



*Associated Builders
Contractors Texas Coastal
Bend Apprenticeship
Program*

Apprentice Handbook

Updated April 2013



Associated Builders & Contractors, Inc.
Texas Coastal Bend Chapter

Working Together for a Better Tomorrow

Dear Apprentice,

Welcome to the Associated Builders & Contractors Texas Coastal Bend Apprenticeship Program. As an Associated Builders & Contractor's Texas Coastal Bend Apprentice, you'll have the opportunity to learn more about your chosen trade, both on the job and in class, and this knowledge will help you to become a better worker and bring you the pride of doing quality work.

The Apprenticeship concept is based on a network of responsibilities involving you, your employer, and the Associated Builders & contractors Texas Coastal Bend Apprenticeship Committee. The purpose of this handbook is to make sure you understand those responsibilities and the consequences associated with not meeting your obligations.

Apprenticeship is not easy, and it is voluntary, but if you stick with the program you will have all the skills required of a journeyman level craftsman in your trade, a qualification that will help you advance with any employer for whom you work.

Your success is our goal. Associated Builders & Contractors Texas Coastal Bend Chapter wants each student to graduate from his/her particular craft. If you want help with class work, reading, or math, contact your Instructor or the Craft Training Center of the Coastal Bend's office at (361) 289-1636. We will help you get the assistance you need. Do not wait until it is too late.

Good Luck!

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What is an Apprenticeship?

Apprenticeship is career education combining extensive on-the-job training and related classroom instruction. During the term of Apprenticeship the Apprentice works under the supervision and guidance of a Journeyworker.

Apprentices are full-time employees and earn a wage while in training. An Apprentice's pay starts at 40% of the wage of an experienced journeyperson and gradually increases throughout the Apprenticeship.

Our Apprenticeship programs are registered with the U.L. Department of Labor and the Bureau of Apprenticeship and Training.

Qualifications to enter the Apprenticeship Program

To become an Apprentice, you must meet the following minimum qualifications criteria:

Electrical and Plumbing:

- | | |
|------------|---|
| Age: | 18 years or older |
| Education: | High School Diploma/GED |
| Other: | <ol style="list-style-type: none">1. Be eligible to work in Texas2. Physically able to do the work3. Drug-free4. Pass a Sponsor's approved mathematic test5. Basic set of hand tools is required to perform the tasks of an Electrical Apprentice |

Equal Employment Opportunity Pledge

The recruitment, selection, employment and training of Apprentices (and/or trainees) shall be without discrimination because of race, color, religion, national origin, Vietnam era veteran status, sex or disability. Associated Builders & Contractors Texas Coastal Bend Apprenticeship Program will take affirmative action to provide equal opportunity in Apprenticeship and will operate the Apprenticeship Program as required under Title 29, CFR part 30.

Student Conduct

All students are adults, and adult behavior is expected at all times. Proper conduct includes:

1. Cooperative behavior in the classroom and on campus.
2. Respecting property and authority.

3. Following established rules of the Apprenticeship Training Program, Associated Builders & Contractors Texas Coastal Bend Training Unit and the Craft Training Center of the Coastal Bend.
4. Adhering to safety practices.
5. Following instructions.
6. Accepting supervision.
7. Being prepared to begin work at the assigned time.
8. Using appropriate language and communication with others. The use of obscene and profane language at work is prohibited.
9. Being honest, presenting truthful information, and presenting authentic documentation.
10. Using training time efficiently.
11. Adhering to the attendance policies and OJT reporting policies herein.

The following violations will result in your termination from the Training Program:

1. Stealing tools or equipment belonging to the Associated Builders & Contractors Texas Coastal Bend Apprenticeship Program, the Craft Training Center of the Coastal Bend or any other facility being used for training.
2. Threatening or assaulting another student or staff member.
3. Verbally or physically abusing a staff member.
4. Possessing a weapon while on training premises.
5. Careless or unsafe use of tools and equipment that may result in bodily harm or property damage.
6. Drinking or being under the influence of alcoholic beverages on training premises.
7. The illegal use, possession and/or sale of drugs or narcotics on training premises.
8. Failure to immediately follow a staff person’s instructions regarding improper or unsafe situations.
9. Falsely reporting hours on documentation regarding work process hours (OJT) or classroom attendance.

It is sometimes necessary for training to be held in the shops of local contractors. Please be particularly respectful of these premises so we will be able to continue to use them for training purposes.

Attendance Policies

All Apprentices are expected to arrive at class promptly and prepared to learn. For all scheduled labs Apprentices must bring all required PPE and dress appropriately, including proper footwear. Apprentices are expected to attend ALL classes, and any classes missed should be made up. Attendance actions as follows:

	Unexcused Absences	Action
In any given year:	2	First Warning letter sent, Apprentice requested to submit written explanation to Committee
	3	Without Make-up may be dropped from program.*

If an Apprentice misses a class, they will be required to attend the next regularly scheduled class. If an absence occurs on a Tuesday, the Apprentice will attend the next Thursday class, or if the absence occurs on a Thursday, the Apprentice will attend the next Tuesday class and has an authorized sign in sheet from the Instructor. Failure to hand in a sign in sheet to the Instructor will not constitute a make up class. Any and all absences not made up before the end of the school year shall be made up before the next school year begins at the expense of the Apprentice. The expense will be determined by the Apprentice Committee but in no case shall the expense exceed \$100.00 per make-up class. Repeated absences from your regularly scheduled class will result in the Apprentice being dropped from the program.

Out of Town Work

It will be necessary for some Apprentices to travel out of town with their Company to do work. When this situation occurs, the Company must notify the Associated Builders & Contractors Texas Coastal Bend Office in writing. If the out of town work is only going to last a week, the classroom time missed can be made up. However, if the job is going to last several weeks, arrangements must be made to satisfy the required classroom instruction time. **Under no circumstances are these occurrences considered “excused” absences and must be made up.**

Work Progress Reports

Apprentices are required to maintain a record of their on-the-job (OJT) training experience on the Apprentice Weekly Work Record report that is provided by Associated Builders & Contractors Texas Coastal Bend Apprenticeship Program. (See Appendix A) No credit will be given for Apprenticeship work experiences for reports that are missing. The work progress report must be verified and signed by the Apprentice's Supervisor and submitted weekly to the Instructor. Incomplete or inaccurate work progress records will not be accepted.

The following procedure will be followed when an Apprentice does not properly submit work progress reports:

<u>Situation</u>	<u>Action</u>
Initial discover of missing process reports	Letter notifying of missing reports – 10 days to submit reports
No response to Letter # 1	Meeting with Apprenticeship Committee
Follow-up to Committee meeting if work reports are not produced at the meeting	Letter outlining work process requirements – 10 days to submit
Work Process Records still not up-to-date	Cancellation of Apprenticeship status.

Copies of all correspondence and notices of Committee actions will be sent to the Employer, and a copy retained for Associated Builders & Contractors Texas Coastal Bend records.

Testing Procedures

Written and performance tests will be given at the end of each module. A score of 70 % is required to pass the written test; performance tests are scored on a pass/fail basis.

Re-tests:

Written retests are to be scheduled by the Instructor, and should be given no sooner than 48-hours after the initial test and no more than four (4) class meetings following the initial test. Performance retests will be given at the discretion of the Instructor, again within the 48-hour – four (4)-class meetings window.

Test-Out Procedures:

It is not the intent of the standardized training program that self-study be the mode of training delivery. Because of the requirements for classroom attendance, as stated in the Associated Builders & Contractors Texas Coastal Bend Apprenticeship Standards, testing out of a module is not allowed for Apprentices.

Recognition of Previous Training:

Associated Builders & Contractors Texas Coastal Bend Apprenticeship Program will accept all previous training as indicated on the official National Center for Construction Education & Research (NCCER) transcript.

Trainee Recognition:

As the Apprentice successfully completes each module, their name will be submitted to the NCCER Craft Training Registry in Alachua, Florida. After successful completion of a year's training the Apprentice will receive a transcript from the NCCER verifying all modules completed. A wallet card will be issued for successful completion of each year of classroom instruction.

Appeal Process:

Any Apprentice who receives a failing progress report may request a hearing with the Apprenticeship Committee to discuss the cause and procedures for correction. The Apprentice must be accompanied by his/her Sponsor, and must provide the Apprenticeship Committee with data that will verify the cause of the failing progress.

If an Apprentice receives a failing progress report and does not request a hearing then he/she will automatically be dropped from the program.

Layoff/Change of Employers

If the Apprentice is laid off, or is not being given full-time work for an extended period of time, please notify the Apprenticeship Program Coordinator as soon as possible at (361) 289-1636. The Apprenticeship Committee will make every effort to place you with another Company that is participating in the program.

An Apprentice may not voluntarily leave the employ of his/her employer to seek other employment. All employment transfers must have the recommendation of the Associated Builders & Contractors Texas Coastal Bend Apprenticeship Program in order for Apprentice status to be maintained. The Associated Builders & Contractors Texas Coastal Bend Apprenticeship Program's office will follow the proper procedures (if appropriate) so that the transfer becomes official. If an Apprentice wishes to be transferred, it is essential that the Craft Training Center of the Coastal Bend and/or Associated Builders & Contractors Texas Coastal Bend Apprenticeship Program's office **be notified in writing**. The mailing address is: Craft Training Center of CB, 7433 Leopard, Corpus Christi, TX 78409.

If you are terminated for cause, and believe you have been unjustly terminated, you have the right to appeal to the Apprenticeship Committee and they will attempt to place you with another employer if they deem it appropriate.

Counseling

Any concerns about your performance or training should be raised with your Instructor, who will help you access whatever resources you need to help you succeed. In the event that your Instructor is unable to help you will be referred to the Associated Builders & Contractors Texas Coastal Bend Apprenticeship Program's office.

Policy on Substance Abuse, Weapon, & Contraband

The Associated Builders & Contractors Texas Coastal Bend Apprenticeship Program has a strong commitment to provide a safe environment for its students and staff working or visiting on its premises. In order to assist in maintaining a safe learning environment and to protect lives and property, this policy shall be enforced.

The use, possession, concealment, transportation, promotion, or sale of the following items is strictly prohibited on Craft Training Center of the Coastal Bend premises including all property owned, operated, leased by, or under the control of Associated Builders & Contractors Texas Coastal Bend Apprenticeship Program:

- Alcohol
- Drugs, Synthetic Drugs, or Drug paraphernalia
- Firearms
- Weapons
- Unauthorized explosives
- Stolen property
- Any type of contraband prohibited by law or school policy

Additionally, any student whose system contains an amount of substance above the level allowed by the CTCCB policy and/or who is in possession of any item in the aforementioned category is in violation of this policy and is prohibited from the Associated Builders & Contractors Texas Coastal Bend Apprenticeship Program.

The term “premises” in this policy is used in its broadest sense and includes all land, property, buildings, structures, and installations leased or otherwise being utilized by the Associated Builders & Contractors Texas Coastal Bend Apprenticeship Program. Associated Builders & Contractors Texas Coastal Bend Apprenticeship Program reserves the right to conduct unannounced searches and inspections of students, including their effects, lockers, baggage, desks, tool boxes, clothing, and vehicles while on the premises. In addition to physical searches, drug detection dogs and other testing procedures such as laboratory analysis of urine, blood, hair, or other biological specimens of the human body may be used to detect drug, synthetic drugs, or the presence of alcohol.

Testing situations may include, but are not limited to, the following:

- Pre-enrollment
- Scheduled post-enrollment
- Test after an accident, or injury
- For cause
- Random

Any violation of this policy or the refusal by an individual to fully cooperate will result in appropriate disciplinary action up to, and including expulsion, possible referral to appropriate law enforcement agency, and will be cause for not allowing the individual to continue as a student. Appropriate

disciplinary action is defined as removal from the program for a minimum of one year as a result of a positive drug screen, alcohol screen or refusal to participate in the screen.

Payment of Tuition

Each student will be responsible for paying the tuition cost for enrollment into the Apprenticeship Program by the sixth week of school. Any student not paid in full will not be allowed to attend the seventh week of class. Students in violation of this policy may be required to appear before the Apprenticeship Committee for disciplinary action which may result in the student being dismissed from the program.

Cellular Phones

Students are not allowed to use cell phones, including texting, during class time. Students that continue to use cell phones during class will be asked to leave and will be counted as absent. Students in violation of this policy may be required to appear before the Apprenticeship Committee for disciplinary action which may result in the student being dismissed from the program.

Dress Code

Students will attend class dressed in work attire. Shorts, sandals, tank tops, sleeveless shirts, tennis shoes, hats that are worn backwards, obscene or offensive wording on shirts, excessive jewelry, etc., will not be allowed. Students arriving at class without the proper attire will be asked to leave and counted as absent. Students in violation of this policy may be required to appear before the Apprenticeship Committee for disciplinary action which may result in the student being dismissed from the program.

Late Arrival

Students arriving fifteen (15) minutes or more late to class will be documented and will be required to make up the tardy at the next available class period. Students returning late from class break periods will be required to make up the tardy from the break at the next available class period. Students in violation of this policy will be required to appear before the Apprenticeship Committee for disciplinary action which may result in the student being dismissed from the program.

Illness/Injuries/Medical Releases

Students with severe illnesses will not be allowed to attend class. All students with injuries or who have had surgery or medical attention (i.e., sprains, cuts, broken bones, etc.), will need to report these to Craft Training Center staff. Students must bring a medical release before performing any work in the lab or performing hands on activities on the Craft Training Center property. Students in violation of this policy may be required to appear before the Apprenticeship Committee for disciplinary action which may result in the student being dismissed from the program.

Parking Lot/Vehicles

Students shall not drive unsafe on Craft Training Center property, including excessive speed and spinning of tires. Excessively loud music is not allowed. Craft Training Center security personnel have been instructed to remove individuals violating this policy from the property. Students in violation of this policy will be required to appear before the Apprenticeship Committee for disciplinary action which may result in the student being dismissed from the program.

Appendix A



Associated Builders & Contractors Texas Coastal Bend Electrical Apprenticeship Program

Approved by the Bureau of Apprenticeship & Training & United States Department of Labor

7433 Leopard

Corpus Christi, TX 78409

Phone (361) 289-1636 ♦ Fax (361) 289-0499

www.ctccb.org

Name (Print): ↓

SS #: ↓

Employer (Print): ↓

Year of Apprenticeship: ↓

Rate of Pay: \$ _____ /Hour

Day of Month	Preliminary Work 600 Hours <i>Process 001</i>	Residential & Commercial Rough Work 2500 Hours <i>Process 002</i>	Residential & Commercial Finish Work 1500 Hours <i>Process 003</i>	Industrial Lighting & Service Installation 2000 Hours <i>Process 004</i>	Trouble-shooting 1000 Hours <i>Process 005</i>	Motor Installation & control 400 Hours <i>Process 006</i>	Total Hours Worked 8000 Hours
Hours worked this week							

Complete this form and add to your total work report sheet. Work reports will be turned into the instructor every week. During summer months forms must be turned into the CTC Center by the fifth (5) day of the following month. You must enter the number of actual hours worked in the column under classification of work performed. You must total the hours under each column on the line designated Hours worked this week. All spaces and blanks MUST BE FILLED OUT TO BE VALID. Your Supervisor must sign every work report.

MONTH: _____ YEAR: _____

Name of Supervisor (Print): _____

SIGNATURE OF SUPERVISOR: _____

Appendix B



Associated Builders & Contractors, Inc.
Texas Coastal Bend Chapter

Working Together for a Better Tomorrow

I have read and understand the policies outlined in the Apprentice Handbook and agree that violation(s) of these policies may result in disciplinary action, including dismissal from the program.

Signed _____

Date _____