

REVISED

(SAMPLE)

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

Local Sponsor/UATC Name

FOR THE OCCUPATION OF

**PROTECTIVE SIGNAL INSTALLER
(SECURITY AND FIRE ALARM SYSTEMS INSTALLER)**

O*NET-SOC CODE: 49-2098.00

RAPIDS CODE: 0459

APPROVED BY

(REGISTRATION AGENCY)

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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FOREWORD

These Unilateral Apprenticeship and Training Committee (UATC) Apprenticeship Standards have as their objective, the training of Protective Signal Installer (Security and Fire Alarm Systems Installer) skilled in all phases of the industry including the installation and servicing of security and fire alarms, electronic access control, closed-circuit television/video, and other low voltage systems. The Local Sponsor/UATC recognizes that in order to accomplish this, there must be a well-developed on-the-job learning (OJL) combined with related instruction.

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

DEFINITIONS

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

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.

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

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

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 or 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.

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

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.)

LOCAL SPONSOR: Means a regional, state, or similar electronic security association that is either a party to a Chapter Affiliation Agreement with the Electronic Security Association, Inc. or an entity that the National Apprenticeship Committee determines qualified to be considered.

NATIONAL APPRENTICESHIP COMMITTEE (NAC): Means those persons designated by the Sponsor to act as an agent for the Sponsor in the administration of the program. This agent is the ESA Training Trust or its designee.

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

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

PROGRAM SPONSOR (SPONSOR): The local UATC in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

PROVISIONAL REGISTRATION: Means the 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in the criteria described 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 (STANDARDS): This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

SUPERVISOR OF APPRENTICE(S): An individual designated by the employer to supervise or have charge and direction of an apprentice.

TIME-BASED OCCUPATION: The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

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 UATC or Program Sponsor.

UNILATERAL APPRENTICESHIP AND TRAINING COMMITTEE (UATC): A committee established by the Local Sponsor under these National Guideline for Apprenticeship Standards who will be charged with the local operation of the program.

YOUTHBUILD U.S.A.: YouthBuild is a youth and community development program that simultaneously addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their GED or high school diploma, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society. Sponsors who wish to hire YouthBuild U.S.A graduates trained in any occupation covered under these Standards, and who meets the minimum qualifications for apprenticeship, may do so via the *Direct Entry* provision described in *Appendix D Selection Procedures. (If applicable)*

SECTION I - PROGRAM ADMINISTRATION

Program Sponsors, at their discretion, may establish a Unilateral Apprenticeship Training Committee (UATC) to carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship. If a UATC is established by the Program Sponsor, a list of the membership and the areas of expertise they represent must be provided to the Registration Agency. While the Office of Apprenticeship recommends that Program Sponsors utilize the services of a UATC, a Sponsor may also elect to administer the program without the services of a UATC.

Electronic Security Association, Inc. (ESA)

ESA is responsible for the development of the National Guidelines for Apprenticeship Standards and having them certified by the United States Department of Labor, Office of Apprenticeship, for use by employers, employer associations, and their local affiliates.

Duties of ESA

ESA will endeavor to:

- A. Provide the Local Sponsor with the National Guideline for Apprenticeship Standards which are to be used as a template in the creation of Standards of Apprenticeship to be submitted to the relevant Registration Agency for approval.
- B. Encourage association members to establish local apprenticeship programs in accordance with the National Guideline for Apprenticeship Standards.
- C. Delegate all other administration to the National Apprenticeship Committee (NAC) to ensure successful implementation and uniformity of these Standards and industry training.

Duties of the Local Sponsor:

Local Sponsor will endeavor to:

- A. Enter into a written agreement with the National Apprenticeship Committee to facilitate the implementation of the approved Standards.
- B. Encourage association members, employers and employees to participate in the apprenticeship program.
- C. Create a UATC to administer the local operations of the apprenticeship program.

Structure of the Unilateral Apprenticeship and Training Committee (UATC)

- A. Members of the UATC will be selected by the groups they represent.
- B. Technical Assistance - such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools - may be requested to advise the UATC.

Duties of the UATC:

Administrative Procedures:

- A. Administer the program with strict adherence to the written agreement entered into between the Local Sponsor and the NAC.
- B. The UATC shall elect a Chairperson and a Secretary, and will determine the time and place of regular meetings which will take place every (enter frequency) month(s).
- C. The UATC will have the authority to address all questions affecting the local apprenticeship program. The Chairperson and Secretary have equal voting rights with the other UATC members.
- D. The Chairperson and Secretary of the UATC should rotate among members of the UATC on a [enter frequency] basis.

Responsibilities of UATC:

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that apprentices are under written Apprenticeship Agreements and register the local apprenticeship standards and agreements with the appropriate Registration Agency.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish the minimum standards of education and experience required of apprentices that meet or exceed the National Guideline for Apprenticeship Standards and are required by the local Registration Agency.
- E. Meet at least every (enter frequency) month(s) to review records and progress of each apprentice in training and recommend improvement or modification in training schedules, schooling and other training activities. Written minutes of the meeting will be kept.

- F. Determine the quality and quantity of experience on the job which apprentices should have and to make every effort toward their obtaining it.
- G. Advise employers as to the proper on-the-job learning (OJL) training of the apprentice and the need to provide the necessary resources to complete the work processes.
- H. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- I. Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- J. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.
- K. Determine the physical fitness of qualified applicants to perform the work of the occupation that may require a medical examination prior to their employment as apprentices.
- L. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- M. Certify to the Registration Agency that apprentices have successfully completed their apprenticeship program.
- N. Notify the appropriate 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.
- O. Supervise all provisions of the local Standards and be responsible, in general, for the successful operation of the Standards by performing the duties herein listed; by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned (apprentices, employers and journeyworkers).
- P. Provide apprentices with a copy of the written rules and policies and have the apprentice sign an acknowledgment receipt of the same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.
- Q. Equal employment opportunity is required of every registered apprenticeship program. Such requirements apply to the recruitment, selection, employment, and training of apprentices throughout their apprenticeship. Those programs

with five or more apprentices, or where there is a likelihood of five or more apprentices, must have a written Affirmative Action Plan and Selection Procedure that is approved by the Registration Agency as part of the Standards of Apprenticeship. Representatives of the Registration Agency are available to assist the Program Sponsor in developing the Standards of Apprenticeship, Affirmative Action Plan and Selection Procedure using the sample provided. Once developed, the Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedure must be submitted to the Registration Agency for approval and registration.

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 Local Sponsor/UATC 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 *(insert applicable state regulations here, if applicable)*.

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

If there are five or more apprentices in the Local Sponsor/UATC apprenticeship program, or the expectation of more than five apprentices, the program will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR part 30. It will be attached as Appendix C.

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

Applicants shall meet the following minimum qualifications:

A. Age

An applicant must be eighteen (18) years of age prior to being accepted into the apprenticeship program. All apprentice applicants must also be a citizen or legal resident of the United States.

B. 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.

C. Physical

Qualified 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. Qualified applicants may be subject to a physical examination (agility and/or fitness test), or screened for the illegal use of drugs.

D. Other

Qualified applicants may be subjected to a DMV (driving) record check as an apprentice may be required to drive company vehicles as part of the normal job duties performed by a Security and Fire Alarm Systems Installer.

Because of the nature of employment a criminal background check by the employer prior to potential employment may also be performed. The expense of the examination, screening, or record checks shall be borne by employers desiring such checks.

SECTION V - SELECTION OF APPRENTICES - Title 29, CFR 30.5

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

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

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice shall be covered by a written Apprenticeship Agreement (Appendix B) signed by the Local Sponsor/UATC 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 NAC, the Registration Agency, and the employer.

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 Local Sponsor/UATC's written rules and policies, and the Apprenticeship Agreement.

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

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

A numeric ratio of apprentices to journeyworkers will be consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship training.

The ratio of apprentices to Security and Fire Alarm Systems Installers shall be **xx (x)** apprentices to **xx (x)** journeyworker (no more than two (2) apprentices to one (1) journeyworker). **[Enter the ratio for your local area. Example: one (1) apprentices to one (1) journeyworker]**. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant.

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

The term of the occupation will be four (4) years with an (OJL) attainment of 8,000 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.

An apprentice, who by exceptional aptitude or as a result of past education and/or practical experience achieves the desired level of competency in a phase of the apprenticeship program in less than the time designated, may be advanced to the next phase. However, in no event shall a Certificate of Completion of Apprenticeship be issued until the apprentice has completed 8,000 hours of on-the-job learning (OJL) and demonstrated technical competency in those areas covered by the related instruction portion of this document.

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

All applicants selected for apprenticeship shall serve a probationary period of one (1) year (approximately 2,000 hours). The probationary period cannot exceed twenty-five (25) percent of the length of the program or one-year, whichever is shorter.

During the probationary period either the apprentice or the Local Sponsor/UATC may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice shall be reviewed prior to the end of the probationary period. Records shall consist of the periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice considered to be unsatisfactory after a review of the probationary period shall have his/her Apprenticeship Agreement canceled before the expiration of the probationary period, by means of written notice to the apprentice and to the Registration Agency.

Each probationary apprentice evaluated as satisfactory after a review of the probationary period shall 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 Local Sponsor/UATC for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Local Sponsor/UATC will provide written notice to the apprentice and to the Registration Agency of the final action taken.

SECTION X - HOURS OF WORK

Apprentices shall generally work the same hours as a skilled Protective Signal Installer (Security and Fire Alarm Systems Installer), except that no apprentice shall be allowed to work overtime if it interferes with attendance/participation in related instruction.

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

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

Apprentices shall be paid a progressively increasing schedule of wages and fringe benefit payments during their apprenticeship based on the acquisition of increased skill and competence on-the-job and in related instruction. Before an apprentice is advanced to the next segment of training or to a skilled Protective Signal Installer (Security and Fire Alarm Systems Installer) status, the Local Sponsor/UATC shall evaluate all progress to determine whether advancement has been earned by satisfactory OJL and in related instruction. In determining whether satisfactory progress has been made, the Local Sponsor/UATC shall be guided by the work experience and related instruction records and reports.

The progressive wage schedule shall be an increasing percentage of the skilled Protective Signal Installer (Security and Fire Alarm Systems Installer) wage rate as established by the Sample Work Process Schedule and Related Instruction Outline (Appendix A). The percentages that will be applied to the applicable skilled Security and Fire Alarm Systems Installers wage rates are shown on (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.

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

The Local Sponsor/UATC 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 of Apprenticeship.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the Local Sponsor/UATC must submit the request at the time of application and furnish such records, affidavits, etc., to substantiate the claim.

Substantiation shall consist of:

- A. Affidavit from employer(s) of an equivalent number of whole years of employment as a Protective Signal Installer (Security and Fire Alarm Systems Installer) as the advanced standing being requested.
- B. Other evidence such as paystubs, W-2's, etc. that evidence same.
- C. An 80% or better score on exams provided by the NAC for the level of advance standing being requested.

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

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

Sample Process:

Applicants requesting advanced standing credit who are selected into the apprenticeship program shall start at the beginning wage rate. The request for credit will be evaluated and a determination made by the Local Sponsor/UATC during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, 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 during the probationary period.

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

During the apprenticeship each apprentice shall receive such OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled Protective Signal Installer (Security and Fire Alarm Systems Installer). The OJL shall be under the direction and guidance of a qualified Protective Signal Installer (Security and Fire Alarm Systems Installer) journeyworker.

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

During each segment of training each apprentice is required to participate in related instruction in subjects related to the job as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will include no less than 144 hours of related instruction for the Protective Signal Installer (Security and Fire Alarm Systems Installer) for each year of the apprenticeship. Apprentices agree to take such subjects as the Local Sponsor/UATC advises. The Local Sponsor/UATC shall secure the instructional aid and equipment that it deems necessary to provide quality instruction. The apprentice will be required to take a form of instruction that meets the approval of the Local Sponsor/UATC and the Registration Agency.

Apprentices will not be paid for hours spent taking Related Instruction courses or attending labs.

The Local Sponsor/UATC is encouraged to inform each apprentice of the availability of college credit where available through the *(insert the names of educational institutions which will offer college credit where applicable).*

To the extent possible, related instruction shall be closely correlated with the practical experience and training received on-the-job. The Local Sponsor/UATC shall monitor and document the apprentice's progress in related instruction.

Sample Process:

Any apprentice who is absent from the related instruction, unless officially excused, shall satisfactorily complete all 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 Local Sponsor/UATC shall take appropriate disciplinary action and may terminate the Apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.

The Local Sponsor/UATC will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored by the Local Sponsor/UATC.

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

All apprentices shall 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 the Public Law, or State Standards that have been found to be at least as effective as the Federal Standards.

Apprentices shall 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 in such manner as to ensure their own safety and that of their fellow workers.

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

The Local Sponsor/UATC shall be responsible for the training of the apprentice OJL. The Supervisor of the apprentice(s) designated by the employer shall be responsible for the apprentice's work assignment ensuring the apprentice is working under the supervision of a skilled Protective Signal Installer (Security and Fire Alarm Systems Installer) journeyworker, evaluation of work performance, and completion and submittal of progress reports to the Local Sponsor/UATC.

All apprentices shall perform their on-the-job duties under the Direct Supervision of an experienced journeyworker. Direct Supervision shall consist of, on average, at least two (2) hours of time spent daily working side by side with an experienced

journeyworker learning the occupational skills in the accompanying Sample Work Process Schedule (Appendix A).

Apprentices will be responsible for maintaining a record of their work experience/training on-the-job and in related instruction and for having this record verified by their supervisor at the end of each week. The apprentice shall authorize an effective release of their completed related instruction records from any source to the Local Sponsor/UATC. All data pertaining to the apprenticeship will be the property of the Local Sponsor/UATC and will be included in each apprentice's record file maintained by the Local Sponsor/UATC.

Written records of progress evaluations and corrective and final actions shall be maintained by the Local Sponsor/UATC.

The employer will be responsible for the training of the apprentice on-the-job. Apprentices will be under the general supervision of the employer and under the direct supervision of the journeyworker to whom they are assigned. The Supervisor of the apprentice(s) designated by the employer will, with the advice and assistance of the Local Sponsor/UATC, be responsible for the apprentice's work assignments and ensuring the apprentice is working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the Local Sponsor/UATC.

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

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

Each apprentice will 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 their completed related instruction records from any source to the Local Sponsor/UATC. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship will be maintained by and will be the property of the Local Sponsor/UATC. This record will be included in each apprentice's record file maintained by the Local Sponsor/UATC.

Before each period of advancement, or at any other time when conditions warrant, the Local Sponsor/UATC shall evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the Local Sponsor/UATC may determine whether the apprentice may continue in a probationary status, or require the apprentice to repeat a process or a series of processes before advancing to the next wage classification. In such cases, the Local Sponsor/UATC should initiate a performance improvement plan with the apprentice. Should it be found that the apprentice does not have the ability or desire

to continue with the training to become a skilled Protective Signal Installer (Security and Fire Alarm Systems Installer), the Local Sponsor/UATC will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

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

The Local Sponsor/UATC will maintain for a period of five (5) 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, 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 XIX - CERTIFICATE OF COMPLETION OF APPRENTICESHIP - Title 29, CFR 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Local Sponsor/UATC 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 required by the Registration Agency.

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

The Registration Agency will be notified within forty-five (45) days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

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

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

The Local Sponsor/UATC reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency shall 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 Local Sponsor/UATC 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 Local Sponsor/UATC will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.8.

SECTION XXII - AMENDMENTS AND MODIFICATIONS - Title 29, CFR 29.5(b)(18)

These Standards may be amended or modified at any time by the Local Sponsor/UATC provided that no amendment or modification adopted shall alter any Apprentice Agreement in force at the time without the consent of all parties. Such an amendment or modification shall be submitted to the NAC first, then the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

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

The Local Sponsor/UATC shall have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the sponsor 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:

The applicant or apprentice understands and agrees that the Local Sponsor/UATC manages the training outlined in the Standards and that the employer makes hiring and/or termination decisions.

Title 29, CFR 29.7(k)

The Local Sponsor/UATC shall hear and resolve all complaints and violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The Local Sponsor/UATC shall make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provisions of these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is: *(Local Sponsor/UATC's Name and mailing address should be inserted here).*

Title 29, CFR 30.11

Any apprentice or applicant for the apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to the apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative file a complaint with the Registration Agency or, at the apprentice's or applicant's election, with the private review body established by the Local Sponsor/UATC *(if applicable)*.

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

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

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

The Local Sponsor/UATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION XXIV- 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/committee must be based on agreement between the apprentice and the affected apprenticeship committees 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 current Local Sponsor/UATC;
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between apprenticeship committees or program sponsors.

If the Local Sponsor/UATC is unable to fulfill its training obligation due to lack of work or failure to conform to these Standards the Local Sponsor/UATC will make every effort to refer the apprentice with his/her consent to another employer, 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 apprentice must receive credit from the new employer for the training already satisfactorily completed.

SECTION XXV - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these Standards approved by the Local Sponsor/UATC and signed an Apprenticeship Agreement with the Local Sponsor/UATC, agree to all the terms and conditions contained herein. Apprentices agree to abide by the Local Sponsor/UATC's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Local Sponsor/UATC may deem necessary to become a Protective Signal Installer (Security and Fire Alarm Systems Installer).

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

- A. Perform diligently and faithfully the work of a Protective Signal Installer (Security and Fire Alarm Systems Installer) and other pertinent duties assigned by the Local Sponsor/UATC in accordance with the provisions of these Standards.

- B. Attend and satisfactorily complete the required hours of OJL and in related instruction in subjects related to the occupation as provided under these Standards.
- C. 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 Local Sponsor/UATC.
- D. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- E. Respect the property of the employer and abide by the working rules and regulations of the employer and the Local Sponsor/UATC.
- F. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the Local Sponsor/UATC.

SECTION XXVI - TECHNICAL ASSISTANCE

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

The Local Sponsor/UATC 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 XXVII- OFFICAL ADOPTION OF APPRENTICESHIP STANDARDS:

The **Local Sponsor/ UATC Name** hereby adopts these Standards for Apprenticeship on this _____ Day of _____ , **(Insert Month/Year)**.

REPRESENTING, **(NAME OF LOCAL SPONSOR/UATC Name):**

Signature of UATC Chairperson

Printed Name

Signature of Local Sponsor

Printed Name

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

Signature of (Trust Secretary)

Printed Name