



**NATIONAL**  
**GUIDELINES FOR**  
**APPRENTICESHIP STANDARDS**

developed by

**DEPARTMENT OF THE TREASURY**  
**UNITED STATES MINT**

for the occupation of

**DIE MANUFACTURER**

**O\*NET-SOC CODE: 51-4111.00    RAPIDS CODE: 0586CL**

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

**APPROVED AND CERTIFIED BY THE  
U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP**

BY: \_\_\_\_\_ */s/*

**JOHN V. LADD, ADMINISTRATOR  
OFFICE OF APPRENTICESHIP**

**CERTIFICATION DATE: July 20, 2010**

**CERTIFICATION NUMBER: C-2010-03**

## **FOREWORD**

The Department of the Treasury, United States Mint recognizes the need for structured training programs to maintain the high level of skill and competence required to manufacture dies to Treasury Department standards. Registered apprenticeship is the most practical and sound training system available to meet that need, to develop individuals into skilled journeyworkers, and to ensure the United States Mint an adequate supply of skilled workers.

These National Guidelines for Apprenticeship Standards (National Guideline Standards) represent a fundamental change and a dramatic improvement in conducting and delivering apprenticeship training at the Department of the Treasury, United States Mint. By integrating national skill standards and competency assessments, the United States Mint has transitioned apprenticeship from a traditional time-based structure to a competency-based system.

Title 29, Code of Federal Regulations (CFR), part 29, outlines the requirements for registration of acceptable apprenticeship programs for Federal purposes, and sets forth labor standards that safeguard the welfare of apprentices. Such registration may be by the U.S. Department of Labor, Office of Apprenticeship or by a State Apprenticeship Agency recognized by the Office of Apprenticeship as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. Title 29, CFR part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

The purpose of these National Guideline Standards is to provide policy and guidance to the United States Mint in developing Standards of Apprenticeship for local approval and registration. These National Guideline Standards are certified by the U.S. Department of Labor, Office of Apprenticeship, as substantially conforming to the requirements of Title 29, CFR parts 29 and 30. State Apprenticeship Agencies recognized by the Office of Apprenticeship to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

Local Standards of Apprenticeship must be developed and registered at the United States Mint at Denver and the United States Mint at Philadelphia, and any other location of the United States Mint that implements a Die Manufacturer Apprenticeship Program. The local Standards of Apprenticeship will outline all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed by the United States Mint, and must meet all the requirements of the Registration Agency.

The establishment of local apprenticeship programs under these National Guideline Standards will provide the United States Mint with a skilled and versatile work force at each of its locations by providing apprentices the opportunity to become journeymen through an organized and properly supervised program of training, practical experience and related instruction.

**OFFICIAL ADOPTION OF NATIONAL GUIDELINES FOR**  
**APPRENTICESHIP STANDARDS**

The Department of the Treasury, United States Mint hereby officially adopts these National Guidelines for Apprenticeship Standards on this 14<sup>th</sup> Day of June 2010.

\_\_\_\_\_  
SIGNATURE

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Deputy Director

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Signature

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*Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.*



**(SAMPLE)**

## **STANDARDS OF APPRENTICESHIP**

**DEVELOPED BY**

**DEPARTMENT OF THE TREASURY  
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**FOR THE OCCUPATION OF**

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**APPROVED BY**

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*These “model” National Guidelines for Apprenticeship Standards are an example of how to develop apprenticeship standards that will comply with Title 29, CFR parts 29 and 30 when tailored to a sponsor’s apprenticeship program. These model Standards do not create new legal requirements or change current legal requirements. The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. § 50 and Title 29, CFR parts 29 and 30. Every effort has been made to ensure that the information in the model Apprenticeship Standards is accurate and up-to-date.*

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## **DEFINITIONS**

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

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and the United States Mint 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 signed by the apprentice and his/her supervisor and registered with the Registration Agency. (See Appendix B.)

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

**CAREER LATTICE:** Career lattice apprenticeship programs include occupational pathways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship credential.

**CERTIFICATE OF COMPLETION OF APPRENTICESHIP:** The Certificate of Completion of Apprenticeship is 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.

**CERTIFICATE OF TRAINING:** A Certificate of Training may be issued by the U.S. Department of Labor's, Office of Apprenticeship Administrator to an apprentice that has successfully met the requirements to receive an interim credential.

**CERTIFICATION PROGRAM MANAGER:** The Certification Program Managers (Denver and Philadelphia) are responsible for the administration and operation of the United States Mint Die Manufacturer Apprenticeship Program.

**COMPETENCY-BASED OCCUPATION:** Means 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.

**DIE MANUFACTURER APPRENTICESHIP COMMITTEE:** The Die Manufacturer Apprenticeship Committee, to the extent authorized, is the advisor for the National Guidelines for Apprenticeship Standards and, as such shall establish rules and regulations governing as may be required.

**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:** Means any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

**INTERIM CREDENTIAL:** Interim Credential means a credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice.

**JOURNEYWORKER:** A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies 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.)

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

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

**PROGRAM SPONSOR:** The United States Mint in whose name these Standards will be registered. The Certification Program Managers (Denver and Philadelphia) are responsible for the 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 §29.3 (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 APPRENTICES**: The Die Manufacturer Division Head designated by the United States Mint to supervise or have charge and direction of an apprentice.

**TRANSFER**: A shift of 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 the United States Mint.

**UNION**: Means Local 695 Denver, Local 1023 Philadelphia and Mint Council 157 that is party to a labor agreement with the United States Mint.

## **SECTION I. - PROGRAM ADMINISTRATION**

1. The **Certification Program Managers (CPM)** (in Denver and Philadelphia) are responsible for the administration and operation of the United States Mint Die Manufacturer Apprenticeship Program, including the following:
  - a. Follow the procedures for the selection of apprentices as outlined in these Standards of Apprenticeship.
  - b. Coordinate Related Instruction Training for Apprentices
    - Research Related Instruction Options and Coordinate the Selection of Related Instruction Providers. The CPM may request technical assistance and advice from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agency or community colleges and technical schools.
    - Register Apprentices for Related Instruction Courses.
    - Coordinate Payment of Tuition, Purchase Instruction Materials, etc.
    - Monitor Related Instruction Course Content.
    - Monitor progress and Satisfactory Completion of Courses.
    - Maintain Related Instruction Records.
    - Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
  - c. Serve as the United States Mint liaison to local college and technical school administrators.
  - d. Provide United States Mint-specific Related Instruction Training for Die Manufacturer Apprentices
  - e. Coordinate on-the-job learning for all Die Manufacturer Apprentices
    - Monitor on-the-job learning hours.
    - Monitor Satisfactory Completion of on-the-job learning.
    - Maintain on-the-job learning records.
  - f. Registration of Apprentices
    - Register all Die Manufacturer Apprentices with the Registration Agency.
    - When required, register all Die Manufacturer Apprentices with the State Apprenticeship Agency.
  - g. Coordinate meetings of the Die Manufacturer Apprenticeship Committee.

- h. Coordinate revisions to the Standards of Apprenticeship in concurrence with the Die Manufacturer Apprenticeship Committee.
    - Revise the Related Instruction Training Program.
    - Revise the on-the-job learning Program.
  - i. Coordinate the development of new nationally recognized apprenticeable occupations to be added to the Standards.
  - j. Coordinate the Apprenticeship completion process for all Apprentices.
    - Maintain records of all apprentices, including education, training, experience, and progress.
    - Verify training hours and request a Certificate of Completion of Apprenticeship from the Registration Agency.
    - When required, verify training hours and request a Certificate of Completion of Apprenticeship from the State Registration Agency.
  - k. Coordinate the Apprenticeship Graduation Ceremony.
  - l. Notify the Registration Agency, of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.
  - m. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.
2. Supervisors of Apprentices in partnership with the CPM's are responsible for defining, and revising, as needed, the work processes and related instruction outlines for their assigned occupational area(s). Each Die Manufacturer Supervisor shall determine the quality and quantity of on-the-job experience required for their assigned occupation(s), and will make every effort to ensure that apprentices obtain the required level of on-the-job experience.

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

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The United States Mint will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended.

### **SECTION III. - QUALIFICATIONS FOR APPRENTICESHIP - Title 29 CFR 29.5(b)(10)**

Applicants shall meet the following minimum qualifications:

1. **CITIZENSHIP**

Apprenticeship applicants must be citizens of the United States. The apprenticeship applicant must furnish proof in the form of an original or certified copy of a ***Birth Certificate*** or ***Naturalization Papers***.

2. **AGE**

Apprenticeship applicants must be 18 years of age or older at the time of hiring.

3. **EDUCATION**

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

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

4. **PHYSICAL**

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

5. **COMMUNITY COLLEGE PLACEMENT TEST**

All apprenticeship applicants must obtain a passing (average) score on the community college placement test for Reading, English, and Math in order to participate in related instruction courses offered at the community college and required as part of the Related Instruction Program.

6. **LENGTH OF SERVICE**

Applicants must be full time employees in good standing and have worked for United States Mint, for not less than one-year.

### **SECTION IV. - APPRENTICESHIP AGREEMENT - Title 29 CFR 29.5(b)(11)**

After an applicant for apprenticeship has been selected, the apprentice shall be covered by a written Apprenticeship Agreement (Appendix B) signed by the Apprentice's Supervisor and the apprentice and approved by and registered with the Registration Agency. Such agreement shall contain a statement making the terms and conditions of these Standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the Registration Agency, and the United States Mint.

An additional copy of this Apprenticeship Agreement will be provided to the Veteran's State Approving Agency for those Veteran Apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant shall be given an opportunity to read and review these Standards, the Apprenticeship Committee's written rules and policies, and the Apprenticeship Agreement.

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

**SECTION V. - RATIO OF APPRENTICES TO JOURNEYWORKERS - Title 29 CFR 29.5(b)(7)**

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

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

The term of the occupation will be approximately four (4) years with an on-the-job learning (OJL) attainment of approximately 8000 hours supplemented by the required hours 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.

**SECTION VII. - PROBATIONARY PERIOD - Title 29 CFR 29.5(b)(8), (b)(20)**

All newly hired applicants selected for apprenticeship will serve a probationary period of not less than twelve (12) months or 2000 hours of OJL.

During the probationary period the apprentice may cancel the Apprenticeship Agreement, without stated cause, by notifying the CPM in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

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

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

## **SECTION VIII. - HOURS OF WORK**

Apprentices will generally work the same hours as journeymen, except that no apprentice shall be allowed to work overtime if it interferes with participation in related instruction.

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 IX. - APPRENTICE PROGRAM PROGRESSION - Title 29 CFR 29.5(b)(5)**

### **1. PAY INCREASES**

An apprentice shall receive increases in pay (within grade increases, consistent with 5 CFR part 531) as he/she progresses through the apprenticeship program and continues to receive a performance appraisal of at least successful. The apprentice will progress to the next higher step in the rate range based on his/her successful acquisition of increased skills and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyman status, the CPM, jointly with the Die Manufacturer Division Head, will evaluate his/her progress to determine whether advancement has been earned by satisfactory performance in their on-the-job learning and related instruction courses. In determining whether satisfactory progress has been made, the CPM and Die Manufacturer Division Head shall be guided by the work experience and related instruction records and reports.

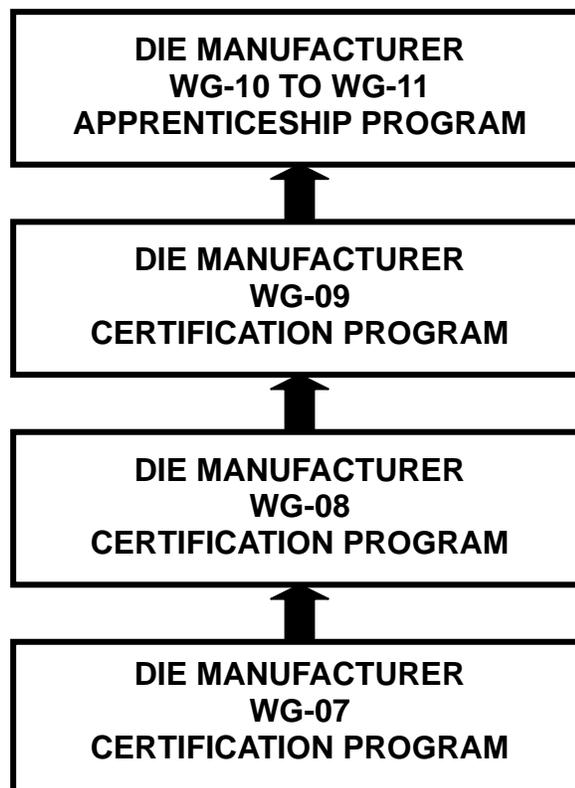
Examples of within grade increases that may be received while successfully progressing through the apprenticeship program are shown on the attached Sample Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

### **2. CAREER PROGRESSION:**

- a. The **Die Manufacturer Career Lattice** will start with the Wage Grade (WG) WG-07 position and all employees in this position will be certified based on the competencies listed in the **WG-07 Certification Program**. All WG-07 training will occur on duty time and all training costs will be the responsibility of the United States Mint.

- b. All WG-08 employees will be certified based on the competencies listed in the **WG-08 Certification Program**. All WG-08 training will occur on duty time and all training costs will be the responsibility of the United States Mint.
- c. All WG-09 employees will be certified based on the competencies listed in the **WG-09 Certification Program**. All WG-09 training will occur on official duty time and all training costs will be the responsibility of the United States Mint.
- d. For the **WG-10/11 Registered Apprenticeship Program**, the most-senior, fully qualified WG-09 employee, using a rotational process, will be offered the opportunity to participate in the **WG-10/11 Registered Apprenticeship Program**. Refer to the following Die Manufacturer Career Lattice flow chart.

#### DIE MANUFACTURER CAREER LATTICE



- e. All **WG-10/11 OJL** will occur on duty time and all OJL costs will be the responsibility of the United States Mint. The WG-10/11 Apprentice will be required to complete a minimum of 144 hours of Related Technical Instruction (the theory that supports the OJL) for each year of apprenticeship training. The length of apprenticeship training, or Term of Apprenticeship, is approximately four (4) years for the **Die Manufacturer**
- f. **Apprenticeship Program.** It is the option of the United States Mint to require the Apprentice to complete part, or all, of the Related Technical Instruction on the employee's own personal time.
- g. An Interim Credential will be issued to certify the completion of all WG-10 Core Competencies. Interim Credential means a credential issued by a Registration Agency, upon request of the United States Mint, as certification of competency attainment by an apprentice.
- h. Only Die Manufacturing employees will participate in the **Die Manufacturer Apprenticeship Program.**
- i. The **Die Manufacturer Career-Lattice** and Selection of Apprentices is based on the, Title 29, CFR part 30.5, Selection of Apprentices, Part (b) Selection methods; (3) Selection from pool of current employees; (i) Selection. The United States Mint may select apprentices from an eligibility pool of the workers already employed by the United States Mints at Philadelphia and Denver in a manner prescribed by a Collective Bargaining Agreement (CBA) where such exists, or by the United States Mint's established promotion policy. The United States Mint shall establish goals and timetables for the selection of minority and female apprentices, unless the United States Mint concludes, in accordance with the provisions of 30.4 (d) and (e) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and non-minority) in the apprenticeship crafts represented by the program.

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

The CPM may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

Apprentice applicants seeking credit for previous experience gained outside the Manufacturing and Apprenticeship Program (MCAP) must submit the request at the time of application and furnish such records, affidavits, and other documentation (e.g., college transcripts, certificates, SF-50's, etc.) to substantiate the claim. 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 CPM when actual on-the-job and related instruction performance can be examined. The amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge.

The Registration 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 apprenticeships.

### **SECTION XI. - 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 Die Manufacturer Division Head of the apprentice.

### **SECTION XII. - 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. The recommended term of apprenticeship will be based on the competencies at that level for each year of the apprenticeship. Apprentices will be required to agree to take such courses. The CPM's will secure the instructional aids and equipment he/she 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 Apprenticeship Committee and Registration Agency.

Apprentices will be paid for hours spent attending related instruction classes that are approved by the CPM's in coordination with the Die Manufacturing Division Head.

If applicable, the CPM's will inform each apprentice of the availability of college credit offered by partnering community colleges.

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 apprentice's Die Manufacturer Division Head will take appropriate disciplinary action and may cancel 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 CPM's will monitor and document the apprentice's progress in related instruction classes.

The CPM's will secure competent instructors/Wage Leader Trainers (WLT) whose knowledge, experience, and ability to teach will be carefully examined and monitored. If applicable, the CPM's may require the instructors to attend the courses offered by partnering community colleges.

### **SECTION XIII. - 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 XIV. - SUPERVISION OF APPRENTICES - Title 29 CFR 29.5(b)(14)**

The United States Mint will be responsible for the OJL of apprentices. Apprentices will be under the supervision of the Die Manufacturing Division Supervisor to whom the apprentice reports, and under the direct oversight of the WLT to whom the apprentice is assigned. The Die Manufacturing Division Supervisor will, with the advice and assistance of the CPM, be responsible for the apprentice's work assignments. The Die Manufacturer Division Supervisor must ensure the apprentice is working under the supervision of a skilled journeyworker and receives a performance evaluation consistent with the United States Mint performance appraisal system. The CPM must complete and maintain progress reports for each apprentice.

No apprentice will be allowed to train without supervision.

### **SECTION XV. - RECORDS AND EXAMINATIONS - Title 29 CFR 29.5(b)(6)**

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

Before each period of advancement, the CPM jointly with the Die Manufacturer Supervisor will evaluate the apprentice's record to determine whether he or she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the CPM and the Die Manufacturer Supervisor 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 Die Manufacturer Supervisor may initiate a performance improvement plan with the apprentice, consistent with United States Mint policy.

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

#### **SECTION XVI. - MAINTENANCE OF RECORDS - Title 29 CFR 29.5(b)(23)**

The United States Mint has a requirement that the CPM's will maintain for a period of seven (7) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records shall permit identification of minority and female (minority and non-minority) participants. The records will be made available on request to the Registration Agency.

#### **SECTION XVII. - 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 CPM, jointly with the Die Manufacturer Division Head, shall so certify in writing to the Registration Agency, and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests shall be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

**Certificate of Training** - A Certificate of Training may be issued by the U.S. Department of Labor's, Office of Apprenticeship Administrator to an apprentice that has successfully met the requirements to receive an interim credential.

#### **SECTION XVIII. - 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 all new apprentices to be registered, reinstatements, credit granted, suspensions for any reason, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

## **SECTION XIX. - CANCELLATION AND DEREGISTRATION - Title 29 CFR 29.5(b)(18)**

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

The United States Mint 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 United States Mint 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 United States Mint will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.7.

## **SECTION XX. - AMENDMENTS OR MODIFICATIONS - Title 29 CFR 29.5(b)(18)**

These Standards may be amended or modified at any time by the Apprenticeship Committee provided that no amendment or modification adopted shall alter any Apprenticeship Agreement in force at the time without the consent of all parties. All such amendments and modifications must be approved by the Deputy Director of the United States Mint. Approved amendments or modifications will be submitted to the Registration Agency, for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

## **SECTION XXI. - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE - Title 29 CFR 29.5(b)(22)**

The CPM's and the Plant Managers of the United States Mints at Denver and Philadelphia will have full authority to supervise the enforcement of these Standards. The Plant Manager's decision will be final and binding on the employer and the apprentice, unless otherwise noted below.

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

## **Title 29 CFR 29.7(k)**

For issues regarding wages, hours, working conditions, and other issues, apprentices may seek resolution through the United States Mint's applicable negotiated grievance procedures.

All complaints will be processed in accordance with the current Collective Bargaining Agreement. 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 title and address of the appropriate authority to receive, process and make disposition of complaints are:

Certification Program Manager  
United States Mint – Philadelphia  
151 North Independence Mall East  
Philadelphia, PA 19106-1886

Certification Program Manager  
United States Mint – Denver  
320 West Colfax Avenue  
Denver, CO 80204-2693

## **SECTION XXII. - COLLECTIVE BARGAINING AGREEMENTS**

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

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

## **SECTION XXIII. - 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:

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

If the United States Mint is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Standards the United States Mint will make every effort to refer the apprentice with his/her consent to the Registration Agency or One Stop for placement into another registered apprenticeship program. This will provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program. The United States Mint will also make available to the apprentice and the receiving employer the apprentice's training record. The apprentice must receive credit from the new employer for the training already satisfactorily completed.

#### **SECTION XXIV. - RESPONSIBILITIES OF THE APPRENTICE**

Apprentices, having read these Standards and signed the Apprenticeship Agreement, agree to all the terms and conditions contained therein and agree to abide by the rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as deemed necessary to become a skilled Die Manufacturer.

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

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the United States Mint in accordance with the provisions of these Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the United States Mint.
- C. Attend and satisfactorily complete the required hours in the on-the-job learning and in related instruction in subjects related to the occupation as provided under these Standards.
- D. Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by the United States Mint.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.
- F. Work for the employer to whom the apprentice is assigned for the completion of the apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is canceled.

## **SECTION XXV. - TECHNICAL ASSISTANCE**

Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, community colleges and technical schools may be requested to advise the United States Mint.

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

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

The Department of Treasury, United States Mint Die Manufacturer Apprenticeship Committee, hereby adopts these Standards of Apprenticeship on this \_\_\_\_\_, Day of (Insert Month/Year).

\_\_\_\_\_  
**Philadelphia Plant Manager**

\_\_\_\_\_  
**Denver Plant Manager**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

Program Registered incorporating the Basic Standards established by the U.S. Department of Labor, Office of Apprenticeship.

By \_\_\_\_\_  
SIGNATURE OF THE REGIONAL DIRECTOR DATE

\_\_\_\_\_  
U.S. Department of Labor, Employment & Training Administration, Office of Apprenticeship  
REGIONAL DIRECTOR

By \_\_\_\_\_  
SIGNATURE OF THE STATE DIRECTOR DATE

\_\_\_\_\_  
U.S. Department of Labor, Employment & Training Administration, Office of Apprenticeship  
STATE DIRECTOR

## WORK PROCESS SCHEDULE

### APPENDIX A

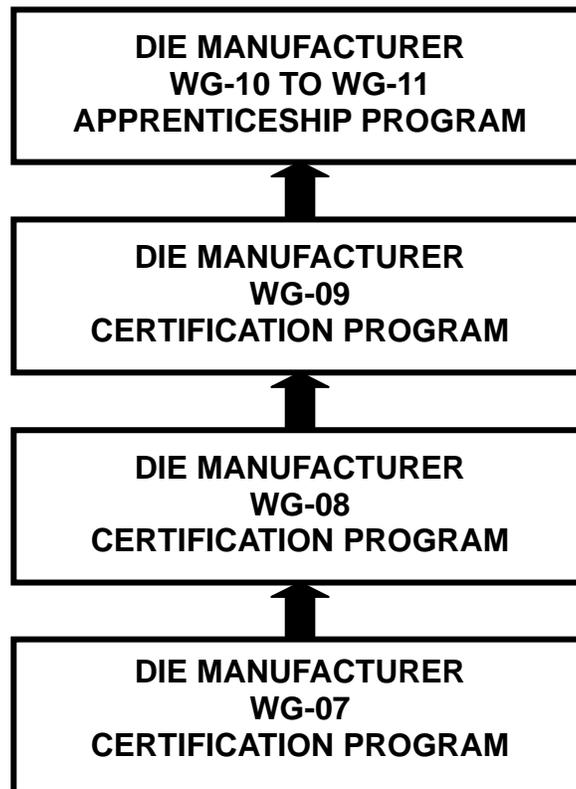
This Appendix is attached to and a part of these Standards for the following identified occupations.

<b>OCCUPATION</b>	<b>PAGE</b>
Die Manufacturer Career LATTICE	A-2
Die Manufacturer WG-07 Certification Requirements	A-4
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Work Process Schedule for the WG-10 Level of the Apprenticeship Program	A-14
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NIMS Credential: Level I CNC Turning Requirements	A-21
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## **DIE MANUFACTURER CAREER LATTICE**

The Die Manufacturer Career LATTICE is a strategic initiative unique to the United States Mint that will provide career growth and advancement opportunities for employees while enhancing the quality and maintain the high level of skill and competence required to manufacture dies to Treasury Department standards. The Die Manufacturer Career LATTICE will standardize die manufacturing processes and improve productivity through fostering flexibility by encouraging and rewarding employees for gaining skills associated with the die manufacturing process.

## **DIE MANUFACTURER CAREER LATTICE**



The Die Manufacturer Career Lattice will serve as a catalyst for developing an optimal workforce and workplace culture by improving employee skills, empowering employees to take ownership of their own career development, and creating partnerships for promoting a more cohesive and effective work environment.

1. Only Die Manufacturing employees will participate in the **Die Manufacturer Apprenticeship Program**.
2. The **Die Manufacturer Career-Lattice** and Selection of Apprentices is based on the Code of Federal Regulations, Title 29, **CFR part 30.5**, Selection of Apprentices, Part (b) Selection methods; (3) Selection from pool of current employees; (i) Selection. The United States Mint may select apprentices from an eligibility pool of the workers already employed by the United States Mints at Philadelphia and Denver in a manner prescribed by a collective bargaining agreement (CBA) where such exists, or by the United States Mint's established promotion policy. The United States Mint shall establish goals and timetables for the selection of minority and female apprentices, unless the Mint concludes, in accordance with the provisions of 30.4 (d), (e), and that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and non-minority) in the apprenticeship of journey worker crafts represented by the program.

**UNITED STATES MINT  
DIE MANUFACTURER CERTIFICATION PROGRAM  
WG-07 CERTIFICATION PROGRAM**



Able to perform competency without assistance.



Able to perform competency with some detailed instruction at the beginning of the assignment, and/or may have a question or two during the course of the assignment.



Needs additional training: Would benefit from added experience performing the competency.

	<b>WG-07 CORE COMPETENCIES</b>	
	<b>DIE VAULT ATTENDENT</b>	
1.	Computer Skills: DIS	
2.	Computer Skills: Oracle	
3.	Computer Skills: Microsoft Office	
4.	Die Identification	
5.	Die Manufacturer Process	
6.	Customer Production Recognition.	
7.	Inventory Management	
8.	General Machine Knowledge and Operation	
9.	Security Procedures for Dies: Issuing Dies	
10.	Security Procedures for Dies: Receiving Dies	
11.	Security Procedures for Dies: Die Destruction.	
	<b>HUBBING PRESS OPERATOR</b>	
12.	General Machine Knowledge and Operation	
13.	Measuring Tool Competencies	
14.	Computer Skills (Machine Operation)	
15.	Inspection of dies (Image and Size)	
16.	Basic Blueprint Reading	
	<b>HARD AND SOFT CLEANERS</b>	
17.	Inspection of dies (Image and Size)	
18.	Eye - Hand Coordination	

**UNITED STATES MINT  
DIE MANUFACTURER CERTIFICATION PROGRAM  
WG-07 CERTIFICATION PROGRAM (CONTINUED)**



Able to perform competency without assistance.



Able to perform competency with some detailed instruction at the beginning of the assignment, and/or may have a question or two during the course of the assignment.



Needs additional training: Would benefit from added experience performing the competency.

	<b>WG-07 CORE COMPETENCIES</b>	
	<b>DIE SERIALIZER</b>	
19.	General Machine Knowledge and Operation	
20.	Computer Skills (Machine Operation)	
21.	Inspection of dies (Image and Serial Number)	
	<b>BUFFER-POLISHER/PROOF POLISHING</b>	
22.	Light Industrial Finishing Operation	
23.	Hand/Eye Coordination.	
24.	Visual Inspection	
	<b>GERBER POLISHING/LASER TEXTURING</b>	
25.	Computer Skills	
26.	General Machine Knowledge and Operation	
27.	Visual Inspection	
	<b>GENERAL COMPETENCIES</b>	
28.	Oral Communication - Explains machine problems to mechanics. Understands verbal instructions.	
29.	Reading - Reads and understands log books and written turnovers from other shifts. Understands written instructions.	
30.	Writing - Fills out log books and writes turnovers to other shifts. Prepares die shipment documents, such as transportation requests. Understands and balances vault in/out sheets.	

**UNITED STATES MINT  
DIE MANUFACTURER CERTIFICATION PROGRAM  
WG-07 CERTIFICATION PROGRAM (CONTINUED)**



Able to perform competency without assistance.



Able to perform competency with some detailed instruction at the beginning of the assignment, and/or may have a question or two during the course of the assignment.



Needs additional training: Would benefit from added experience performing the competency.

	<b>WG-07 CORE COMPETENCIES</b>	
	<b>GENERAL COMPETENCIES (CONTINUED)</b>	
31.	Mathematic Skills - Proficient in basic arithmetic skills, such as addition, subtraction, multiplication and division of regular numbers, fractions and decimals	
32.	Attention to detail - Maintain 100% accuracy of die accountability in the die vault at all times. Die image recognition and detail is tantamount to hubbing and hard cleaning a usable die. Must be able to recognize discrepancies in die images	
33.	Teamwork - Gives input to other team members about any issues pertinent to the Die Division. Helps out when asked by other team members	
34.	Technology Applications - Use indicators to measure height and parallelism of dies. Experience in basic computer programs to complete die vault paperwork and navigate PC for die serialization. Knowledgeable about various hard cleaning tools and able to use appropriately	
35.	Safety and Security - Must be able to read and follow all safety and security guidelines and understand how and when to report discrepancies.	
36.	<b>COMPLETED ALL WG-07 CORE COMPETENCIES</b>	

**UNITED STATES MINT  
DIE MANUFACTURER CERTIFICATION PROGRAM  
WG-07 CERTIFICATION PROGRAM**

<b>RELATED INSTRUCTION PROGRAM - YEAR ONE</b>		
	<b>COURSE TITLE</b>	<b>HOURS</b>
1.	Die Manufacturer Safety Procedures and Practices	
2.	Computer Skills	
3.	Die Identification and the Die Manufacturer Process	
4.	Security Procedures for Dies	
5.	Hubbing Press Safety and Operation	
6.	Print Reading Skills: WG-07	
5.	Measuring Skills: WG-07	
7.	Die Inspection Skills	
8.	Fundamentals of Proof Polishing, Sandblasting and Laser Texturing	
9.	Fundamentals of Die Cleaning	
10.	Fundamentals of Serialization	
11.	Material Expediting Processes and Procedures	

**UNITED STATES MINT  
DIE MANUFACTURER CERTIFICATION PROGRAM  
WG-08 CERTIFICATION PROGRAM**



Able to perform competency without assistance.



Able to perform competency with some detailed instruction at the beginning of the assignment, and/or may have a question or two during the course of the assignment.



Needs additional training: Would benefit from added experience performing the competency.

	<b>WG-08 PREREQUISITE COMPETENCIES</b>	
	Applicants for the WG-08 Certification Program must be fully qualified as a WG-7 based on Certification Program criteria.	
	<b>WG-08 CORE COMPETENCIES</b>	
	<b>NIMS MEASUREMENT, MATERIALS, &amp; SAFETY LEVEL I CREDENTIAL</b>	
1.	Identify and Demonstrate Usage of Machine Safety and Personal Protective Equipment	
2.	Demonstrate Compliance with Lock-out/Tag-out Procedures	
3.	Demonstrate Compliance with OSHA Requirements and Guidelines	
4.	Machine Operations and Material Handling	
5.	Hazardous Materials Handling & Storage, including EPA, Hazmat, and OSHA	
6.	Part Inspection	
7.	Perform the Inspection of Parts	
8.	Process Control	
9.	Process Adjustment – Single Part Production	
10.	Participation in Processes Improvement	
11.	Job Process Planning	
12.	General Housekeeping & Maintenance	
13.	Preventative Maintenance - Machine Tools	
14.	Tooling Maintenance	
	<b>BLANKING CELL (Intermediate Level)</b>	
15.	Computer Skills (Machine Operation)	
16.	General Machine Knowledge and Operation	
17.	Basic Blueprint Reading	
18.	Measuring Tool Competencies	

**UNITED STATES MINT  
DIE MANUFACTURER CERTIFICATION PROGRAM  
WG-08 CERTIFICATION PROGRAM (CONTINUED)**



Able to perform competency without assistance.



Able to perform competency with some detailed instruction at the beginning of the assignment, and/or may have a question or two during the course of the assignment.



Needs additional training: Would benefit from added experience performing the competency.

	<b>WG-08 CORE COMPETENCIES</b>	
	<b>CNC LATHE (Intermediate Level)</b>	
19.	Computer Skills (Machine Operation)	
20.	General Machine Knowledge and Operation	
21.	Basic Blueprint Reading	
22.	Measuring Tool Competencies	
	<b>GENERAL COMPETENCIES</b>	
23.	Oral Communication - Explain machine problems and understand verbal instruction	
24.	Reading - Read and understand log books and written turnovers from other shifts. Understand written instructions. Understand die blueprints	
25.	Writing - Fill out log books and write turnovers to other shifts	
26.	Mathematic Skills - Proficient in basic arithmetic skills, such as addition, subtraction, multiplication and division of regular numbers, fractions and decimals. Must be able to understand machine numbers such as parameters and offsets and change them when needed	
27.	Attention to detail - Must be 100% certain of machine operations because of the danger involved in running a machine tool	
28.	Teamwork - Give input to other team members about any issues pertinent to the Die Division. Help out when asked by other team members	
29.	Technology Applications - Use indicators to measure height and parallelism of dies. Use micrometers to measure diameters of dies and other precision measuring tools as needed. Understand PC navigation to work through program and set-up pages on CNC equipment	
30.	Safety and Security - Must be able to read and follow all safety and security	
31.	Self-Management - Use standard methods and techniques based on individual's own initiative and observation to optimize equipment efficiency.	
32.	<b>COMPLETED ALL WG-08 CORE COMPETENCIES</b>	

**UNITED STATES MINT  
DIE MANUFACTURER CERTIFICATION PROGRAM  
WG-08 CERTIFICATION PROGRAM**

<b>RELATED INSTRUCTION PROGRAM - YEAR ONE</b>		
	<b>COURSE TITLE</b>	<b>HOURS</b>
1.	Blanking Cell Safety and Operation	
2.	Print Reading Skills: WG-08	
3.	Measuring Skills: WG-08	
4.	NIMS Measurement, Materials, & Safety	
5.	CNC Lathe Safety and Operation	
6.	CNC Lathe Programming	
7.	NIMS CNC Turning Level I	
	<b>Total Hours for the Year One</b>	

**UNITED STATES MINT  
DIE MANUFACTURER CERTIFICATION PROGRAM  
WG-09 CERTIFICATION PROGRAM**



Able to perform competency without assistance.



Able to perform competency with some detailed instruction at the beginning of the assignment, and/or may have a question or two during the course of the assignment.



Needs additional training: Would benefit from added experience performing the competency.

	<b>WG-09 PREREQUISITE COMPETENCIES</b>	
	Applicants for the WG-09 Certification Program must be fully qualified as a WG-07 and WG-08 based on Certification Program criteria.	
	NIMS MEASUREMENT, MATERIALS, & SAFETY LEVEL I CREDENTIAL	
	<b>WG-09 CORE COMPETENCIES</b>	
	<b>NIMS CHUCKING LEVEL I</b>	
1.	Turning Operations: Chucking	
	<b>BLANKING CELL</b> (Proficient)	
2.	Operational Experience to include Troubleshooting	
	<b>CNC LATHE</b> (Proficient)	
3.	Operational Experience to include Troubleshooting	
	<b>GRINDING</b> (Intermediate)	
4.	Computer Skills (Machine Operation)	
5.	General Machine Knowledge and Operation	
6.	Basic Blueprint Reading	
7.	Measuring Tool Competencies	
	<b>HEAT TREAT</b> (Intermediate)	
8.	Heat Treat Course for Beginners	
9.	Furnace Operation and Maintenance	
10.	Die Preparation for Furnaces	
11.	Die Preparation for Grinding	
12.	Hardness Testing	
13.	Sand Blast - Machine Operation and Maintenance	

**UNITED STATES MINT  
DIE MANUFACTURER CERTIFICATION PROGRAM  
WG-09 CERTIFICATION PROGRAM (CONTINUED)**



Able to perform competency without assistance.



Able to perform competency with some detailed instruction at the beginning of the assignment, and/or may have a question or two during the course of the assignment.



Needs additional training: Would benefit from added experience performing the competency.

	<b>WG-09 CORE COMPETENCIES</b>	
	<b>GENERAL COMPETENCIES</b>	
14.	Oral Communication - Use technical terms to clearly describe potential problems to mechanics. Understand verbal instruction.	
15.	Reading - Read and understand log books and written turnovers from other shifts. Understand written instructions. Understand die blueprints. Read specialized training	
16.	Writing - Fill out log books and write turnovers to other shifts.	
17.	Mathematic Skills - Proficient in basic arithmetic skills, such as addition, subtraction, multiplication and division of regular numbers, fractions and decimals. Must be able to understand machine numbers such as parameters and offsets and change them when needed.	
18.	Attention to detail - Must be 100% certain of machine operations because of the danger involved in running a machine tool	
19.	Teamwork - Solicit input from team members to solve a problem and consider different perspectives and opinions. Help out when asked by other team members.	
20.	Technology Applications - Use indicators to measure height and parallelism of dies. Use micrometers to measure diameters of dies and other precision measuring tools as needed. Must understand PC navigation to work through program and set up pages on CNC equipment. Must have background of heat treating operations	
21.	Safety and Security - Must be able to read and follow all safety and security guidelines and understand how and when to report discrepancies	
22.	Self-Management - Take own initiative to exercise problem solving techniques to increase utilization of equipment. Independently identify and utilize the tools and machines most appropriate to complete the assignment	
23.	Teaching Others - Explain technical operations to lower grade employees and supports continuous learning.	
24.	<b>COMPLETED ALL WG-09 CORE COMPETENCIES</b>	

**UNITED STATES MINT  
DIE MANUFACTURER CERTIFICATION PROGRAM  
WG 09 CERTIFICATION PROGRAM**

<b>RELATED INSTRUCTION PROGRAM</b>		
	<b>COURSE TITLE</b>	<b>HOURS</b>
1.	Industrial Mathematics I	
2.	Print Reading	
3.	Machine Tool Processes I (Turning Operations: Chucking)	
4.	Machine Tool Processes II (Turning Operations: Chucking)	
5.	NIMS Turning Operations: Chucking Level I	
6.	CNC Machine Tool Processes I	
7.	CNC Lathe Programming, Set-up and Operation	
8.	NIMS CNC Turning Level II	
9.	Metals and Metallurgy at the United States Mint	
10.	Heat Treatment and Metallurgy at the United States Mint	
	<b>Total Hours for the WG-09 CERTIFICATION PROGRAM</b>	

**WORK PROCESS SCHEDULE**  
**DIE MANUFACTURER REGISTERED APPRENTICESHIP PROGRAM**  
**DIE MANUFACTURER WG – 10**  
**(Existing Title: Tool and Die Maker)**  
**O\*NET-SOC CODE: 51-4111.00 RAPID CODE: 0586R-CL**



Able to perform competency without assistance.



Able to perform competency with some detailed instruction at the beginning of the assignment, and/or may have a question or two during the course of the assignment.



Needs additional training: Would benefit from added experience performing the competency.

	<b>WG-10 PREREQUISITE COMPETENCIES</b>	<b>APPROXIMATE HOURS</b>
	Applicants for the WG-10 to WG-11 Apprenticeship Program must be fully qualified as a WG-07, WG-08, and WG-09 based on Certification Program criteria.	
	<b>NIMS MEASUREMENT, MATERIALS, &amp; SAFETY LEVEL I CREDENTIAL</b>	
	<b>NIMS TURNING OPERATIONS: CHUCKING LEVEL I</b>	
	<b>NIMS CNC TURNING LEVEL I &amp; LEVEL II</b>	
	<b>WG-10 CORE COMPETENCIES</b>	
	<b>NIMS JOB PLANNING, BENCHWORK, AND LAYOUT LEVEL I</b>	80
1.	Manual Operations: Layout	
2.	Manual Operations: Bench work	
3.	Sawing	
4.	Job Process Planning	
	<b>NIMS DRILL PRESS SKILLS LEVEL I</b>	80
5.	Drilling Operations	
	<b>NIMS MILLING LEVEL I</b>	100
6.	Milling: Square Up a Block	
7.	Manual Milling: Vertical and Horizontal	
	<b>NIMS CNC TURNING LEVEL I</b>	180
8.	CNC Programming – Turning	
9.	CNC: Write a Simple CNC Turning Program and Review Tool Path	
10.	CNC: Operate a CNC Lathe	
	<b>NIMS CNC TURNING LEVEL II</b>	180
11.	CNC: Operate a CNC Lathe	

**WORK PROCESS SCHEDULE  
DIE MANUFACTURER WG – 10  
(Existing Title: Tool and Die Maker)**

**O\*NET-SOC CODE: 51-4111.00 RAPID CODE: 0586R-CL (CONTINUED)**

12.	CNC: Turning Centers	
	<b>NIMS CNC TURNING LEVEL III</b>	180
13.	CNC: Advanced Manual Programming	
14.	Use Manufacturing Modeling Software to Create Programs	
	<b>GRINDER (Proficient)</b>	520
15.	Operational Experience to include Troubleshooting	
16.	Programming Experience	
17.	Vision Programming Experience	
	<b>MANUFACTURE COLLARS &amp; SEGMENTS</b>	1040
18.	CNC Lathe Programming Class	
19.	Heat Treat - Shrink Fit Training	
20.	Manual I.D/O.D. Grinder - General Machine Knowledge and Operation	
21.	Surface Grinding - General Machine Knowledge and Operation	
22.	EDM - EDM Theory Class	
23.	EDM - General Machine Knowledge and Operation	
24.	Laser - Laser Theory Class	
25.	Laser Computer Programming	
26.	Laser - General Machine Knowledge and Operation	
	<b>MANUFACTURE TOOLING</b>	1640
27.	Operational Experience to include Troubleshooting	
	<b>GENERAL COMPETENCIES</b>	
28.	Oral Communication - Understand potential problems from lower grade employees Understand verbal instructions. Suggest possible improvements, in technical terms, to leaders and supervision	*
29.	Reading - Has passed a Blueprint Reading Course. Understand written instructions Read specialized training material and apply the information to on-the-job learning.	*
30.	Writing - Prepare complete, technical responses to supervisory and managerial inquiries and questions	*

**WORK PROCESS SCHEDULE  
DIE MANUFACTURER REGISTERED APPRENTICESHIP PROGRAM  
DIE MANUFACTURER WG – 10  
(Existing Title: Tool and Die Maker)**

**O\*NET-SOC CODE: 51-4111.00 RAPID CODE: 0586R-CL (CONTINUED)**

31.	Mathematical Skills - Has passed a College Level General Mathematics Course. Experienced in Geometry and Trigonometry	*
32.	Attention to detail - Must be 100% certain of all machine operations because of the danger involved in running a machine tool. Must fully understand the process of making die collars	*
33.	Teamwork - Encourages and facilitate group cohesion and teamwork. Cooperate within and across workgroups, as needed, to achieve goals	*
34.	Technology Application - Incorporate the latest machining technology and practices into die manufacturing	*
35.	Safety and Security - Must be able to read and follow all safety/security guidelines and understand how and when to report discrepancies	*
36.	Self-Management - Take own initiative to exercise problem solving techniques to increase utilization of equipment in the Die Division. Independently identifies and utilize the tools and machines most appropriate to complete the assignment	*
37.	Teaching Others - Provide comprehensive and highly technical guidance to Die Division personnel	*
38.	Flexibility - Respond quickly to the introduction of new tools and equipment by learning the complexities of them and sharing this knowledge with other team members.	*
	<b>GENERAL COMPETENCIES (CONTINUED)</b>	
39.	Decision Making - Recommend alternative approaches to solve technical problems to team leaders and supervision	*
40.	Leadership - Encourages the use of new tools and methods to improve team accomplishments and meet production goals. Enlist team members to explore and identify barriers for meeting team production goals. Actively support the Mint's goals, strategies, and directives regardless of personal opinion, and motivates others to participate and work towards Mint's objectives. Challenge the process, inspire a shared vision, and enable others to act by setting an example for others to follow	*
41.	<b>COMPLETED ALL WG-10 CORE COMPETENCIES</b>	
42.	<b>ISSUE INTERIM CREDENTIAL FOR WG-10</b>	
	<b>TOTAL HOURS</b>	<b>4000</b>

\*Qualified in MCAP WG-07 through WG-09 certification program, WG-10 related instruction courses, and through coaching while performing WG-10 Mint specific Operating Procedures.

**RELATED INSTRUCTION OUTLINE  
DIE MANUFACTURER APPRENTICESHIP PROGRAM  
DIE MANUFACTURER WG – 10  
(Existing Title: Tool and Die Maker)**

**O\*NET-SOC CODE: 51-4111.00 RAPID CODE: 0586R-CL (CONTINUED)**

<b>RELATED INSTRUCTION PROGRAM - YEAR ONE - FALL SEMESTER</b>		
	<b>COURSE TITLE</b>	<b>HOURS</b>
1.	Industrial Safety and Health (OSHA VPP)	48
2.	Machine Tool Processes I (NIMS Job Planning, Bench work, and Layout Level I)	72
	<b>Total Hours for the Year One Fall Semester</b>	<b>120</b>

<b>RELATED INSTRUCTION PROGRAM - YEAR ONE - SPRING SEMESTER</b>		
	<b>COURSE TITLE</b>	<b>HOURS</b>
3.	Machine Tool Processes II (NIMS Drill Press Skills Level I)	72
	<b>Total Hours for the Year One Spring Semester</b>	<b>72</b>

<b>RELATED INSTRUCTION PROGRAM - YEAR TWO - FALL SEMESTER</b>		
	<b>COURSE TITLE</b>	<b>HOURS</b>
4.	Machine Tool Processes III (NIMS Turning Between Centers Level I)	72
	<b>Total Hours for the Year Two Fall Semester</b>	<b>72</b>

<b>RELATED INSTRUCTION PROGRAM - YEAR TWO - SPRING SEMESTER</b>		
	<b>COURSE TITLE</b>	<b>HOURS</b>
5.	Geometric Dimensioning and Tolerance	36
	<b>Total Hours for the Year Two Spring Semester</b>	<b>36</b>
	<b>Total Hours of Related Instruction for WG-10 Requirements</b>	<b>300</b>

**WORK PROCESS SCHEDULE**  
**DIE MANUFACTURER REGISTERED APPRENTICESHIP PROGRAM**  
**DIE MANUFACTURER WG – 11**  
**(Existing Title: Tool and Die Maker)**  
**O\*NET-SOC CODE: 51-4111.00 RAPID CODE: 0586R-CL**



Able to perform competency without assistance.



Able to perform competency with some detailed instruction at the beginning of the assignment, and/or may have a question or two during the course of the assignment.



Needs additional training: Would benefit from added experience performing the competency.

	<b>WG-11 PREREQUISITE COMPETENCIES</b>	<b>APPROXIMATE HOURS</b>
	Apprentices progressing to the WG-11 Level in the Apprenticeship Program must be fully qualified as a WG-07, WG-08, WG-09, and WG-10 based on Certification Program criteria.	
	NIMS MEASUREMENT, MATERIALS, & SAFETY LEVEL I CREDENTIAL	
	NIMS TURNING OPERATIONS: CHUCKING LEVEL I	
	NIMS TURNING BETWEEN CENTERS LEVEL I	
	NIMS JOB PLANNING, BENCHWORK, AND LAYOUT LEVEL I	
	NIMS DRILL PRESS SKILLS LEVEL I	
	NIMS MILLING LEVEL I	
	NIMS CNC TURNING LEVEL I	
	NIMS CNC TURNING LEVEL II	
	NIMS CNC TURNING LEVEL III	
	<b>WG-11 CORE COMPETENCIES</b>	
	<b>MANUFACTURES PARTS</b>	4000
1.	CNC Programming	
2.	Geometric Dimensioning & Tolerance	
3.	Operational Experience to include Troubleshooting	
	<b>GENERAL COMPETENCIES</b>	
4.	Oral Communication - Understand potential problems from lower grade employees. Understand verbal instructions. Suggest possible improvements, in technical terms, to leaders and supervision	*
5.	Reading - Has passed a Blueprint Reading Course. Understand written instructions. Read specialized training materials and apply the information to on-the-job learning	*

**WORK PROCESS SCHEDULE**  
**DIE MANUFACTURER REGISTERED APPRENTICESHIP PROGRAM**  
**DIE MANUFACTURER WG – 11**  
(Existing Title: Tool and Die Maker)  
**O\*NET-SOC CODE: 51-4111.00 RAPID CODE: 0586R-CL (CONTINUED)**

<b>WG-11 CORE COMPETENCIES</b>		<b>APPROXIMATE HOURS</b>
6.	Writing - Prepare complete, technical responses to supervisory and managerial inquiries and questions	
7.	Mathematical Skills - Has passed a College Level General Mathematics Course. Experienced in Geometry and Trigonometry	*
8.	Attention to detail - Must be 100% certain of all machine operations because of the danger involved in running a machine tool. Must fully understand the process of making die collars	*
9.	Teamwork - Encourage and facilitate group cohesion and teamwork. Cooperate within and across workgroups, as needed, to achieve goals	*
10.	Technology Application - Incorporate the latest machining technology and practices into die manufacturing	*
11.	Safety and Security - Must be able to read and follow all safety/security guidelines and understand how and when to report discrepancies	*
12.	Self-Management - Take own initiative to exercise problem solving techniques to increase utilization of equipment in the Die Division. Independently identify and utilize the tools and machines most appropriate to complete the assignment	*
13.	Teaching Others - Provide comprehensive and highly technical guidance to Die Division personnel	*
14.	Flexibility - Responds quickly to the introduction of new tools and equipment by learning the complexities of them and sharing this knowledge with other team members	*
15.	Decision Making - Recommend alternative approaches to solve technical problems to team leaders and supervision	*
16.	Leadership - Encourage the use of new tools and methods to improve team accomplishments and meet production goals. Enlist team members to explore and identify barriers for meeting team production goals. Actively support the Mint's goals, strategies, and directives regardless of personal opinion, and motivates others to participate and work towards Mint's objectives. Challenge the process, inspire a shared vision, and enable others to act by setting an example for others to follow	*
17.	<b>COMPLETED ALL WG-11 CORE COMPETENCIES</b>	
18.	<b>ISSUE CERTIFICATE OF COMPLETION OF APPRENTICESHIP</b>	
	<b>TOTAL HOURS</b>	<b>4000</b>

**RELATED INSTRUCTION OUTLINE  
DIE MANUFACTURER APPRENTICESHIP PROGRAM  
DIE MANUFACTURER WG – 11  
(Existing Title: Tool and Die Maker)  
WG-11 REQUIREMENTS**

**O\*NET-SOC CODE: 51-4111.00 RAPID CODE: 0586R-CL (CONTINUED)**

<b>RELATED INSTRUCTION PROGRAM - YEAR THREE - FALL SEMESTER</b>		
	<b>COURSE TITLE</b>	<b>HOURS</b>
1.	Machine Tool Processes IV (NIMS Milling Level I)	72
	<b>Total Hours for the Year Three Fall Semester</b>	<b>72</b>

<b>RELATED INSTRUCTION PROGRAM - YEAR THREE - SPRING SEMESTER</b>		
	<b>COURSE TITLE</b>	<b>HOURS</b>
2.	Industrial Mathematics II	36
	<b>Total Hours for the Year Three Spring Semester</b>	<b>36</b>

<b>RELATED INSTRUCTION PROGRAM - YEAR FOUR - FALL SEMESTER</b>		
	<b>COURSE TITLE</b>	<b>HOURS</b>
3.	Machine Tool Processes V (NIMS CNC Turning Level III)	72
4.	Metals and Metallurgy at the United States Mint	36
	<b>Total Hours for the Year Four Fall Semester</b>	<b>108</b>

<b>RELATED INSTRUCTION PROGRAM - YEAR FOUR - SPRING SEMESTER</b>		
	<b>COURSE TITLE</b>	<b>HOURS</b>
5.	Heat Treatment and Metallurgy at the United States Mint	36
6.	Soft Skills Training	40
	<b>Total Hours for the Year Four Spring Semester</b>	<b>76</b>

	<b>Total Hours of Related Instruction for WG-11 Requirements</b>	<b>292</b>
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**6 Hours per Week for 12 Weeks = 72 Hours per Semester**

**3 Hours per Week for 12 Weeks = 36 Hours per Semester**

## **NIMS CREDENTIAL: Level I CNC Turning**

### **1. CNC Programming - Turning**

**Duty:** Using the principles of Cartesian coordinates develop a program for the manufacture of a simple part.

**Performance Standard:** Given a computer and a basic CNC software program, and a blueprint for part comparison, apply the principles of two-dimensional coordinate planes in the development of a simple program for the production of the part on a CNC lathe or CNC turning center.

**PERFORMANCE OBJECTIVES:** (What an apprentice must know and/or do to perform the work competently).

- a. The apprentice will be able to describe the functions and use of basic G and M codes.
- b. The apprentice will be able to identify coordinates on a blueprint with respect to an origin.
- c. The apprentice will be able to implement linear interpolation into a program to cut straight lines between two points.
- d. The apprentice will be able to implement circular interpolation into a program to cut true arcs and circles, using I & J (arc vector) and R (radius value) methods.
- e. The apprentice will be able to write a program using the appropriate format for a particular machine control, and work from a process plan to get guidance for sequences, steps, procedures, machining parameters, etc., that will be used.

### **2. CNC: Write a Simple CNC Turning Program and Review Tool Path**

**Duty:** Using a computer and editor software write simple CNC programs using M and G codes from the *Machinery's Handbook*. Simple programs are single plane, cutter centerline, linear and circular interpolation, and single cutter, with no canned cycles as specified on the print.

**Performance Standard:** Given a part print with the tool path shown, and the computer with editor software; write a program including speeds and feeds, to drive a cutting tool through a continuous path following the geometry of a part requiring the development of a linear interpolation tool path as well as circular interpolation. Store the program on computer media.

**PERFORMANCE OBJECTIVES:** (What an apprentice must know and/or do to perform the work competently).

- a. The apprentice will be able to describe the functions and use of basic G and M codes.
- b. The apprentice will be able to identify coordinates on a blueprint with respect to an origin.

- c. The apprentice will be able to calculate and implement speeds and feeds for proper tool life and surface finish.
- d. The apprentice will be able to implement linear interpolation into a program to cut straight lines between two points.
- e. The apprentice will be able to implement circular interpolation into a program to cut true arcs and circles, using the I & J (arc vector), and R (radius value) methods.
- f. The apprentice will be able to write a program using the appropriate format for a particular machine control, and work from a process plan to get guidance for sequences, steps, procedures, machining parameters, etc., that will be used.

### 3. Level I CNC: Operate a CNC Lathe

**Duty:** Operate a CNC Lathe

**Performance Standard:** Given a CNC lathe, create a qualified CNC program, set-up and operate the lathe, change tool values as necessary, replace and qualify tooling as necessary.

## NIMS CREDENTIAL: Level II CNC Turning

### 4. Level II CNC: Operate a CNC Lathe

**Duty:** Operate a CNC Lathe

**Performance Standard:** Given a CNC lathe, create a qualified CNC program, set-up and operate the lathe, change tool values as necessary, replace and qualify tooling as necessary.

**PERFORMANCE OBJECTIVES:** (What an apprentice must know and/or do to perform the work competently).

- a. The apprentice will be able to describe the functions and use of basic G and M codes.
- b. The apprentice will be able to identify coordinates on a blueprint with respect to an origin.
- c. The apprentice will be able to calculate and implement speeds and feeds for proper tool life and surface finish.
- d. The apprentice will be able to write a program using the appropriate format for a particular machine control, and work from a process plan to get guidance for sequences, steps, procedures, machining parameters, etc., that will be used.
- e. The apprentice will be able to install and qualify the required tooling for the program.
- f. The apprentice will be able to mount, locate, and set the origin of the work piece on a CNC lathe.

- g. The apprentice will be able to load a program, create a CNC-link, or enter a program via control keyboard into a CNC lathe control.
- h. The apprentice will be able to safely execute a program for its first run (debugging).

## **NIMS CREDENTIAL: Level III CNC Turning**

### **5. CNC: Advanced Manual Programming**

**Duty:** Using a computer and editor, write sophisticated programs. Sophisticated programs will contain various combinations of change of plane, canned cycles, will employ multiple tools, cutter offsets, linear, circular, and helical interpolation as well as requiring the matching of surfaces along lines and points of tangency in 3 axis. All results will be stored on computer media.

**Performance Standard:** Given a blueprint and a process plan, write a program to drive a collection of tooling through the tool paths needed to produce the part shown on the blueprint. The program will require change of tools, change of planes, use of canned cycles, and tool offsets. Use a computer to write and store the program.

**PERFORMANCE OBJECTIVES:** (What an apprentice must know and/or do to perform the work competently).

- a. The apprentice will be able to identify coordinates with respect to an origin.
- b. The apprentice will be able to calculate and implement speeds and feeds for proper tool life and surface finish.
- c. The apprentice will be able to write a program using the appropriate format for a particular machine control, and work from a process plan to get guidance for sequences, steps, procedures, machining parameters, etc., that will be used.
- d. The apprentice will be able to implement circular interpolation into a program to cut true arcs and circles, using the I & J (arc vector), and R (radius value) methods.
- e. The apprentice will be able to implement automatic cutter radius compensation.
- f. The apprentice will be able to change and perform machining on different work planes.
- g. The apprentice will be able to program helical interpolation.
- h. The apprentice will be able to form and solve triangular constructions on a blueprint to find missing coordinates.

### **6. Use Manufacturing Modeling Software to Create Programs**

**DUTY:** Create programs using a manufacturing modeling software package.

**Performance Standard:** Given a blueprint, use a graphics-based software package to develop a program to drive a collection of tooling through the tool paths needed to produce the part shown on the blueprint. The program will require change of tools, change of planes, use of "canned cycles." and tool offsets.

**PERFORMANCE OBJECTIVES:** (What an apprentice must know and/or do to perform the work competently).

- a. The apprentice will be able to identify coordinates with respect to an origin.
- b. The apprentice will be able to calculate and implement speeds and feeds for proper tool life and surface finish.
- c. The apprentice will be able to identify and use menus, and icons used in the software package.
- d. The apprentice will be able to draw basic geometric shapes and constructions.
- e. The apprentice will be able to edit basic geometric shapes and constructions.
- f. The apprentice will be able to create tool paths for contour milling, pocketing, drilling, and tapping.
- g. The apprentice will be able to post-process tool paths into programs.

7. Job Execution: **CNC Turning Centers**

**DUTY:** Set-up and operate turning centers.

**Performance Standard:** Set-up the tooling and work piece. Qualify the work piece to the control. Prepare tools or load tools into tool magazine as required, qualify the tools to the control with respect to the work, match their identity to the program. Establish initial tool values or offsets. The part specified should have at least two diameters within  $\pm .001$ , one UNC external thread, one UNF external thread, an appropriate taper at each end of the part, and require an end-for-end swap.

**UNITED STATES MINT**  
**DIE MANUFACTURER APPRENTICESHIP PROGRAM**  
**WG-10 to WG-11 APPRENTICESHIP PROGRAM**  
**APPRENTICESHIP WAGE SCHEDULE**  
**DIE MANUFACTURER WG-11**  
**(Existing Title: Tool and Die Maker)**  
**O\*NET-SOC CODE: 51-4111.00 RAPIDS CODE: 0586R-CL**

	<b>TIME FRAME</b>	<b>WG GRADE</b>	<b>WG STEP</b>	<b>WG RATE</b>	<b>PERCENT OF JOURNEYWORKERS HOURLY RATE</b>
1.	0-26 Weeks	10	1	\$23.11	86.00 % of Journeyworkers Hourly Rate
2.	27-104 Weeks	10	2	\$24.07	89.56 % of Journeyworkers Hourly Rate
3.	105-208 Weeks	11	2	\$25.01	93.23 % of Journeyworkers Hourly Rate

The journeyworker hourly rate as of January 4, 2009 was \$25.99, the 3<sup>rd</sup> step of a WG Grade 11

**Note:** "Wage grade hourly rates are subject to change per annual cost of living adjustment (COLA) determinations.

**Appendix B**  
**AER Sponsor Manual**  
**ETA-671 Apprenticeship Agreement**



**APPRENTICE REGISTRATION-SECTION II**

OMB No. 1205-0223 Expires: 01/31/2012

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

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

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

1. Name (Last, First, Middle) and Address      *Social Security Number  (No., Street, City, State, Zip Code, Telephone Number)		Answer Both A and B ( <b>Voluntary</b> ) (Definitions on reverse)  4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino  b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White	5. Veteran Status (Mark one)  <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran  6. Education Level (Mark one)  <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical Training
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Mark one)  <input type="checkbox"/> Male <input type="checkbox"/> Female	7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Incumbent Worker <input type="checkbox"/> Adult <input type="checkbox"/> Youth <input type="checkbox"/> Dislocated Worker <input type="checkbox"/> Trade Adjustment Assistance <input type="checkbox"/> Job Corps <input type="checkbox"/> School-to-Registered Apprenticeship <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Direct Entry:	
8. Signature of Apprentice      Date		9. Signature of Parent/Guardian (if minor)      Date	

**PART B: SPONSOR:**

10. Sponsor Program No.  Sponsor Name and Address (No. Street, City, County, State, Zip Code)	11a. Trade/Occupation (The work processes listed in the standards are part of this agreement).		
17a. Related Instruction (Number of Hours Per Year)	11b. Occupation Code		12. Term (Hrs., Mos., Yrs.)
	14. Credit for Previous Experience (Hrs., Mos., Yrs.)		13. Probationary Period (Hrs., Mos., Yrs.)
17b. Apprentice Wages for Related Instruction  <input type="checkbox"/> Will Be Paid		15. Term Remaining (Hrs., Mos., Yrs.)	16. Date Apprenticeship Begins
17c. Related Training Instruction Source			

18. Wages: (Instructions on reverse)	18a. Pre-Apprenticeship Hourly Wage \$ _____ Apprentice's Entry Hourly Wage 18b. \$ _____ Journeyworker's Hourly Wage 18c. \$ _____		
Check Box 18d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.	Period 1      2      3      4      5      6      7      8      9      10		
18e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>			
19. Signature of Sponsor's Representative(s)      Date Signed	21. Name and Address of Sponsor Designee to Receive Complaints (If applicable)		
20. Signature of Sponsor's Representative(s)      Date Signed			

**PART C: TO BE COMPLETED BY REGISTRATION AGENCY**

22. Registration Agency and Address	23. Signature (Registration Agency)	24. Date Registered
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25. Apprentice Identification Number (Definition on reverse):

**Item 4.a. Definitions:**

**Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

**Item 4.b. Definitions:**

**American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

**Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Item 7. Instructions:**

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry apply. Enter "Incumbent Worker" if the individual before becoming an apprentice was currently employed full-time by the sponsor or entities participating in the apprenticeship program (Military). Career linkage includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration (U.S. DOL/ETA) to states and local communities.

**Adult.** Also includes individuals participating in Native American Programs, and/or Migrant and Seasonal Farmworker Programs.

**Youth.** Includes Youth ages 16-21 years, and other concentrated Youth programs in designated areas.

**Dislocated Worker.** Includes an individual that has been terminated or laid off and is unlikely to return to the industry or occupation. It also includes a displaced homemaker who has been providing unpaid services to family members in the home, is no longer supported, and is unemployed or underemployed.

**Trade Adjustment Assistance.** Includes trade-affected workers who have become unemployed as a result of increased imports or shifts in production out of the United States.

**Job Corps.** Youth ages 16-24 years usually receiving services in a residential setting.

**School-to-Registered Apprenticeship.** Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

**YouthBuild.** Program transferred from the U.S. Department of Housing and Urban Development (HUD) to U.S. DOL/ETA in September 2006. It assists youth ages 16-24 to obtain education and skill training and advance toward post-secondary education and career pathways in construction and other high growth, high demand occupations while building affordable housing in their communities.

**HUD/STEP-UP.** Developed in conjunction with the U.S. Department of Housing and Urban Development (HUD). The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

**Direct Entry.** A graduate from an accredited technical training school, Job Corps training program, Youth Build Program, or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, fill in the name of the program.

**Item 18. Wage Instructions:**

18a. Pre-Apprentice hourly wage, sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

18b. Journeyworker's wage, sponsor enters wage per hour.

18c. Apprentice's entry hourly wage, (hourly dollar amount paid), sponsor enters this apprentice's entry hourly wage.

18d. Term, sponsor enters in each box the apprentice schedule of pay for each advancement period.

18e. Percent or dollar amount, sponsor marks one.

**Note:** 18b. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in item 18e. of this agreement.

18d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the on-the-job learning and the related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

18e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

**Example - 3 YEAR APPRENTICESHIP PROGRAM**

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

**Example - 4 YEAR APPRENTICESHIP PROGRAM**

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

**Item 21.** Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.6(k)).

**Item 25. Definition:** The Registered Apprenticeship Partners Information Data System (RAPIDS), formerly known as the Registered Apprenticeship Information System (RAIS), encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

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\*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Program Assessment Rating Tool (2005) of the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Employment Standards Administration, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

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The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Apprenticeship Information Management System (AIMS), which is now known as (RAPIDS) at the Office of Apprenticeship, U.S. Department of Labor. Data may be disclosed to a State Apprenticeship Council to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

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Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C.. 20210. (Paperwork Reduction Project 1205-0223).

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**APPENDIX B** (continued)



SPONSOR  
QUICK START  
GUIDE

## **APPENDIX B (continued)**

The purpose of this RAPIDS Sponsor's Quick Start Guide is to enable the new user to Access the system and perform the basic actions of registering, canceling and completing apprentices. For a more extensive and in depth discussion of the capabilities of the RAPIDS system please consult the complete edition of the RAPIDS manual.

### **Appendix B - Table of Contents**

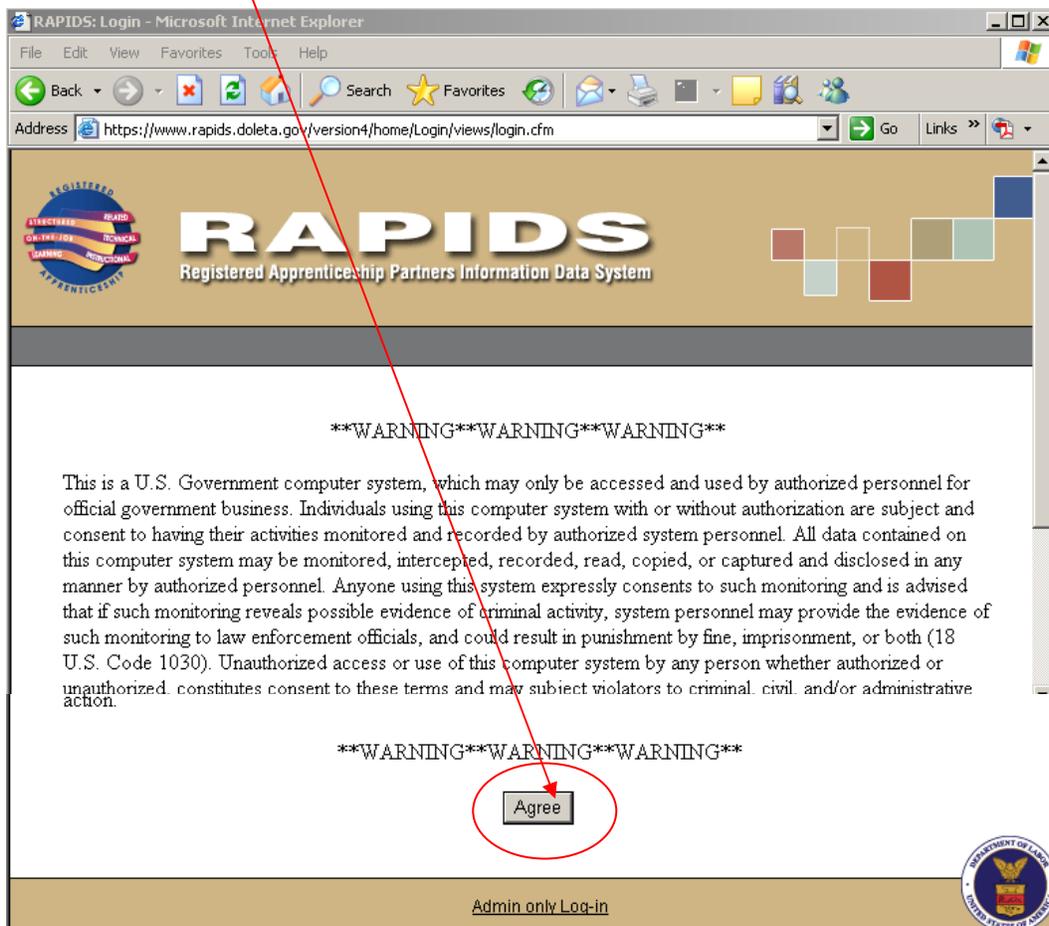
<b>1.1 Accessing the RAPIDS System.....</b>	<b>.....</b>
<b>page 32</b>	
<b>1.2 Log-in.....</b>	<b>.....</b>
<b>page 33</b>	
<b>1.3 Register Apprentice.....</b>	<b>.....</b>
<b>page 35</b>	
<b>1.4 Complete Apprentice.....</b>	<b>.....</b>
<b>page 38</b>	
<b>1.5 Cancel Apprentice.....</b>	<b>.....</b>
<b>page 41</b>	

## APPENDIX B (continued)

### 1.1 Accessing RAPIDS Website

**Note:** Before beginning the training session, please set up your computer and be ready for the training.  
To access RAPIDS:

1. At your browser address box (Internet Explorer is the preferred browser), enter the following URL in the IE Address Box:  
<https://www.rapids.doleta.gov>
2. The “Security Warning Message” screen appears.
3. Click **Agree**.
4. The RAPIDS login screen appears

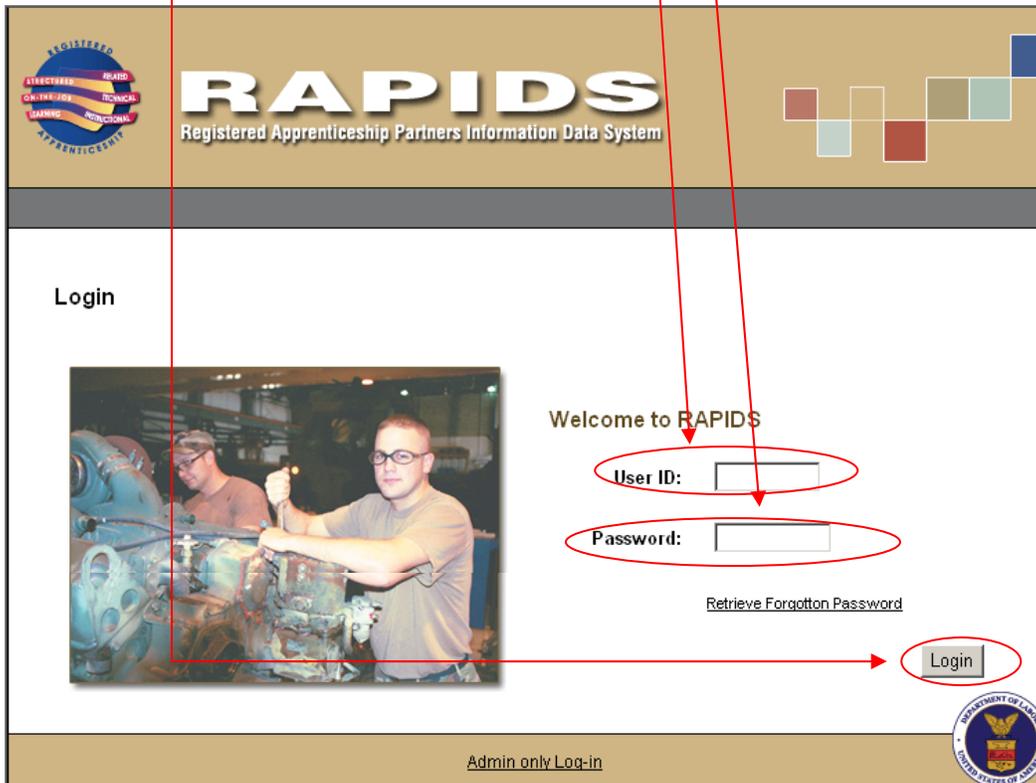


## APPENDIX B (continued)

### 1.2 Log In

These next few steps will show a user how to log in to RAPIDS and prepare to work on the various functions necessary to register apprentices and programs. To log in, follow the steps below:

1. Enter the User ID that was assigned to you in the USER ID box.
2. Enter the password that was assigned to you in the Password box.
3. Click on the **Login** button or press the **Enter** key on your keyboard.



The screenshot shows the RAPIDS login interface. At the top left is the logo for Registered Apprenticeship, which includes the words 'REGISTERED', 'STRUCTURED', 'ON-THE-JOB', 'LEARNING', 'TECHNICAL', and 'APPRENTICESHIP'. To the right of the logo is the text 'RAPIDS' in large, bold letters, with 'Registered Apprenticeship Partners Information Data System' underneath. Further right is a decorative graphic of colored squares. Below this header is a 'Login' section. On the left is a photograph of two men working on a large piece of machinery. To the right of the photo is the text 'Welcome to RAPIDS'. Below this are two input fields: 'User ID:' and 'Password:'. Both fields are circled in red. Below the password field is a link that says 'Retrieve Forgotten Password'. At the bottom right of the login section is a 'Login' button, also circled in red. A red arrow points from the 'Login' button to the 'Admin only Log-in' link at the bottom center of the page. In the bottom right corner, there is a circular seal for the 'DEPARTMENT OF LABOR' and 'UNITED STATES OF AMERICA'.

**APPENDIX B** (*continued*)

**Result:** The Home page will display, as shown below:



# RAPIDS

Registered Apprenticeship Partners Information Data System

Welcome, SP02656( [Logout](#) ) | [Help](#)

[Home](#)

[Programs](#)

[Apprentices](#)

General

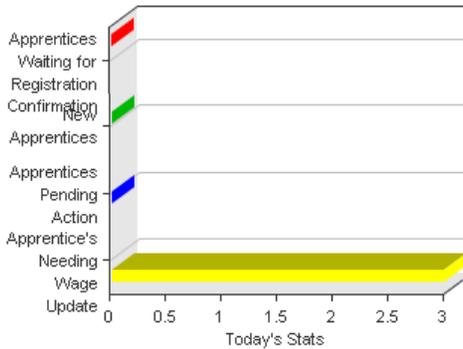
My Profile

Search:  For:   [Advanced Search](#)

Welcome, LARRY STARR (Program Sponsor)

### Performance At A Glance

Today's Stats: Larry Starr	
Apprentices Waiting for Registration Confirmation:	0
Apprentices Registered Today:	0
Incomplete Registrations:	0
Apprentices with changes pending:	0
Apprentice's Needing Wage Update:	3



Totals (Fiscal Year to Date)						
Program	Total Active Occupations	Total New Occupations FY To Date	Total Active Apprentices	Total New Apprentices FY To Date	Total Apprentices Completed FY To Date	Total Apprentices Suspended FY To Date
AK000710001	1	0	10	0	0	1

- Quick Links**
- [Register an apprentice](#)

### What's New



## APPENDIX B (continued)

### 1.3 Register Apprentice

From the Apprentice Main Page, click the Register tab.

Welcome, SP64619( [Logoff](#)) | [Help](#)

# RAPIDS

Registered Apprenticeship Partners Information Data System

Home Programs Apprentices

Register Complete Cancel

Search: Apprentices For: Type your text here after selection Go Advanced Search

Please select a program

**Apprentices**

Program: Select a Program...

Occupation: Select Occupation ...

Filter Reset

List Apprentices that are  Active  Inactive  Pending Registration  Incomplete Registration

Privacy Policy | Accessibility | Help | 0\*Net | Logoff

This function allows you to create a new apprentice record. The data elements of an apprentice record are organized into five sub-tabs:

- Program & Occupation
- Name & Address Info
- Ethnicity, Race, Education
- RTI Info
- Confirm & Sign

To create a new apprentice record, follow the steps for each section below:

**Note:** Entry is required in all fields with an asterisk (\*) beside the field name.

*On the Program & Occupation Section*

- Select a Program from the drop-down list.
- The system will display the occupation drop-down list. Select the occupation on the drop-down list.
- Click **Next** to proceed to Name & Address section.

1 Program & Occupation 2 Name & Address 3 Ethnicity, Race, Education 4 RTI Information 5 Confirm & Sign

Programs & Occupation

Choose Program: \* Select a Program...

Choose Occupation: \* Select one.....

\* denotes required fields

Next

Privacy Policy | Accessibility | User Feedback | Help | 0\*Net | Logoff

## APPENDIX B (continued)

### Confirm & Sign Section

Continue entering registration data. In order to complete the process of registering an apprentice, you must confirm by attaching your electronic signature as shown on the next page. When you have completed the last page of data entry, you will be taken to the bottom of a page showing the information you entered, with the Confirm & Sign function at the bottom.

If you wish to change or correct any of the data you entered before confirming, click the **Update** button that corresponds to the page you wish to correct.

**Apprentice Registration**

Last Name: SDFGV, First Name: SDV ID: AK07N003570

<b>1</b> Program & Occupation	<b>2</b> Name & Address	<b>3</b> Ethnicity, Race, Education	<b>4</b> RTI Information	<b>5</b> Confirm & Sign
-------------------------------	-------------------------	-------------------------------------	--------------------------	-------------------------

**Program & Occupation**

A-1 CONSTRUCTION

**Sponsor:** 7483 CHEBOYGAN STREET  
ALANSON, MI 49706

**Sponsor Program No:** MID09990013

**Trade/Occupation:** CARPENTER

**Occupation Code:** 0067

**Term:** 8000 Hours

**Probationary Period:** 1000 Hours

**Name and Address of Sponsor Designee to Receive Complaints(if applicable)**

**Designee:** No Designee Information for this Project

**Name Information**

**Last Name:** SDFGV  
**First Name:** SDV  
**Middle Name:**  
**SSN:**  
**Apprentice ID:** AK07N003570

**Address Information**

**Address:** SDFGV  
**City:** SDFGV  
**State:** AK  
**Zip Code:** 99999  
**Phone:**  
**E-mail:**  
**Date of Birth:** 01/01/1981  
**Gender:** Male

**Ethnicity, Race, Veteran Status, Education**

**Ethnic Group:** Hispanic

**Race:** Black

**Veteran Status:** Non-Veteran

**Education Level:** High School Graduate

<p align="center"><b>Career Linkage</b></p> <p>Military</p> <p align="right">Update</p>
<p align="center"><b>Related Training Information</b></p> <p><b>Related Training Instruction Provider:</b> AMERICAN FIRE SPRINKLER ASSOC.</p> <p><b>Total Length of Instruction:</b> 8000 Hours/ Year</p> <p><b>Are Wages Paid During Instruction?</b> Wages not paid</p> <p><b>Hours Instruction Provided:</b> During Non-Work Hours</p> <p><b>Term Length:</b> 8000 Hours</p> <p><b>Probationary Period:</b> 1000 Hours</p> <p><b>Credit for Previous Experience:</b> 50 Hours</p> <p><b>Credit for Previous RTE:</b> 50 Hours</p> <p><b>Term Remaining:</b> 7950 Hours</p> <p><b>Date Apprenticeship Begins:</b> 05/24/2007</p>
<p align="center"><b>Wages</b></p> <p><b>Prior Apprenticeship Wages:</b> 5.75 / Hour</p> <p><b>Apprentice's Entry Wages:</b> 8.00 / Hour</p> <p><b>Journeyworker's Wages:</b> 8.00 / Hour</p> <p align="right">Update</p>
<p align="center"><b>Current Status Information</b></p> <p><b>Status:</b> Incomplete Registration</p> <p><b>Status Last Updated:</b> 05/16/2007</p>
<p align="center"><b>Electronic Signature</b></p> <p>Sign this registration by clicking the box below. By signing here you are acknowledging that the information you have entered is accurate.</p> <p align="center">JAMES DEMERCADO - MI010</p> <p align="center"><input type="checkbox"/> Electronic Signature *</p>
<p align="center">Click the button below to complete this registration.</p> <p align="center">Save &amp; Complete Registration Request</p>
<p align="center"> <a href="#">Privacy Policy</a>            <a href="#">Accessibility</a>            <a href="#">User Feedback</a>            <a href="#">Help</a>            <a href="#">0*Net! Logoff</a> </p>

To complete the registration, **check the Electronic Signature box**, and then click the **Save & Complete Registration Request** button. You will be returned to the Apprentice List View page, with the new record added to the list.

**Note:** After the Apprentice Registration Request is complete, the ATR will review it. If it was approved, then the process is completed. If the ATR declines the Apprentice Registration, the Sponsor can review it on the List View and will have the option to re-submit it.

## APPENDIX B (continued)

### 1.4 Complete Apprenticeship

This function allows you to modify one or more apprentice records to reflect the completion of his or her apprenticeship. To complete an apprenticeship, click the Apprentice tab, then click the Complete sub tab. Select a program and occupation (optional). You will see the table of all active apprentices for which you are responsible, with a preview icon for each one, and a "Select" column on the left containing check-boxes with which to select apprentices for completion.

Home Programs Apprentices

Search Register Complete Cancel

Search: Apprentices For: Type your text here after selection Go Advanced Search

**Complete Apprentices**

Program: ABC ALASKA (AK000990003)

Occupation: All Occupations.....

Filter Reset

Rows 1 to 10 of 319 Rows per page: 10 Page

Select one or more Apprentices to: Review for Completion

Select All	No.	Id	Name	Indenture Date	Occupation	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK00E000223	EWARD, GREGORY T.	09/04/2007	PAINTER (CONST) - 0379	\$21.00	\$0.00		

To complete apprentices:

1. Check the box for each apprentice you wish to complete. To complete all of the apprentices in your list, click the Select All box at the top of the column.
2. Click the **Review for Completion** button above the table. You will be shown a table of all of the apprentices you have selected for completion.

Search: Apprentices For: Type your text here after selection Go Advanced Search

### Complete Apprentices

Program: AK HEAT & FROST INSULATORS JAT (AK000710001)

Occupation: All Occupations.....

Filter Reset

Rows 1 to 10 of 10

Select one or more Apprentices to: Review for Completion

Select All	No.	Id	Name	Indenture Date	Occupation	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK06N003555	NIXON, JACK	11/01/2006	INSULATION WORKER - 0909	\$22.32	\$26.15	04/23/2007	
<input type="checkbox"/>	2	AK06N003557	AYAY, RYAN	11/01/2006	INSULATION WORKER - 0909	\$19.13	\$19.61	03/10/2007	

## APPENDIX B (continued)

**Result:** System displays the Complete Apprentice form

### Complete Apprentice

**Program**

**Sponsor:** AK HEAT & FROST INSULATORS JATC  
P.O. BOX 203212  
ANCHORAGE, AK 99520

**Sponsor Program No.:** AK000710001

**Apprentices**

No.	Id	Name	Occupation	Completion Wage	Completion Date
1	AK06N003555	NIXON, JACK	INSULATION WORKER - 0909	*\$ 0.00	* <input type="text"/> (Ex. MM/DD/YYYY)
2	AK06N003557	AYAY, RYAN	INSULATION WORKER - 0909	*\$ 0.00	* <input type="text"/> (Ex. MM/DD/YYYY)

\* denotes required fields

Save & Submit Completion Quit

**Note:** Entry is required in *all* fields with an asterisk (\*) beside the field name.

3. Enter the Completion Wage for each apprentice.
4. Enter the Completion Date for each apprentice, in MM/DD/YYYY format; or click the calendar icon to select a date.
5. Click **Save & Submit Completion** to save your request, or **Quit** to cancel the operation.

## APPENDIX B (continued)

### To verify the Completion Record:

1. Click the Apprentice tab.
2. Select the Program name from the drop down list.
3. Select the occupation from the drop down list (option)
4. Select the "Inactive" option.

**Result:** The system will display the completed record(s) on the list

The screenshot shows a web browser window titled "Version 4: Apprentice - Microsoft Internet Explorer". The address bar displays the URL: <http://166.97.4.153/version4/apprentices/raishome.cfm?raisact=aapp.filterList>. The page has a navigation bar with tabs: Search, Register, Transfer, Complete, Cancel, Approve. Below the navigation bar is a search section with a dropdown menu set to "Apprentice", a "For:" field, and a "Go" button. There is also a link for "Advanced Search".

The main content area is titled "Apprentices" and includes the following filters:

- Show:  My Programs  All Programs
- State: MI
- Program: 2K TOOL (MI010050018)
- Occupation: All Occupations.....

Below the filters are "Filter" and "Reset" buttons. There is a section for "List Apprentices that are" with checkboxes for Active, Pending, and Inactive. The "Inactive" checkbox is checked. Below this is "Rows 1 to 1 of 1" and "Rows per page: 10".

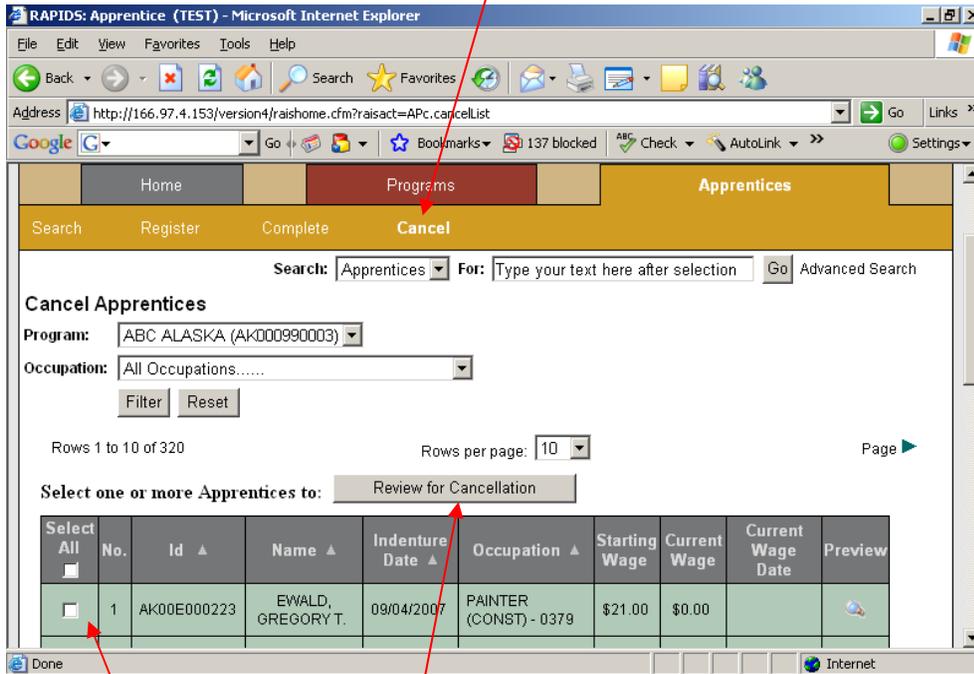
The table below shows the results of the search:

No.	Id	Name	Program Id	Occupation	Date Registered	Preview	Status
1	MI05N008706	SMITH, KEVIN	MI010050018	MOLD MAKER, DIE-CAST & PLASTIC MOLDING	05/11/2005		Completed

## APPENDIX B (continued)

### 1.5 Cancel Apprentices

This function allows you to cancel an apprentice's participation in an apprenticeship program. To cancel an apprentice, click the Apprentices tab, then click the **Cancel** sub tab. Select a program and occupation (optional). You will see the list of all active apprentices for which you are responsible, and a "Select" column on the left containing check-boxes with which to select apprentices for cancellation.



To cancel apprentices:

1. Check the box for each apprentice you wish to cancel. To cancel all of the apprentices in your list, click the **Select All** box at the top of the column.
2. Click the **Review for Cancellation** button above the list. You will be shown a list of all of the apprentices you have selected for cancellation, showing the apprentice's information, and the information about his/her program and occupation.

## APPENDIX B (continued)

**Result:** System displays the Cancel Apprentice form

Home Programs Apprentices

Register Complete **Cancel**

Search: Apprentices For: Type your text here after selection Go Advanced Search

### Cancel Apprentice

**Program**

**Sponsor:** AK HEAT & FROST INSULATORS JATC  
P.O. BOX 203212  
ANCHORAGE, AK 99520

**Sponsor Program No.:** AK000710001

**Apprentices**

No.	Id	Name	Occupation	Exit Wage
1	AK06N003555	NIXON, JACK	INSULATION WORKER - 0909	*\$ 0.00

**Cancellation Information**

**Cancellation Date:** \*  (Ex. MM/DD/YYYY)

**canceled in Probation Period?** \*  Yes  No

**Appeal Rights Explained?** \*  Yes  No

**Requested by?** \*  Sponsor  Apprentice

**Reason for Cancellation:** \* Choose one...

\* denotes required fields

Submit Cancellation Quit

**Note:** Entry is required in *all* fields with an asterisk (\*) beside the field name.

3. Enter the Cancellation Date for each apprentice, in MM/DD/YYYY format; or click the calendar icon to select a date.
4. Check whether the apprentice is being cancelled within his/her Probation Period.
5. Check whether the apprentice's Appeal Rights were explained.
6. Select the Reason for Cancellation from the drop-down list.
7. Click **Submit Cancellation** to complete the request for cancellation, or **Quit** to cancel the operation.