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

1. TERM OF APPRENTICESHIP

The term of the occupation shall be four (4) years with an OJL attainment of a minimum of 5,200 hours supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

3 Journeymen to 1 Apprentice as covered in the CBA.

3. APPRENTICE WAGE SCHEDULE

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

4-year Program

1 st year and 1,300 hours	<u>60</u> %	2 nd year and 1,300 hours	<u>70</u> %
3 rd year and 1,300 hours	<u>80</u> %	4 th year and 1,300 hours	<u>90</u> %

4. SCHEDULE OF WORK EXPERIENCE (See attached Work Process Schedule)

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

5. SCHEDULE OF RELATED INSTRUCTION (See attached Related Instruction Outline)

The JATC may modify the related instruction to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

WORK PROCESS SCHEDULE
CABINETMAKER
O*NET-SOC CODE: 51-7011.00 RAPIDS CODE: 0055/0055 HY

The following schedule is an example of work experience (OJL) and training considered necessary to develop a skilled and productive worker in the Cabinetmaker trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

4-Year Program

	Approximate Hours		
Core Skills	325	-	500
Machining	1430	-	2,200
Assembly	1,625	-	2,500
Surface Preparation and Finish	650	-	1,000
Installation	975	-	1,500
Supplemental Skills	195	-	300
Total	5,200	-	8,000

RELATED INSTRUCTION OUTLINE
CABINETMAKER
O*NET-SOC CODE: 51-7011.00 RAPIDS CODE: 0055/0055 HY

Related instruction - This instruction shall include, but not be limited to:
Using the following training matrix, local JATCs can design a flexible training program to meet the needs of our local industries while at the same time providing apprentices the opportunity to complete their apprenticeship.

Core Skills	Machining	Assembly	Surface Preparation and Finish	Installation	Supplemental Skills
Industry Orientation	Table Saw	Gluing & Clamping, Inserting Dowels	Surface Preparation	Millwork	Scaffolding, Welded Frame/ Mobile Tower
OSHA 10-Hour	Radial Arm Saw	Plastic Laminating	Surface Finishing	Casework & Store Fixtures	Power Industrial Truck Operator
First Aid/CPR/AED	Band Saw	Assembling Standard Casework	Finishing Solid Surface	Windows and Doors	Powder Actuated Tools
Hand and Portable tools	Miter Saw	Assembling Architectural Cabinets	Applying Finished Materials	Stairs	Aerial Lift Qualification
Math for the Trades	Panel Saw	Assembling Drawers	Staining & Painting	Solid Surface Materials	Scaffold User
Print Reading/Shop Drawings	Jointer	Sash, Doors & Jambs, and Wainscot		Institutional Fixtures	
Layout	Planer	Stairs		Spiral Stairs	
Jointery	Shaper	Solid Surface Fabrication		Glass Products	
Diversity Training	Panel Router	Wood Laminating		Metal Moldings & Fitting	
Green Awareness	Pin Router	Building Fitted Shipping Containers		Decorative Laminates	
	Edge Bander	Doors Sub-Assembly		Modular and Patented Systems	
	Boring Machines	Windows Sub-Assembly		Custom Exhibits	
	Case Clamp	Stairs Sub-Assembly		Pop-up Exhibits	
	Pedestal Grinder	Louvers Sub-Assembly		Platforms and Staging	
	Sanding Machines			Pipe and Drapes	
	Dowel Inserter			Table Tops and Skirting Columns and Bunting	
Optional Instruction					
	CNC				SMAW Certification
	CAD/CAM				GMAW Certification
					GTAW Certification

TOTAL MINIMUM HOURS: 4-year Program 5,200 hours

Appendix A

WORK PROCESS SCHEDULE

CARPENTER

O*NET-SOC CODE: 47-2031.01 RAPIDS CODE: 0067/0067HY

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

1. TERM OF APPRENTICESHIP

The term of the occupation shall be four (4) years with an OJL attainment of a minimum of 5,200 hours supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

3 Journeymen to 1 Apprentice as covered in the CBA.

3. APPRENTICE WAGE SCHEDULE

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

4-year Program

1 st year and 1,300 hours	<u>55</u> %	2 nd year and 1,300 hours	<u>65</u> %
3 rd year and 1,300 hours	<u>75</u> %	4 th year and 1,300 hours	<u>90</u> %

4. SCHEDULE OF WORK EXPERIENCE (See attached Work Process Schedule)

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

5. SCHEDULE OF RELATED INSTRUCTION (See attached Related Instruction Outline)

The JATC may modify the related instruction to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

WORK PROCESS SCHEDULE
CARPENTER
O*NET-SOC CODE: 47-2031.01 RAPIDS CODE: 0067/0067HY

The following schedule is an example of work experience (OJL) and training considered necessary to develop a skilled and productive worker in the carpentry trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

4-Year Program	Approximate Hours		
Core Skills	325	-	500
Concrete Formwork	975	-	1,500
Wood Framing	975	-	1,500
Metal Framing	650	-	1,000
Exterior Finish	650	-	1,000
Interior Finish	650	-	1,000
Supplemental Skills	975	-	1,500
Total	5,200	-	8,000

RELATED INSTRUCTION OUTLINE
CARPENTER
O*NET-SOC CODE: 47-2031.01 RAPIDS CODE: 0067/0067HY

Related instruction - This instruction shall include, but not be limited to:
Using the following training matrix, local JATCs can design a flexible training program to meet the needs of our local industries while at the same time providing apprentices the opportunity to complete their apprenticeship.

Core Skills	Concrete Formwork	Wood Framing	Metal Framing	Exterior Finish	Interior Finish	Supplemental Skills
Industry Orientation	Footing Forms	Joist Framing & Layout	Material/Fasteners Identification Metal Framing Layout	Siding	Drywall Installation	Transit/Level
OSHA 10-hour	Slab Forms	Wall Layout, Plating & Detailing	Floor Joists, Decks, & Walls	Roof Covering	Paneling	Laser Level
First Aid/ CPR/AED	Wall Forms	Walls	Ceiling Joists, Trusses, & Rafters	Exterior Doors & Windows	Trim	Scaffold Erector Qualification
Hand, Portable Power & Stationary Tools	Columns, Beams, and Girders	Truss Roof Framing	Metal Stairs	Weather-proofing	Shelving & Misc. Fixtures	Introduction to Welding
Print Reading	Stair Forms	Gable Roof Framing	Heavy Load Construction	Trims, Gutters & Components	Cabinet Installation	Oxy/Acetylene Cutting Torch
Math for the Trades	Building Layout	Hip & Intersecting Roof Framing	Metal Blocking	Installation of Pre-built Panels	Countertop Installation	Powder Actuated Tools
Safety Data Sheets	Piers, Pier Caps, Pile Caps	Patios & Decks	Elevator and Utility Shafts	EIFS Systems	Solid Surface Installation	
Materials and Fasteners	Tilt Up & Precast Panels	Stair Framing	Specialty Framing	Standing Seam Roofs	Stair Installation	
Ergonomics	Gang Forms	Heavy Timber Framing		Commercial Doors	Wood Flooring	
Layout	Slab & Deck Forms	Wood Blocking		Commercial Windows	Office Systems	
Construction Fall Protection	Slip Forms	Elevator and Utility Shafts		Roll Up & Retractable Doors	Store Fixtures	
Insulation & Sound Control	ICFs Walls and Decks			Store Front Trims & Components	Handicap Hardware	
Water & Vapor Barrier				Handicap Access	Commercial Door Hardware	
Diversity Training					Demountable Partitions	
Green Awareness					Wall	

					Coverings	
					Ceiling Systems	
Optional Instruction						
					Pedestal Flooring	Rigging & Signaling Qualification Certificate
					Cleanroom Installation & Protocol	SMAW Certification
					IR Door Hardware	GMAW Certification
						Power Industrial Truck Operator Qualification
						Aerial Lift Qualification
						Total Station

TOTAL MINIMUM HOURS: 4-year Program 5,200 hours

Appendix A

**WORK PROCESS SCHEDULE
FLOOR COVERER (Layer)
(*Includes Wood Flooring and Carpet)
O*NET-SOC CODE: 47-2042.00 RAPIDS CODE: 0199/0199HY**

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

1. **TERM OF APPRENTICESHIP**

The term of the occupation shall be four (4) years with an OJL attainment of a minimum of 5,200 hours supplemented by the required hours of related instruction.

2. **RATIO OF APPRENTICES TO JOURNEYWORKERS**

3 Journeymen to 1 Apprentice as covered in the CBA.

3. **APPRENTICE WAGE SCHEDULE**

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

4-year Program

1 st year and 1,300 hours	<u>55</u> %	2 nd year and 1,300 hours	<u>65</u> %
3 rd year and 1,300 hours	<u>75</u> %	4 th year and 1,300 hours	<u>90</u> %

4. **SCHEDULE OF WORK EXPERIENCE** (See attached Work Process Schedule)

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

5. **SCHEDULE OF RELATED INSTRUCTION** (See attached Related Instruction Outline)

The JATC may modify the related instruction to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

**WORK PROCESS SCHEDULE
FLOOR COVERER (Layer)
(*Includes Wood Flooring and Carpet)
O*NET-SOC CODE: 47-2042.00 RAPIDS CODE: 0199/0199HY**

The following schedule is an example of work experience (OJL) and training considered necessary to develop a skilled and productive worker in the Floor Layer trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

4-Year Program

	Approximate Hours		
Core Skills	650	-	1,000
Preparation	975	-	1,500
Materials	975	-	1,500
Layout and Installation	1625	-	2,500
Supplemental Skills	975	-	1,500
Total	5,200	-	8,000

RELATED INSTRUCTION OUTLINE
FLOOR COVERER (Layer)
 (*Includes Wood Flooring and Carpet)
O*NET-SOC CODE: 47-2042.00 RAPIDS CODE: 0199/0199HY

Related instruction - This instruction shall include, but not be limited to:
 Using the following training matrix, local JATCs can design a flexible training program to meet the needs of our local industries while at the same time providing apprentices the opportunity to complete their apprenticeship.

Core Skills	Preparation	Materials	Layout and Installation	Supplemental Skills
Industry Orientation	Substrate Awareness	Safety Data Sheets	Wood Underlayment	Hand Sewing
First Aid/CPR/AED	Patching and Leveling	Material Handling	Gluings	Binding
OSHA 10-hour	Carpet Layout	Adhesives	Stairs	Carpet Repairs
Math for the Trades	Seam Cutting Methods	Carpet Construction	Carpet Tile	Resilient Repairs
Print Reading	Hot Melt Seaming	Cushion	Wall base	Wood Flooring Repairs
Ergonomics	Stretch-in Carpet	Carpet Transitions	Square Tile	Sanding and Finishing
Pattern Match Principles	Pattern Matching	Resilient Products	Diagonal Tile	
Carpet Tools	Sheet Layout	Wood Flooring products	Sheet Flooring	
Resilient Tools	Seam Cutting		Linoleum	
Hardwood Tools	Heat welding		Rubber flooring	
Diversity Training	Jobsite Check Procedures		Flash Cove	
Green Awareness	Making Scale Drawings		Hardwood Flooring Installations	
			Flooring Inlays	
			Flooring Borders	
			Diagonal & Herringbone Patterns	
Optional Instruction				
				Manufacturer Certifications
				Powered Industrial Truck Operator

TOTAL MINIMUM HOURS: 4-year Program 5,200 hours

Appendix A

WORK PROCESS SCHEDULE MILLWRIGHT

O*NET-SOC CODE: 49-9044.00 RAPIDS CODE: 0335/0335HY

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

1. TERM OF APPRENTICESHIP

The term of the occupation shall be four (4) years with an OJL attainment of a minimum of 5,200 hours supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

4 Journeymen to 1 Apprentice as covered in the CBA.

3. APPRENTICE WAGE SCHEDULE

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

4-year Program

1 st year and 1,300 hours	<u>60</u> %	2 nd year and 1,300 hours	<u>70</u> %
3 rd year and 1,300 hours	<u>80</u> %	4 th year and 1,300 hours	<u>90</u> %

4. SCHEDULE OF WORK EXPERIENCE (See attached Work Process Schedule)

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

5. SCHEDULE OF RELATED INSTRUCTION (See attached Related Instruction Outline)

The JATC may modify the related instruction to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

**WORK PROCESS SCHEDULE
MILLWRIGHT
O*NET-SOC CODE: 49-9044.00 RAPIDS CODE: 0335/0335HY**

The following schedule is an example of work experience (OJL) and training considered necessary to develop a skilled and productive worker in the Millwright trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

4-Year Program

	Approximate Hours		
General Knowledge	325	-	500
Machine Components	1300	-	2000
Machinery Installation	1300	-	2000
Machinery Alignment	1300	-	2000
Supplemental Skills	975	-	1,500
Total	5,200	-	8,000

RELATED INSTRUCTION OUTLINE
MILLWRIGHT
O*NET-SOC CODE: 49-9044.00 RAPIDS CODE: 0335/0335HY

Related instruction - This instruction shall include, but not be limited to:
Using the following training matrix, local JATCs can design a flexible training program to meet the needs of our local industries while at the same time providing apprentices the opportunity to complete their apprenticeship.

General Knowledge	Machine Components	Machinery Installation	Machinery Alignment	Supplemental Skills
Introduction to Millwrighting	Mechanical Power Transmission	Machinery Installation	Rim-Face Coupling Alignment	Metal Fabrication
OSHA 10-Hour	Hydraulic and Pneumatic Systems	Conveyor Systems	Reverse Dial Coupling Alignment	Oxygen-Acetylene Cutting
CPR/First Aid/AED	Industrial Belting	Monorail Systems	Vertical Coupling Alignment	Basic SMAW Welding
Confined Space	Gearboxes	Pumps	Optical Alignment	Scaffold User
Construction Fall Protection	Mechanical Seals	Compressors	Electric Micrometer Wire Alignment	
Ergonomics		Fans	Gear Alignment	
Safety Data Sheets		Turbines	Sprocket and Sheave Alignment	
Math for the Trades		Generators	Laser Shaft Alignment	
Mechanical Print Reading		Cranes	Advanced Optical Alignment	
Human Performance				
Green Awareness				
Diversity Training				
Optional Instruction				
MW 16-hour Safety Course		Gas Turbine Familiarization	Vibration Analysis	UBC Rigging & Signaler Qualification Certificate
		Gas Turbine Qualification		Powered Industrial Truck Operator Qualification
		Steam Turbine Qualification		Aerial Lift Qualification
		Conveyor & Monorail Qualification		Scaffold Erector Qualification
		Pump Repair Technician Level I		Certified SMAW
		MOV Repair		Certified GMAW
				Certified FCAW
				Certified GTAW

TOTAL MINIMUM HOURS: 4-year Program 5,200 hours; 5-year program 6,500 hours

Appendix A

WORK PROCESS SCHEDULE PILE DRIVER / DOCK AND WHARF BUILDERS O*NET-SOC CODE: 47-2031.02 RAPIDS CODE: 1009/1009HY

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

1. **TERM OF APPRENTICESHIP**

The term of the occupation shall be 4 years with an OJL attainment of a minimum of 5,200 hours supplemented by the required hours of related instruction.

2. **RATIO OF APPRENTICES TO JOURNEYWORKERS**

3 Journeymen to 1 Apprentice as covered in the CBA.

3. **APPRENTICE WAGE SCHEDULE**

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

1 st year and 1,300 hours	<u>60</u> %	2 nd year and 1,300 hours	<u>70</u> %
3 rd year and 1,300 hours	<u>80</u> %	4 th year and 1,300 hours	<u>90</u> %

4. **SCHEDULE OF WORK EXPERIENCE** (See attached Work Process Schedule)

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

5. **SCHEDULE OF RELATED INSTRUCTION** (See attached Related Instruction Outline)

The JATC may modify the related instruction to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

WORK PROCESS SCHEDULE
PILE DRIVER
O*NET-SOC CODE: 47-2031.02 RAPIDS CODE: 1009/1009HY

The following schedule is an example of work experience (OJL) and training considered necessary to develop a skilled and productive worker in the Pile Driver trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

4-Year Program

	Approximate Hours		
Core Skills	325	-	500
Concrete Formwork	1,300	-	2,000
Pile Installation	975	-	1,500
Foundation, Shoring, and Underpinning Systems	975	-	1,500
Metal/Hot Work	975	-	1,500
Supplemental Skills	650	-	1,000
Total	5,200	-	8,000

RELATED INSTRUCTION OUTLINE
PILE DRIVER
O*NET-SOC CODE: 47-2031.02 RAPIDS CODE: 1009/1009HY

Related instruction - This instruction shall include, but not be limited to:

Using the following training matrix, local JATCs can design a flexible training program to meet the needs of our local industries while at the same time providing apprentices the opportunity to complete their apprenticeship.

Core Skills	Concrete & Form Work	Pile Installation	Foundation, Shoring & Underpinning Systems	Heavy Timber and Steel Construction	Metal/Hot Work	Supplemental Skills
Industry Orientation	Introduction to Formwork	Types of Piling	Introduction to False work	Timber Construction	Cutting & Burning	Rigging & Signaling Qualification Certificate
OSHA 10-Hr	Introduction to False work	Crane & Rig Identification & Setup	Types of Foundation Systems	Trestles/Pile Bents	Introduction To Welding	Layout Instruments
First Aid/ CPR/AED	Form Hardware	Pile Driving Accessories	Types of Shoring	Work Templates, Platforms	Plasma Cutting	Powder Actuated Tools
Ergonomics	Bridge Forms	Pile Driving Hammers	Types of Underpinning	Mats and Cribbing	Air Arc Gouging	Advanced Pile Driver Rigging Techniques
Construction Fall Protection	Piers, Pier & Pile Caps, Columns	Wood Piling	Cofferdams, Cells	Flumes, Culverts, Irrigation Systems	Field Cutting Techniques	HazMat
Confined Space	Wall Forms	Concrete Piling	Caissons and Drilled Shafts	Bulkheads	Field Welding Techniques	Lead Abatement
Safety Data Sheets	Gang Forms	Steel Piling	Shoring, Lagging, Tiebacks		Layout, Fit up, Fabrication	Powered Industrial Truck Operator Qualification
Math for the Trades	Slab & Deck Forms	Composite Piling	Pin Piles, Earth Nails, Geotextiles		Plastic Welding	Aerial Lift Qualification
Layout	Precast	Cast in Place Piling,	De-watering			Scaffold Erector Qualification
Print Reading	Footing Forms	Plastic Piling	Shoring for Horizontal Boring			
Hand/Power/Engine Driven Tools	Stair Forms	Test Pile and Pile Load Testing,	Slurry Systems, Cutoff walls, Tremie Pours			
Diversity Training	Concrete, Grout, Epoxy		Structural Retrofit			
Green Awareness						
Soil Mechanics	Specialty Forms		Trenching			
Marine Safety/ Seamanship	Underwater Formwork					

Optional Instruction						
					SMAW Certification	
					GMAW Certification	
					FCAW Certification	

TOTAL MINIMUM HOURS: 4-year Program 5,200 hours

Appendix A

WORK PROCESS SCHEDULE RESIDENTIAL CARPENTER SPECIALIST O*NET-SOC CODE: 47-2031.01 RAPIDS CODE: 0564/0564HY

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

1. **TERM OF APPRENTICESHIP**

The term of the occupation shall be a four (4) years with an OJL attainment of a minimum of 5,200 hours supplemented by the required hours of related instruction.

2. **RATIO OF APPRENTICES TO JOURNEYWORKERS**

3 Journeymen to 1 Apprentice as covered in the CBA.

3. **APPRENTICE WAGE SCHEDULE**

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

4-year Program

1st year and 1,300 hours 65.25 %

3rd year and 1,300 hours 76.5 %

2nd year and 1,300 hours 72.5 %

4th year and 1,300 hours 84.5 %

4. **SCHEDULE OF WORK EXPERIENCE** (See attached Work Process Schedule)

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

5. **SCHEDULE OF RELATED INSTRUCTION** (See attached Related Instruction Outline)

The JATC may modify the related instruction to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

WORK PROCESS SCHEDULE
RESIDENTIAL CARPENTER SPECIALIST
O*NET-SOC CODE: 47-2031.01 RAPIDS CODE: 0564/0564HY

The following schedule is an example of work experience (OJL) and training considered necessary to develop a skilled and productive worker in the residential carpentry trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

4-Year Program	Approximate Hours		
Core Skills	325	-	500
Concrete Formwork	975	-	1,500
Wood Framing	975	-	1,500
Metal Framing	650	-	1,000
Exterior Finish	650	-	1,000
Interior Finish	650	-	1,000
Supplemental Skills	975	-	1,500
Total	5,200	-	8,000

RELATED INSTRUCTION OUTLINE
RESIDENTIAL CARPENTER SPECIALIST
O*NET-SOC CODE: 47-2031.01 RAPIDS CODE: 0564/0564HY

Related instruction - This instruction shall include, but not be limited to:
 Using the following training matrix, local JATCs can design a flexible training program to meet the needs of our local industries while at the same time providing apprentices the opportunity to complete their apprenticeship.

Core Skills	Concrete Formwork	Wood Framing	Metal Framing	Exterior Finish	Interior Finish	Supplemental Skills
Industry Orientation	Footing Forms	Wood Foundations	Material/Fasteners Identification Metal Framing Layout	Siding	Drywall Installation	Transit/Level
OSHA 10-hour	Slab Forms	Joist Framing & Layout	Floor Joists, Decks, & Walls	Roof Covering	Paneling	Laser Level
First Aid/ CPR/AED	Wall Forms	Wall Layout, Plating & Detailing	Ceiling Joists, Trusses, & Rafters	Exterior Doors & Windows	Trim	Scaffold Erector Qualification
Hand, Portable Power & Stationary Tools	Columns, Beams, and Girders	Walls	Metal Stairs	Weather-proofing	Cabinet Installation	Introduction to Welding
Print Reading	Stair Forms	Rafter & Truss Framing	Specialty Metal Framing	Trims, Gutters & Components	Countertop Installation	Oxy/Acetylene Cutting Torch
Math for the Trades	Building Layout	Gable Roof Framing	Heavy Load Construction	Installation of Pre-built Panels	Solid Surface Installation	Powder Actuated Tools
Safety Data Sheets		Hip & Intersecting Roof Framing	Metal Blocking	Handicap Access	Stair Installation	Door Hanging
Materials and Fasteners		Patios & Decks			Wood Flooring	Insulation & Sealants
Ergonomics		Stair Framing			Handicap Hardware	Window Installation
Layout		Wood Blocking			Wall Coverings	Finish Hardware
Residential Fall Protection		Specialty Wood Framing			Ceiling Systems	Floor Finishes
Insulation & Sound Control						Roof Finishes
Water & Vapor Barrier						Plasma Cutting
Diversity Training						
Green Awareness						
Optional Instruction						
						SMAW Certification
						GMAW Certification
						Power Industrial Truck Operator Qualification

						Aerial Lift Qualification
						Rigging & signaling Qualification Certificate

Appendix C

AFFIRMATIVE ACTION PLAN

ADOPTED BY

Carpenters' Training and Educational Fund of Greater PA

AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30
AMENDED MAY 12, 1978

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

APPROVED BY: _____


REGISTRATION AGENCY

DATE APPROVED: _____

9/7/17

SECTION I - INTRODUCTION

The JATC enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its Registered Apprenticeship Program. The JATC seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The JATC hereby adopts the following nondiscriminatory pledge and the AAP.

This AAP is a supplement to the Apprenticeship Standards. Any changes made by the JATC will become part of this written AAP, once approved by the Registration Agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE

The JATC commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, because they are an individual with a disability or a person 40 years old or older or any other classification protected under State and Federal laws. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30, as amended.”

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

In order to allow positive recruitment and full utilization of the race, sex, ethnicity and disability profile of the labor pool from which in the apprenticeship program selects candidates, the JATC pledges to identify and analyze outreach efforts under Section IV which will be undertaken. Affirmative action also includes an analysis of the work force in the areas in which the JATC operates at the time the AAP is executed. The purpose of the analysis is to determine the race, sex, ethnicity and disability profile of the labor force in the JATC's labor market area (See attached Affirmative Action Plan Workforce Analysis Worksheet). Once the labor force is determined, the JATC can determine if deficiencies exist in the race, sex, ethnicity or disability profile in the occupations registered with the Registration Agency. If underutilization exists, the JATC will attach goals and timetables for the selection of applicants into the apprenticeship program which will address the underutilization.

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The JATC's AAP includes the following outreach and positive recruitment efforts that would reasonably be expected to increase participation in apprenticeship based upon race, sex, ethnicity and disability by expanding the opportunity of these underutilized populations to become eligible for apprenticeship selection.

A. An announcement of specific apprenticeship opportunities is distributed year round for application to each of the following agencies/organizations:

- Registration Agency
- Women's Organizations/Centers
- Minority Organizations/Centers
- Local Schools
- Employment Service Centers
- Vocational Education Schools
- Other Organizations/Centers (which can effectively reach minorities and women)

The announcement will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the JATC's equal opportunity policy. The JATC will accept applications *every Wednesday throughout the year.*

- B. Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
- C. Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D. Internal communication of the JATC's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance and support among the JATC's various officers, supervisors, employees and members and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR part 30.
- E. Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pre-testing experience and training. In initiating and conducting these programs, the JATC may be required to work with other JATCs and appropriate community organizations. The JATC will also initiate programs to prepare women and encourage women to enter traditionally male programs.
- F. Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training or others designed to afford related work experience or prepare candidates for apprenticeship. The JATC will make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G. Utilizing journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.

For each item listed above, the JATC will undertake the following steps when necessary to fulfill the specific outreach and recruitment step.

- Are constantly updating our contact information for every outreach organization. We distribute our announcements year round through many different avenues such as multimedia and hard copies.
- Send a representative to annual workshops, conferences, career days and job fairs.
- Participate and maintain positions on several Career Technology Center advisory boards.
- All JATC staff is made aware and must abide by the equal opportunity policy.
- Participate in various outreach promotions and events: NIWIC, H2H and SIB (Sisters in the Brotherhood).
- Work together with several programs such as Skills USA, Intro to the Trades and NOCTI to promote the Carpenters' Apprenticeship Program.
- Encourage the Journeymen that have attended the Building Leadership conference at the ITC to promote the apprenticeship program throughout their communities.

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The JATC will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the JATC for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment and training. They will work diligently to identify the cause and effect that result from their affirmative action measures. The JATC will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activities. All changes to the AAP must be submitted to the Registration Agency for approval. The JATC will continually monitor the participation rates based upon race, sex, ethnicity and disability in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.

SECTION VI - OFFICIAL ADOPTION

The *Carpenters Training and Educational Fund of Greater PA* hereby officially adopts this Affirmative Action Plan on this 26th Day of Sept. 2017.

Howard W. Pfeifer
Signature of Management

HOWARD W. PFEIFER
Printed Name

William R. Watterkotte
Signature of Labor

WILLIAM R. WATKOTTE
Printed Name

John Paul Bussie
Signature of Management

John Paul Bussie
Printed Name

Louis R. Gilberti Jr.
Signature of Labor

Louis R. Gilberti Jr.
Printed Name

AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

Program Number:	PA003660001	
Name of Sponsor:	Greater PA Council of Carpenters; JATC	
Address:	652 Ridge Road	
City/State/Zip Code:	Pittsburgh, PA 15205	
Contact Person:	David Plutt	
Phone Number: 412-262-1830	FAX Number: 412-262-7836	
E-Mail Address:	dplutt@kmlcarpenters.org	

B. OCCUPATIONAL INFORMATION

Occupational Title: *	Heavy Highway Carpenter	
RAPIDS Code: RAIS#0069	O*NET/SOC Code: 47-2031.00	
Type of selection method used: Alternate Method		
Labor Market Area description: Reside in Pennsylvania excluding the following counties: Philadelphia, Delaware, Chester, Montgomery, Bucks, Berks, Lancaster, Carbon, Lehigh, and Northampton. May reside in the following counties in Maryland and West Virginia: Allegany, Garrett & Washington (MD) and Berkley, Brooke, Hampshire, Hancock, Jefferson, Marshall, Mineral, Morgan & Ohio (WV).		
Occupational Title: *	Carpenters	
RAPIDS Code: RAIS#0067	O*NET/SOC Code: 47-2031.01	
Type of selection method used: Alternate Method		
Labor Market Area description: Reside in Pennsylvania excluding the following counties: Philadelphia, De Chester, Montgomery, Bucks, Berks, Lancaster, Carbon, Lehigh, and Northampton. May reside in the follo counties in Maryland and West Virginia: Allegany, Garrett & Washington (MD) and Berkley, Brooke, Hampshire, Hancock, Jefferson, Marshall, Mineral, Morgan & Ohio (WV).		
Occupational Title: *	Cabinetmaker	
RAPIDS Code: RAIS#0055	O*NET/SOC Code: 51-7011.00	
Type of selection method used: Alternate Method		
Labor Market Area description: Reside in Pennsylvania excluding the following counties: Philadelphia, De Chester, Montgomery, Bucks, Berks, Lancaster, Carbon, Lehigh, and Northampton. May reside in the follo counties in Maryland and West Virginia: Allegany, Garrett & Washington (MD) and Berkley, Brooke, Hampshire, Hancock, Jefferson, Marshall, Mineral, Morgan & Ohio (WV).		
Occupational Title: *	Floor Coverer (Layer)	
RAPIDS Code: RAIS#0199	O*NET/SOC Code: 47-2042.00	
Type of selection method used: Alternate Method		
Labor Market Area description: Reside in Pennsylvania excluding the following counties: Philadelphia, De Chester, Montgomery, Bucks, Berks, Lancaster, Carbon, Lehigh, and Northampton. May reside in the follo counties in Maryland and West Virginia: Allegany, Garrett & Washington (MD) and Berkley, Brooke, Hampshire, Hancock, Jefferson, Marshall, Mineral, Morgan & Ohio (WV).		
Occupational Title: *	Millwright	

RAPIDS Code: RAIS#0335		O*NET/SOC Code: 49-9044.00	
Type of selection method used: Alternate Method			
Labor Market Area description: Reside in Pennsylvania excluding the following counties: Philadelphia, De Chester, Montgomery, Bucks, Berks, Lancaster, Carbon, Lehigh, and Northampton. May reside in the follo counties in Maryland and West Virginia: Allegany, Garrett & Washington (MD) and Berkley, Brooke, Hampshire, Hancock, Jefferson, Marshall, Mineral , Morgan & Ohio (WV).			
Occupational Title: *		Piledriver	
RAPIDS Code: RAIS#0009		O*NET/SOC Code: 47-2031.02	
Type of selection method used: Alternate Method			
Labor Market Area description: Reside in Pennsylvania excluding the following counties: Philadelphia, Delaware, Chester, Montgomery, Bucks, Berks, Lancaster, Carbon, Lehigh, and Northampton. May reside in the following counties in Maryland and West Virginia: Allegany, Garrett & Washington (MD) and Berkley, Brooke, Hampshire, Hancock, Jefferson, Marshall, Mineral, Morgan & Ohio (WV).Pile Driver Training applicants from the following counties are also eligible: Brooke, Hancock, Marshall, Monongalia, Ohio, Preston, & Wetzel (WV) and Columbiana & Jefferson (OH)			
Occupational Title: *		Residential Carpenter Specialist	
RAPIDS Code: RAIS#0564		O*NET/SOC Code: 47-2031.01	
Type of selection method used: Alternate Method			
Labor Market Area description: Reside in Pennsylvania excluding the following counties: Philadelphia, De Chester, Montgomery, Bucks, Berks, Lancaster, Carbon, Lehigh, and Northampton. May reside in the follo counties in Maryland and West Virginia: Allegany, Garrett & Washington (MD) and Berkley, Brooke, Hampshire, Hancock, Jefferson, Marshall, Mineral, Morgan & Ohio (WV).			

C. LABOR MARKET AREA & OCCUPATIONAL PARTICIPATION DATA

C.1 Total Labor Force in Labor Market Area 6,510 US Census number		
Number of Women:	298	4.6% of labor force
Number of Minorities:	364	5.6% of labor force
C.2 Working Age Population in Labor Market Area 6,510 US Census number		
Number of Women:	298	4.6% of labor force
Number of Minorities:	364	5.6% of labor force
C.3 Apprentice Participation in Craft/Occupation in National Apprenticeship System		
Number of Women:	N/A	% of apprentices
Number of Minorities:	N/A	% of apprentices
C.4 The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. **		
Number of Women:	30	
Number of Minorities:	156	

Resources for obtaining labor market information.

* RAPIDS Data available from Registration Agency.

** Program Sponsors may use any reasonable method for determining the general availability of

minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C.1 for "Total Labor Force", C.2 for "Working Age Population", and C.3 "Apprentice Participation in Particular Occupation" to propose the entries for "The General Availability of Minorities and Women."

D. SPONSOR'S WORKFORCE DATA

D.1 Total Number of Journey/Craft Workers Employed:	8,236	
Number of Women:	325	4% of work force
Number of Minorities:	424	5.2% of work force
D.2 Total Percentage of Apprentices or of Applicant Pool (depending on selection method used)	1,433	
Numerical percentage of Women apprentices or women in applicant pool:	54	3.8%
Numerical percentage of Minority apprentices or minorities in applicant pool:	97	6.7%

E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS

Industry Source Data	Minority rate of participation	Female rate of participation
E.1 Registered Apprenticeship Partners Information Data System (RAPIDS): *		
E.2 EEOC Occupational Employment Data: **		

* Data available from Registration Agency

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority Underutilization:	X	
Female Underutilization:	X	

G. SPONSOR'S GOALS:

The program sponsor proposes and agrees to make a good faith effort to attain the goal of selecting 8 % minorities and 10 % women during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be: 445

H. REGISTRATION AGENCY APPROVAL:

Sponsor
David Platt
 Sponsor's Signature
David Platt
 Typed Name
Training Director
 Title
9-22-2017
 Date Signed

Registration Agency
Eric Ramsay
 Registration Agency Signature
ERIC RAMSAY
 Typed Name
Director, Office of Apprenticeship & Training
 Title
9/15/17
 Date Signed

Instructions for preparing and completing this worksheet

The purpose of this workforce analysis worksheet is to establish a benchmark against which the demographic composition of the sponsor's apprenticeship program can be compared. The sponsor must separately determine the availability of minorities and women for each occupational title represented by the program. In determining availability, the sponsor must consider, at the very least, the factors identified at 29 CFR 30.4(e) in order to determine whether barriers to equal employment opportunity may exist with a particular occupational title.

Part A The Program Sponsor information section may be prepared by the sponsor representative or servicing Registration Agency Representative.

Part B Occupational information will be taken from the registered program standards, and may be prepared by the sponsor representative or servicing Registration Agency Representative. A Workforce Analysis Worksheet must be completed for each occupational title identified.

Part C Sponsors must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified by the sponsor in Part B. Census data is one example of an appropriate source of statistical information. Other sources include data from local job service offices and data from colleges or other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For purposes of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 15 years and over whether or not they are currently in the labor force or looking for employment.

Part D The Program Sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either Selection Method §30.5(b) (1) or (2), the data in D-2 will be reflective of the "pool" from which selections will be made. If the sponsor utilizes the Selection Method under §30.5(b) (3) or (4), the data in D-2 will be reflective of the current apprentices registered in the program.

Part E Additional Resource Data for consideration in establishing reasonable goals will be provided by the Registration Agency. This data will provide a snapshot of the national labor force for the given occupation title.

Part F Utilizing the data found in Parts C, D and E, the Program Sponsor is to determine if minorities and/or women are underutilized and must check the appropriate response.

Part G If the Program Sponsor's analysis determines that minorities and/or women are underutilized, the Sponsor, utilizing the resource data found in Parts C, D and E, will establish goals which are reasonable in consideration of the results which could be expected from its good faith efforts to make its overall affirmative action program successful. The Registration Agency will review and assess the proposed goals and if found to be reasonable and attainable, will acknowledge receipt of the Sponsors goals for minorities and/or women.

Proposed goals for minorities and/or women that are lower than the current participation rate under the Program Sponsor will not be approved.

Appendix D

QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY

Carpenters' Training and Educational Fund of Greater PA

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

APPROVED BY:  _____
REGISTRATION AGENCY

DATE APPROVED: 9/7/17

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

Section I

Minimum Qualifications:

- A. Age – Must be 17 years of age to apply and 18 years of age to go out to work.

The JATC will establish qualifications regarding minimum age limits. (*Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.*)

- B. Education – High School Diploma, GED or equivalent.

Applicant must provide an official transcript(s) of education achieved at time of interview.

Applicants must submit a DD-214, or any similar documentation, used to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience *at time of interview*.

- C. Physical

All applicants must be capable of meeting the physical, mental and cognitive demands of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

- D. Applicant will pass a **screen for the current illegal use of drugs** on acceptance into the program and prior to being employed. The expense of the initial drug screening will be at the expense of the JATC. Further screening is also at the expense of the JATC. All screening will be administered by an independent agency selected by the Committee.

- E. Applicant must reside in Pennsylvania excluding the following counties: Philadelphia, Delaware, Chester, Montgomery, Bucks, Berks, Lancaster, Carbon, Lehigh, and Northampton. Also may reside in the following counties in Maryland and West Virginia: Allegany, Garrett & Washington (MD) and Berkley, Brooke, Grant, Hampshire, Hancock, Hardy, Jefferson, Marshall, Mineral, Morgan, Ohio & Pendleton (WV). **Pile Driver** applicants from the following counties are also eligible: Brooke, Hancock, Marshall, Monongalia, Ohio, Preston, & Wetzel (WV) and Columbiana & Jefferson (OH).

- F. Must have a valid government photo ID at time of application.

Section II

Application Process

A. Application Process

1. Applications will be accepted *throughout the year in accordance to the list below*.
 - Pittsburgh and Duncansville Training Centers will accept applications every Wednesday between the hours of 8:00am to 3:30pm.
 - Lebanon Training Center will accept applications year round upon request.
2. 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 log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
3. Before completing the application, each applicant will be offered 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.
4. Receipt of the properly completed application form, along with required supporting documents will constitute the completed application:
 - a. Proof of age: valid government photo ID or driver's license.
5. In lieu of item B, in Section I "Minimum Qualifications," individuals who can verify (by providing adequate documenting evidence) that they have worked a minimum of one-thousand five-hundred (1500) hours specifically in the construction trade in classifications represented by the UBC, will qualify for an oral interview by the JATC along with other qualified applicants.
 - a. The individual must provide to the JATC proper documentation that defines their experience in the construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. The JATC will examine all documentation submitted before qualification is acknowledged. The JATC will schedule a skill and knowledge evaluation interview with the applicant if it is deemed appropriate.
6. 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.

7. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the general knowledge exam which is used for the ranking of applicants based on the number of correct responses given.
8. Applicants may appeal any handling and/or processing of an application by submitting facts to support a reversal of any negative decision or adverse outcome in writing within 10 days of receiving an official notification of the application status. All such appeals shall be sent to the JATC Trustee Committee as provided for in these Standards.

Address: JATC Trustee Committee
652 Ridge Road
Pittsburgh, PA 15205

B. Qualification for Selection

1. Individuals who meet the minimum qualifications are eligible to make application for selection. An applicant shall remain active in the Apprentice Application Record Log, subject to selection, for a period of two calendar years from the date of application.
2. In lieu of item B, in Section I "Minimum Qualifications," individuals who can verify (by providing adequate documenting evidence) that they have worked a minimum of one-thousand five-hundred (1500) hours specifically in the construction trade in classifications represented by the UBC, are eligible to make application for selection.
 - a. The individual must provide to the JATC proper documentation that defines their experience in the construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. The JATC will examine all documentation submitted before qualification is acknowledged. The JATC will schedule a skill and knowledge evaluation interview with the applicant if it is deemed appropriate.
3. An employee of a non-signatory employer not qualifying as a Journeyworker when the employer becomes signatory, shall be evaluated by the JATC using consistent, standard, nondiscriminatory means and indentured at the appropriate period of apprenticeship based on the skill and knowledge of the applicant.
4. An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) plus one of the employees have signed the 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, shall be evaluated by the JATC using consistent, standard, nondiscriminatory means and indentured at the appropriate period of apprenticeship based on previous work experience and related training.

5. Transfer of an apprentice from one registered program to another in compliance with Title 29, Code of Federal Regulations (CFR) part 29.5(b)(13). The apprentice must request the transfer. Both the sending and receiving JATCs must agree to the transfer. The transfer must be in the same craft as the apprentice was indentured in the original program, and the transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the JATC and a new Apprenticeship Agreement must be executed when the transfer occurs.
6. If the JATC has an articulation agreement to include pre-apprenticeship with an educational entity, Community-Based Organization, a government program, or a similar program and the Registration Agency is agreeable, then a component for pre-apprenticeship may be added to the Selection Procedures. Successful completers would then be eligible to make application.
7. An individual who successfully completes a UBC sponsored Job Corps program can apply for entry into a UBC affiliate sponsored apprenticeship program.
8. UBC members (journeyworkers) may request a change or revision of their classification and/or a change from their current occupation to another occupation and receive direct entry into the apprenticeship program sponsored by their local union.
9. Special Consideration for Military Veterans: Military veterans who have completed their military obligation may be granted special consideration into the program.
 - a. The JATC shall evaluate the military training received and/or any previous work experience for granting the appropriate credit on the term of apprenticeship and the appropriate wage rate.
 - b. The JATC will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex.

Section III

Selection Procedure

- A. The JATC shall adopt one of the following methods of selection (**Title 29, CFR part 30.10**):

Alternative selection methods

- B. The JATC will schedule the interview (if applicable) 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.

- C. The interviewers will award each qualified applicant eligibility points based on applicable work experience, educational and vocational training, safety/trade qualifications, military experience, trade certifications/credentials to establish total eligibility points. 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.
- D. If multiple interviewers complete the apprenticeship interview and award points to the applicants, the individual scores of the interviewers will be added together and averaged to determine the applicant's final application points.
- E. All qualified applicants will be placed on a "Eligible Applicant List" according to their scores at the interview 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. *The only exception will be if a lower ranked applicant should be considered due to the JATC's EEO obligations. In which case a selection can be made out of order, within reason, to place said applicant into our program.*
- F. Selected applicants will be mailed a letter of acceptance. It will be the responsibility of the applicant to keep the JATC informed of their current mailing address and telephone number.
- G. Qualified applicants remaining on a preceding eligibility list will automatically be carried forward on the new pool of eligible applicants and slotted in wherever their eligibility 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 on the list but not selected during the two-year (2) period eligibility period will be required to reapply.
- H. During the two-year (2) period, applicants who feel that their qualifications have improved since their original application may repeat the application process and submit documented evidence of such additional experience or training and request reevaluation and eligibility score at the next regular processing cycle.

Alternative Selection Method:

Applicant receives a Letter of Intent-To-Hire (Letter of Sponsorship, Letter of Subscription) from a signatory employer.

- a) A letter of Intent-To-Hire can be used as part of an "Alternative selection method" (See Section III Selection Procedures)
- b) The letter of Intent-To-Hire drafted by the JATC must be signed and dated by a signatory employer and submitted back to the JATC.

- c) The signatory employer shall be required to employ said applicant for the duration of their 4 year apprenticeship or the letter will be terminated and the applicant will be dropped from the program.
- d) Applicant must still meet the Section I Minimum Qualification; A, B, C, D, E and F.

Section IV

Direct Entry

The JATC has designated from Section II all of item B. Qualifications for Selection methods 2 through 9; as well as applicants that receive a letter of Intent-To-Hire in Section III Alternate Selection Method – “Application Process” as Direct Entry.

- a) All applicants of Direct Entry must meet the Minimum Qualifications from Section I; A, B, C, D, E and F.

Section V

Complaint Procedure

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, because they are an individual with a disability or a person 40 years old or older, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant’s election, with the private review body established by the JATC.
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the JATC involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the JATC to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

- D. Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.
- E. The JATC will provide the complaint procedure to all applicants for apprenticeship and all apprentices upon request.

Section VI

Maintenance of Records

The JATC will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of the applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at Title 29, CFR part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each JATC must retain a statement of its Affirmative Action Plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Each JATC also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records will be maintained for five (5) years from the date of the last action and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The *Carpenters' Training and Educational Fund of Greater PA* hereby officially adopts these Selection Procedures on this 26th Day of Sept. 2017

Howard W. Pfeifer
Signature of Management

HOWARD W. PFEIFER
Printed Name

William F. Waterkotte
Signature of Labor

WILLIAM F. WATERKOTTE
Printed Name

J. M. Busse
Signature of Management

John M. Busse
Printed Name

Louis R. Gilbert, Jr.
Signature of Labor

Louis R. Gilbert, Jr.
Printed Name