

## Appendix A

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

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

**1. TERM OF APPRENTICESHIP**

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

**2. RATIO OF APPRENTICES TO JOURNEYWORKERS**

**(INSERT RATIO HERE)** as covered in the CBA.

**3. APPRENTICE WAGE SCHEDULE**

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

**(FILL IN RATES)**

**4-year Program**

1 <sup>st</sup> 6 months and 650 hours	___%	2 <sup>nd</sup> 6 months and 650 hours	___%
3 <sup>rd</sup> 6 months and 650 hours	___%	4 <sup>th</sup> 6 months and 650 hours	___%
5 <sup>th</sup> 6 months and 650 hours	___%	6 <sup>th</sup> 6 months and 650 hours	___%
7 <sup>th</sup> 6 months and 650 hours	___%	8 <sup>th</sup> 6 months and 650 hours	___%

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

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

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

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

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

**4-Year Program**

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

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

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

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