

Guide to



Apprenticeship

Program

In Association with
Wyoming Contractor's Association



and Bureau of Apprenticeship & Training

This publication is intended to be a handbook for assisting employers to begin participation in Registered Apprenticeship Programs. Consequently, it should assist you in the implementation of any related activity. We are working in a positive effort to enhance the opportunities for our employees into skilled trade careers.

Registered Apprenticeships are training programs are designed to provide workers entering the workforce with comprehensive training by exposing them to the practical and theoretical aspects of work required by the occupational area. These programs registered by the U.S. Department of Labor, Bureau of Apprenticeship and Training.



The National Center for Construction Education and Research (NCCER) develops and publishes the Contren® Learning Series, a standardized construction, maintenance, and pipeline curricula for over 40 crafts. The modular programs are competency-based and include written and performance evaluations. NCCER's Contren® Learning Series is taught nationwide by accredited NCCER sponsors. Wyoming Contractor's Association is our sponsor.

EMPLOYER BENEFITS OF THE APPRENTICESHIP PROGRAM

- Provides a trained workforce.
- New employee training time is reduced after initial employment.
- Safety training precedes OJT.
- A new source of skilled employees.
- Motivated work force.
- Hires qualified and motivated employees.
- Enjoys free access to extensive and varied training resources.
- Strengthens business and industry involvement.
- Employer may influence curriculum development to meet industry standards.
- It's an employee development program which employers have considerable quality control.
- It helps develop a stable supply of local workers for traditional shortage occupations.
- Improves the supervisory skills and motivation of workers who get to train and mentor other employees in their fields.

APPRENTICESHIP FACT SHEET

- Wages are paid on a graduated scale leading to journey person status.
- An apprenticeship program contains two components: a classroom related instruction component and an on-the-job training (OJT) component.
- The related instruction component consists of levels of instruction, Levels I, II, III, & IV.
- Courses are traditionally taught in levels during one week periods through the winter months called “off-season” training.
- Each level of education consists of a minimum of 144 hours of classroom related instruction.
- The total apprenticeship related training program consists of a minimum of 576 hours of classroom instruction plus the homework necessary to be prepared for each class session.
- The total OJT component of an apprenticeship program usually consists of 4000 to 8000 hours of documented on-the-job training.
- If a person works a typical 40-hour week 50 weeks a year, they will have worked 2000 hours.
- All documented overtime counts toward OJT credit.
- A student may take a "Pass Through" test in lieu of course work and applied skills if they feel their skills and knowledge warrant doing so.



Ongoing Roles and Responsibilities of Supervisors: All of these roles involve serving as coach, model, and “scaffold” for the employee, so that the student takes on increasing responsibility, and has the confidence to do so.

- Provide student apprentice with a tour of the job site.
- Informing the student about the workplace norms and customs, social aspects, and expectations of the workplace.
- Describe guidelines and expectations to student apprentice.
- Identify job rotations and structured learning opportunities that will meet program learning objectives.
- Designate a lead contact person to represent the program.
- Inform employees about the program and gain their support.
- Establish a process for choosing and training current employees as student apprentice trainers, mentors and supervisors.
- Help develop structured learning plans for students.
- Help employee identify skills and further education necessary in potential career fields.
- Help employee make appropriate decisions matching their skills and expectations with program offerings.
- Work with instructors and program staff to offer feedback about the employee’s experience in the program.
- Help other supervisors understand the value of the program for all employees.
- If the employee begins to miss class or work assignments, impress upon him or her the need to continue, and work with program staff to support the employee’s success in the program.
- Interview and hire students, as part of the program selection process.
- Interact with program instructors and staff, as peers and partners.
- Provide a mentor for each student.
- Adhere to students’ structured learning plans; refine as appropriate.
- Evaluate and record student progress.
- Help to evaluate and refine program.
- Furnish any reports that may be required.
- Recruit, select, employ, and train apprentices without discrimination.
- Learning techniques for effective communication and interaction with employee (or teach others if well skilled).
- Provide consistent and concrete support and guidance to the student while setting high expectations.
- Have regular contact with the school’s program liaison to discuss student’s progress; report serious concerns immediately to the program staff.
- Provide instruction in job and industry-related competencies.
- Instruct the student in general workplace competencies.
- Educate the student in workplace safety
- Explain responsibilities and expectations of students up front to student and all appropriate staff.
- Regularly evaluate student progress with student.

A RISK MANAGEMENT PLAN:

- Many of the industries that employ large numbers of mobile employees have higher-than-average injury rates for workers of all ages.
- New workers are inexperienced and unfamiliar with many of the tasks assigned, workplace hazards, and their rights as workers.
- New workers, who are also more reluctant to ask questions or make demands of employers, may take on tasks which they may not be prepared to do or be capable of doing safely.
- Studies show that new employees generally do not receive adequate occupational health and safety instruction either in school or on the job.
- Risk control guidelines are those policies and procedures that attempt to control the frequency and severity of physical injury or property damage loss. Parties involved in work based learning programs need to jointly develop risk management plans.
- Employers need to develop their own risk management plan.

Key Results of a Risk Management Plan:

- Student participants know what is expected of them. They have a position description, operate within those bounds, and are confident that they will be treated with respect and dignity.
- Roles and responsibilities of parties (employers, supervisors, teachers, coordinators, etc.) need to be identified and communicated to all involved.
- Student participants know how, and are able to perform their assigned duties properly and safely. They have been trained and equipped appropriately so that they have the knowledge, skills, and tools to do their jobs.
- Participants know when and how to report problems or suggest changes. They are expected exercise due care to foresee hazards and dangers to participants and to take whatever steps and/or precautions seem reasonable to avoid these risks.



What are the Available Crafts?

Carpentry
Concrete Finishing
Mechanic
Truck Driving
Welding
Heavy Equipment Operations



Because of the modular format of the curricula, it is very easy to develop a training program that meets the specific needs of your organization. Modules from various crafts may be mixed to create exactly the training program that you need.

Reiman Corp. is in the process of developing an approved “craft” useful to our particular “bridge building” business. We are awaiting approval from the Department of Labor for a “Structure Tech” program.

This particular program includes three of the modules from the crafts listed above; carpentry, welding, and concrete - plus a two additional crafts from the NCCER curricula; Ironworking, and Mobile Crane.

The following are the steps necessary to getting an employee registered as an apprentice.

1. The prospective apprentice **must** complete the “core” curricula prior to approval for apprenticeship by the officers.

The core curriculum includes the following modules and generally can be completed within two days:

Basic Safety	Module	00101
Intro to Construction Math		00102
Intro to Hand Tools		00103
Intro to Blueprints		00104
Basic Rigging		00106

The “core” class can be acquired through various methods. We have three people on the Reiman Corp. staff certified to teach the “core” curricula; Tony Seidling, who is also a “master trainer” and can re-certify other craft trainers, Ray Clement, our Safety Officer, and Shelley Reher, Human Resources and training coordinator. If none of these options are viable we can send the employee down to the Wyoming Contractor’s Association Regional Training Center.

2. After completing and passing the “core” curricula the “Reiman Corp. Application to Become a Trainee” must be completed by the employee, “core” instructor, superintendent, and then approved by the Reiman Corp. officers.

The following pages are examples of the initial paperwork that needs to be completed and returned to the office prior to an employee becoming an apprentice.

The standards of apprenticeship, this paperwork, and this handbook will be given to the superintendent and employee at the same time as the Application mentioned in #2 above.

Front of Application

Reiman Corp.
Application To Become A Trainee

This application is to be completed Section by Section and in order by Section; that is Section 1 is to be completed before starting Section 2.

Section One
Employee Acceptance of Rules and Requirements

The following are the rules and requirements for all trainees entering into the Wyoming Contractors Association Trainee program through Reiman Corp.

Prior to entering into the training program, the employee shall have

1. Completed this application
2. Completed the "Core" class.

The trainee shall:

1. Complete and return the monthly WCA report's; Apprentice Monthly Progress Report & Monthly Work Schedule for Apprentice to the Reiman Corp. office on or before the 8th day of the month following the reporting period,
2. Complete and return the U.S. Department of Labor's Apprenticeship Agreement to the Reiman Corp. office upon acceptance in to the training program.
3. Attend Reiman Corp. and Wyoming Contractors Association training classes.

I, _____, and interested in becoming a trainee in the Wyoming Contractors Association Trainee Program in the craft of _____ through Reiman Corp. I have read and understand the Rules and Requirements as outlined above. I agree to follow these rules and requirements. I further understand that entering the Wyoming Contractors Association Trainee program does not constitute a change in my employee status with Reiman Corp., that is my employment remains "At Will."

Applicants signature

Date

Trainee Wage Scale

The wages for a Reiman Corp. Trainee are as follows:

\$10.50 per hour - upon entering the program	60% of pre-determined wage
\$11.00 per hour - upon completing 25%	70% of pre-determined wage
\$11.50 per hour - upon completing 50%	80% of pre-determined wage
\$12.00 per hour - upon completing 75%	90% of pre-determined wage
\$12.50 per hour - upon completing the program	100% of pre-determined wage

When on a job with a pre-determined wage, the higher of the two will be used.

Employee needs to sign here

Back of Application

Training Crafts and Training Hours Required

Carpenter/Structures Worker - 4000 Hours	Mechanic - 4000 Hours
Concrete and Cement Mason - 3000 Hours	Equipment Operator - 3000 Hours
Truck Driver/Heavy - 2000 Hours	Welder - 3000 Hours

Section Two
Superintendent's Acceptance of Trainee

_____, (employee name) has worked with me and I have observed his/her work and want to assist him/her to advance. I will become his/her Superintendent of record and will assist him/her in completing their training program.

- A. To make sure that the employee completes all of their paperwork as outlined in Section One. (This list may change as required by Wyoming Contractors Association or Reiman Corp. and those changes will be included as if the changes were included in Section One.)
- B. Supervise and teach the employee during the time he/she is working for me.
- C. Assist and encourage the employee in his/her classroom portion of the training program.

Superintendent's Signature

Date

Section Three
Completing of the Core

As a Trainer for Reiman Corp. and the Wyoming Contractors Association, I verify that _____ has completed the Core Class under my supervision.

Trainer's Signature

Date

Section Four
Officers' Approval

At the Officer' Meeting of _____ (employees name) was approved as a trainee for Reiman Corp.

T.R Reiman

Date

Superintendent needs to sign here

"Core" instructor needs to sign here

For officers' approval

WCA's Apprenticeship Application


WYOMING CONTRACTORS ASSOCIATION
 Apprenticeship Program
 PO Box 50568 • Casper, WY 82605-0568
 307.237.4400 • FAX 307.237.4422

Apprentice Application
Please Print

Date of Application: _____ Log Number (for office use): _____

- Applicant desires to become an apprentice in the trade of _____
- Last Name _____ First Name _____ MI _____
- Street/Mailing Address _____ City, State _____ ZIP _____
- Phone Number (____) _____
- Age _____ Date of Birth _____ Social Security No. _____
- Name and address of parent or guardian (if under 18 years of age)
 Name: _____ Phone: (____) _____
 Address: _____ ZIP _____
- Is applicant willing to accept assignment with a participating employer anywhere in Wyoming?
 Yes _____ No _____ If No, which areas or counties are acceptable?

- I have read and understand the Standards of Apprenticeship. Yes _____ No _____
- I have read and understand the Qualification and Selection Procedures. Yes _____ No _____
- I am willing to serve the full term of training as stated in the Standards of Apprenticeship.
 Yes _____ No _____
- I am willing to attend all related off-season training during the term of my apprenticeship.
 Yes _____ No _____
- I understand the requirement to satisfactorily complete all related instructional materials including both written tests and competencies. Yes _____ No _____
- I understand that as an apprentice, I am under the immediate supervision of my participating employer. Yes _____ No _____

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- I understand the requirement to report to my job regularly at the designated time and place and that I must have dependable transportation to accomplish this. Yes _____ No _____
- I understand that the following documents and interview must be in the office of the Wyoming Contractors Association, PO Box 50568, Casper, WY 82605-0568, in order to be put on the active apprentice list.
 Application
 Acceptable Proof of Age (Photocopy of a photo identification, i.e., Driver's License)
- List jobs or occupational training related to the craft apprenticeship being applied for (correspondence schools, trade schools, armed forces training, apprenticeship or other job training):

- I understand that I must return the Apprenticeship Agreement for the Bureau of Apprenticeship and Training upon receipt. Yes _____ No _____
- Previous employment record:

Firm name	Type of Work	Date From / Date To
- Person(s) to contact in case of an emergency:

Name	Address	Phone	Relationship
- I understand that if approved as a Qualified Eligible Applicant, I will be responsible for seeking employment with a participating employer. Yes _____ No _____
- I understand the first (6) six months and / or first one thousand hours (1000) (whichever comes first) of the apprenticeship will be a probationary period. Yes _____ No _____
- I understand that I will need to re-apply after a period of two (2) years to remain on the eligibility list if I have not been placed with an employer within that time. Yes _____ No _____

2

I have reviewed the requirements listed above and have received information answering any questions regarding apprenticeship application. I agree to meet these requirements or be disqualified.

Signed _____ Date _____

Privacy Act Statement
 The information herein requested is used for statistical purposes and may not be otherwise disclosed without the express permission of the undersigned.

Race/Ethnic Composition:
 White-Caucasian _____ Black _____ Hispanic _____
 Asian, Pacific Islander _____ American Indian, Alaskan Native American _____
 Other (State Ethnic Origin) _____

Sex: Male _____ Female _____
 Veteran: Yes _____ No _____
 If yes, Vietnam Era (8/5/64 to 5/7/75) Yes _____ No _____

PLEASE ENCLOSE AN AGE VERIFICATION DOCUMENT. A CLEAR COPY OF A DRIVER'S LICENSE PREFERRED; HOWEVER A BIRTH CERTIFICATE IS ACCEPTABLE.

Rev. 11/04

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This is a 3 page application required by WCA and it is important to have this completed and signed on the 3rd page.

Statement of Eligibility & Intent to Hire

 **Wyoming Contractors Association
Apprenticeship Program**

Statement of Eligibility

Name: _____ SSN#: _____

Occupation: _____

The above named applicant has completed the application process, meets the outlined in the registered Apprenticeship Standards, and is eligible for employment

(Signature - Authorizing Official)

Statement of Intent to Hire

I (We) herewith submit this Statement of Intent to Hire for the apprentice applicant request that this applicant be referred to us for employment. It is understood this letter must be in the Wyoming Contractors Association Training and Safety Office can be referred to us for employment. Our work situation is such that we intend to employ this person on a continuing basis. However, we reserve the right to dismiss employed, when conditions in the economy beyond our control make the dismissal

Start Date: _____ Assigned Job Location: _____

Contractor Name: _____ Telephone #: _____

Contractor Address: _____

(Signature - Authorizing Official) _____
(Date)

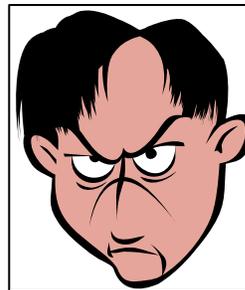
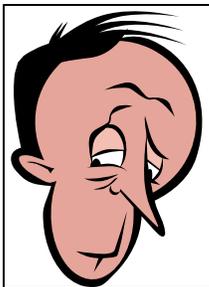
Return to: Wyoming Contractors Association
Training & Safety Office
PO Box 50568
Casper, WY 82605-0568
Telephone #: 307.237.4400
Fax #: 307.237.4422

FOR WYOMING CONTRACTORS ASSOCIATION TRAINING & SAFETY OFFICE USE ONLY:

Date Received: _____ Log Number: _____

This form is to be completed by the Reiman Training Coordinator, Core Instructor, or Officer of Reiman and **may not** be included in the first packet given to the Superintendent and Employee.

Along with the all of the forms shown we will need a copy of a PHOTO Identification for the employee. The DOL will not make them an apprentice without one.



Driver's License, State ID, or **any other** PHOTO ID

This is the Department of Labor Apprenticeship registration.

Program Registration and Apprenticeship Agreement
Office of Apprenticeship Training,
Employer and Labor Services (OATELS)

U.S. Department of Labor
Employment and Training Administration

OMB No. 1205-0223 Expires: 05/31/05

APPRENTICE REGISTRATION-SECTION II

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

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

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

1. Name (Last, First, Middle) and Address (No., Street, City, State, Zip Code) *Social Security Number (Voluntary-See reverse)

2. Date of Birth (Mo., Day, Yr.) 3. Sex (Mark one) Male Female

4. Answer Both A and B (Voluntary) (Definitions on reverse)

4.a. Ethnic Group (mark one)
 Hispanic or Latino
 Not Hispanic or Latino

4.b. Race (mark one or more)
 Am. Indian or Alaska native
 Asian
 Black or African American
 Native Hawaiian or other Pacific Islander
 White

5. Veteran Status (Mark one)
 Non-Veteran
 Veteran

6. Highest education level (Mark one)
 8th grade or less
 9th to 12th grade
 GED
 High School Graduate

7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse)
 None Adult Youth HUD/STEP-UP School-to-Registered-Apprenticeship
 Incumbent Worker Job Corps Dislocated Worker Direct Entry

8. Signature of Apprentice Date 9. Signature of Parent/Guardian (if minor) Date

PART B: TO BE COMPLETED BY SPONSOR

10. Sponsor Program No. WY001-94-0005
Sponsor Name and Address (No. Street, City, County, State, Zip Code)
WYOMING CONTRACTORS ASSOCIATION
PO BOX 50568
CASPER, WY 82605

11a. Trade/Occupation (The work processes listed in the standards are part of this agreement)
CARPENTER, ROUGH (STRUCTURE T)

11b. Occupation Code 69 12. Term (Hrs., Mos., Yrs.) NLT 4,000 Hrs. 13. Pr (Hrs., Mos., Yrs.) 1,000 Hrs.

14. Credit for previous Experience (Hrs., Mos., Yrs.) 0 15. Term remaining (Hrs., Mos., Yrs.) Competence Based 16. Date apprenticeship begins

17a. Related Instruction (Number of Hours Per Year) Competency Based 17b. Apprentice wages for Related Instruction Will Be Paid Will Not Be Paid 17c. Related Training Instruction Source NCCER

18. Wages: (Instructions on reverse) 18a. Pre-Apprenticeship Hourly Wages \$ 18b. Percent of Competencies 18c. (Choose % or \$)

Period 1	2	3	4	5	6	7	8	9	10
0	15	40	80	95					
60.00	70.00	80.00	90.00	95.00					

18d. Journeyworker's or completion hourly wage \$ 18e. Apprentice entry hourly wage \$

19. Signature of Sponsor's Representative(s) Date Signed 20. Signature of Sponsor's Representative(s) Date Signed

21. Name and address of sponsor designee to receive complaints (If applicable)
EMPLOYER:
SPONSOR: WYOMING CONTRACTORS ASSN
PO BOX 50568
CASPER, WY 82605

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

22. Registration Agency and Address
U.S. DEPARTMENT OF LABOR/BAT
PO BOX 405
CHEYENNE, WY 82003

23. Signature (Registration Agency) 24. Date Registered 25. Apprentice Id Number (Department)

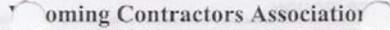
Page 1 of 2 ETA 671 - Section II (Rev. May 2004)

Employee to sign here

This is what DOL signs to make the employee an "Official" trainee.

SPECIAL NOTE: DO NOT DATE this form, let WCA date it appropriately

After completing the “Core” Curricula and the paperwork in the initial packet, the employee and superintendent will be required to complete monthly progress reports to keep track of the progress throughout the training process. Below is an example of this monthly form. It is crucial that this form be completed and signed by both superintendent and employee. If there are no comments by the Superintendent for that month then write “no comments”. It is expected that there will be some comments by the employee. This form needs to be turned in to the office each month after completion so we can keep a copy in our files and send it on to Wyoming Contractor’s Association for their files.


 Wyoming Contractors Association
 P.O. Box 50568 ♦ Casper, Wyoming 82605-0568
 307-237-4400 ♦ Fax: 307-237-4422

Apprentice Monthly Progress Report
Carpenter, Rough

Employer: _____

Apprentice Name: _____ Social Security No: _____
Last First M.I.

Project Number: _____ Location: _____

Address of Job Site: _____

Training Month: _____ Hours Worked This Month: _____

Apprentice Wage Rate: _____ % Journeyman Scale: _____

Current Status: Working Graduated Transferred Dropped Out Terminated

What were the trainee's primary job duties/ equipment experience this month?
(See reverse side for training requirements.)

Overall job performance this period: Excellent Good Fair Poor

Supervisor Comments:

Apprentice Comments:

Supervisor Signature : _____ Date: _____

Apprentice Signature : _____ Date: _____

This form is to be submitted by the 10th of the month for the preceding month for each apprentice.
 Distribution: Original - Employer Copy: WCA Training Office Copy: Apprentice

These boxes are for the superintendent to complete.

This is the box that the employee needs to complete.

Don't forget to sign.

Additional Levels of Curricula

Well, the hardest part is over. From here on out the goal is to get additional levels of curricula taken and acquire the time and hours necessary to graduate.



It should be important to the superintendent to make sure that the employee has scheduled time during the “off season” to attend the additional levels of training that are needed. This may mean making sure there is enough crew to cover for the week to week times needed to attend additional training. This training is intended to improve the value of the employee. It is to the superintendent’s benefit to see to it that the employee gets through the program in a timely manner.

The following is an example of the necessary classes needed for the “Structure Tech.” program mentioned at the beginning of this guide. Reiman Corp. encourages because it covers so many skills necessary for our industry.

Level 2 Curriculum
27201 - Reading Plans and Elevations - Carpentry
27205 - Concrete Forms - Carpentry
27209 - Tilt-Up Wall Systems - Carpentry
23109 - Introduction to Troubleshooting - Concrete
23202 - Estimating Concrete Quantities
23209 - Quality Control - Concrete
23210 - Making Repairs - Concrete
30108 - Trade Blueprints and Processes - Ironworking
30109 - Materials Handling and Storage - Ironworking
30115 - Steel Joists and Joist Girders One - Ironworking
30116 - Metal Decking - Ironworking
30117 - Field Fabrication One - Ironworking
Level 3 Curriculum
23103 - Properties of Concrete
23105 - Preparing for Placement
23107 - Finishing, Part One - Concrete
23108 - Curing and Protecting Concrete
23201 - Properties of Concrete, Part Two
23208 - Surface Treatments - Concrete

30102 - Trade Safety - Ironworking
30103 - Means and Methods of Access - Ironworking
30104 - Tools and Equipmet of the Trade - Ironworking
30105 - Construction Cranes One - Ironworking
30110 - Structureal Ironworking One
30111 - Plumbing, Aligning, and Guying - Ironworking
30112 - Fastening - Ironworking
30114 - Introduction to Arc Welding - Ironworking
21105 - Rigging and Crane Safety - Mobile Crane
Level 4 Curriculum
30204 - Trade Math Two - Ironworking
30205 - Blueprint Reading Two - Ironworking
30206 - Rigging Two - Ironworking
30207 - Structural Ironworking Two
30304 - Stud Welding - Ironworking
30305 - Post-Tensioning - Ironworking
21104 - Mathematics for Mobile Crane Operators
21201 - Site Conditions and Setup - Mobile Crane
21202 - Communications - Mobile Crane
21204 - Load Dynamics - Mobile Crane
21305 - Emergency Porcedures - Mobile Crane
21306 - Lift Planning - Mobile Crane

The employee will also receive a sheet for the “Craft” or “Trade” the employee enrolls in. It will show the modules for each level and the credit hours each module is worth. This can also be used by the employee to track his own progress in the program. This is a form that is used by Wyoming Contractors Association and Reiman Corp. to keep track of the employee’s progress.

Hopefully, this guide has helped to explain in simple terms what the Apprenticeship Program is all about. If you have additional questions about the program that have not been covered in the guide, please call the office, we would be glad to assist you.

Congratulations for deciding to further a career!

