

The Builders Association of
North Central Florida

2021-2022 Apprenticeship Program Policy Handbook



Apprentice

IMPORTANT POLICIES TO REVIEW

Page 6 Tuition Fees and Books

Apprentice tuition is the responsibility of the Employer and may not be paid by the apprentice. Books are purchased by the apprentice at the SFC Bookstore.

Page 7 Attendance Policy

Apprentices absent for more than 4 class nights will not have enough classroom hours to complete the year and will be automatically dropped from the program.

Page 8 Monthly On-the-Job Training (OJT) Cards

The employer is responsible for submitting OJT cards for their apprentices. Apprentices maintain their OJT card and submit the completed card to their employer monthly. After certifying the hours, the employer will submit the OJT cards electronically to the Apprenticeship office by the 15th of the following month. Completed cards not submitted 60 days after the end of the month will result in the apprentice being automatically dropped from the program.

Page 9 Termination of Apprentice Employment

Apprentices are to remain with the employer who originally sponsored them. Prior approval of the Apprenticeship Council is required before leaving their job to take a job with another participating employer. Apprentices who do not contact the Apprenticeship Coordinator before changing jobs will be automatically terminated from the program. If apprentice is laid-off or fired, they have 48 hours to notify the Apprenticeship Coordinator if they wish to remain in the program.

Page 10 Apprentice Raises & Wage Schedule 2021-2022

Apprentices are entitled to the next level wage when they complete every 1000 hours of on-the-job training and related classroom hours. Employers will be notified of pay raises earned every 6 months.

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APPRENTICESHIP COUNCIL & STAFF

The Apprenticeship Council is the governing body of the BANCf Apprenticeship Program and is comprised of Participating Employers and industry leaders. Council Members are responsible for the management of the program, ensuring that all policies and state standards are adhered to. Council Members serve as a mentor and counselor for every apprentice.

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WELCOME TO THE BANCf APPRENTICESHIP PROGRAM

Apprenticeship is a great way to earn a living while learning a skill. The Apprenticeship Program is an opportunity to earn a higher income, gain an education, a career, and more importantly, a skill you can take pride in. Skilled workers are in high demand which is why the Apprenticeship Program is committed to providing you the highest quality training both in the classroom and in the field. Your success in the program is tied to your commitment. You will be gaining workplace-relevant skills in the field of your choice through on-the-job learning, so if you aspire to become a journeyman, foreman, superintendent, or contractor, then your hard work and dedication will ensure a lifetime career pathway.

Sponsored by the Builders Association of North Central Florida (BANCf) in partnership with Santa Fe College (SFC), BANCf Apprenticeship provides training in Electrical, Heating & Air Conditioning, Plumbing, and Carpentry trades. Classes are held at the Charles R. Perry Construction Institute at Santa Fe College in combination with training on-the-job with a Participating Employer.

YOUR RESPONSIBILITIES AS AN APPRENTICE

- Work safely. Follow safety rules on the job, in the classroom, and in the labs.
- Avoid absenteeism and tardiness at work and at school. Follow the Attendance Policy – do not be late, don't leave early, and don't miss class unless you absolutely have to. It will affect your career and your participation in the Apprenticeship Program.
- Participate in class, show interest in what you are learning, and maintain the highest possible grades.
- Bring your textbooks the first night of class and every night.
- Be respectful in class – turn off your cell phones, pay attention, and show your instructor you appreciate them.
- Show respect to the skilled journeypersons training and supervising you on the job every day.
- Do not hesitate to ask for help – from your instructor, from your supervisor, from the apprenticeship staff, or any one of the Apprenticeship Council members. Our goal is to help you succeed.
- Maintain your monthly OJT card and turn in to your employer ON TIME every month.
- Keep track of your training hours. Make a copy of your OJT card before you turn it in and keep up with your hours – your raise depends on it.
- Notify the apprenticeship staff if you have a change in address, email, or phone number.
- Do not change jobs without notifying the Apprenticeship Coordinator first. You could be dropped from the program.
- Notify the Apprenticeship Coordinator if you lose your job – we can assist you in finding a job with another apprenticeship employer so you can stay in the program.
- Be involved and show dedication to learning your trade (both on the job and in the classroom). Your commitment now will pay off for the rest of your career.

REGISTERED APPRENTICESHIP TRAINING STANDARDS

BANCF Apprenticeship is a registered apprenticeship program with the Florida Department of Education (FDOE), Division of Career and Adult Education. The standards for the program follow both Federal and State requirements and are approved by FDOE. A copy of the standards is available upon request.

Apprenticeship training is a formal agreement between the apprentice, a Participating Employer, and the sponsor (BANCF). Each year, the apprentice must receive at least 2000 hours of on-the-job training (OJT) with the Participating Employer and 144 hours of related classroom/lab instruction provided by Santa Fe College.

Carpentry	4000 hrs (2 years)	Electrical	8000 hrs (4 years)
HVAC	8000 hrs (4 years)	Plumbing	8000 hrs (4 years)

To participate in the program, all new apprentices must sign the Apprentice Agreement which, after submission to and acceptance by the Florida Department of Education, certifies the apprentice as a Registered Apprentice with the State of Florida. Apprentices must also agree to adhere to all policies listed in this handbook.

APPRENTICE EMPLOYMENT & ON-THE-JOB TRAINING

Apprentices must always be employed with a Participating Employer during their term as an apprentice and receive at least 2000 hours on-the-job training per year (average 40 hours per week) to remain in the program. A Participating Employer is registered with the Florida Department of Education.

CLASSROOM/LAB INSTRUCTION

Classes are held at Santa Fe College two evenings per week for 2½ hours. Apprentices are required to attend all classes during each year to meet the 144 hours of related classroom instruction required to remain in the program.

ENROLLMENT AND ORIENTATION

- All apprentices are full-time students at Santa Fe College (SFC).
- New apprentices must enroll in SFC on-line at www.sfcollege.edu. (Specific instructions will be provided). After successfully completing the enrollment process, new apprentices are registered for their classes by the Apprenticeship Coordinator.
- All new apprentices are required to attend Orientation.
- Returning apprentices are automatically registered for classes and are not required to attend Orientation.

TUITION FEES AND BOOKS

Apprentice tuition is the responsibility of the participating employer and must be paid by the employer prior to the first day of class. No apprentice tuition may be paid by the apprentice. Notify the Apprenticeship Coordinator if you are asked to pay your tuition or if your tuition is being deducted from your paycheck to be reimbursed when you complete the program.

Books are the responsibility of the apprentice and will be available for purchase at the SFC Bookstore before classes begin. Textbooks are required for the first night of class. Apprentices without textbooks on first night of class will be referred to the Apprenticeship Coordinator. Apprentices are responsible for bringing their own textbooks and/or codebooks to class every night.

ADVANCED PLACEMENT

Participating Employers may request a one-year or two-year advancement for a qualified apprentice. Advanced Placement is limited to no more than 50% of the program term.

Requirements to be eligible for Advanced Placement:

- At least one-year experience in the trade (for one-year advancement) and 2 years of experience (for two-year advancement) Documentation must be provided including previous employers and job position held
- At least one-year previous training (cumulative) for one-year advancement and 2 years previous training for two-year advancement. Documentation of training including transcripts must be provided.
- The employer must submit an Application for Advanced Placement including why he/she believes the apprentice is qualified; and the employer's willingness to adjust the pay of an advanced apprentice to the appropriate level based upon the Wage Rate Schedule.
- Mandatory pre-scheduled dates for Advanced Placement Exam will be included with the application.
- Graduates of the SFC day program in HVAC and Plumbing will be exempt from the Exam with a passing grade of B or higher

Timeline:

Application for Advanced Placement will be distributed with the Registration Packets next June.

Employers must submit the application with their Registration forms by the registration deadline (June 30th) for an apprentice to be eligible to take the test with the understanding that apprentice must show up for mandatory pre-scheduled Advanced Placement Exam date. All documentation must be provided at time of submission.

Applications will be considered for approval at BAC meeting the 2nd week in July. Those approved to take the test must show up for the mandatory pre-scheduled Advanced Placement Exam date the 3rd week of July.

For a one-year advancement, the apprentice must pass the First Year Final Exam with 85%. For a two-year advancement, the apprentice must pass the First- and Second-Year Final Exam with 85%.

The Apprenticeship Council will have final approval for any advancements.

Applications submitted late will not be considered. Apprentices showing up late or not at all for the mandatory Advanced Placement Exam will not be allowed to take the exam and thus, cannot advance.

PROBATIONARY PERIOD

Apprentices are subject to an automatic probationary period during the first 6 months for the two-year Carpentry program and during the 1st year for the four-year Electrical, HVAC, and Plumbing programs.

During this initial probationary period, participation in the BANCf Apprenticeship Program may be terminated without cause by either party (the Apprenticeship program or the apprentice). Written notice of termination is required. Full credit towards completion of apprenticeship will be given during the probationary period.

Following the initial probationary period, apprentices may be placed on additional probation by the Apprenticeship Council.

APPRENTICE APPEAL PROCESS

In the event an apprentice feels he/she has received an incorrect decision affecting their apprenticeship participation, he/she may submit an appeal in writing within 10 days to the BANCf Apprenticeship Council Chair. (Contact information on page 3).

COMMUNICATION

Email notification is the primary means of communication between apprenticeship staff, apprentices, and their employers. It is the responsibility of the apprentice to notify the Apprenticeship Staff of changes in address, phone number, email, or change in employment status. Students must also maintain their E-Santa Fe accounts with current information.

ATTENDANCE POLICY

Classes are held at Santa Fe College two nights per week either Tuesday/Thursday or Monday/Wednesday. Apprentices are required to attend all classes during the year. There are no excused absences. Apprentices must sign the attendance roster and remain for the entire class period to receive credit for attendance.

- Apprentices arriving late to class will be recorded as tardy
- 3 instances of tardiness will equal 1 absence.
- Apprentices arriving more than 1 hour late or leaving early without explicit permission from the instructor will be recorded as absent.
- Absences are reported to the employer, and the apprentice via email.

Apprentices are responsible for completing all online class materials for dates absent from class. Completion of online class materials does not remove the absence.

Apprentices absent for more than 4 class nights will not have enough classroom hours to complete the year. When the apprentice misses the 5th class, he/she will automatically be dropped from the apprenticeship program and will not receive credit for any portion of the class year. Both the apprentice and the employer will be notified that the apprentice has been dropped from the program.

An apprentice may submit a request to be reinstated in the program as follows:

- Within 48 hours of being dropped, submit a written request to be reinstated to the Chair of the Apprenticeship Council (see contact information on page 3).
- Include with the written request all appropriate evidence regarding the absences.
- The Apprenticeship Council will review the request and respond to the apprentice within 48 hours.
- Apprentices reinstated must complete all missed classes.
- Apprentices not reinstated may request to return to the program at the beginning of the next class year.

CO-OP CLASSES AND ON-THE-JOB TRAINING

As part of the Santa Fe College certificate requirements, apprentices are enrolled in co-op classes during the entire year. On-the-job training with their employer earns them credit for the co-op class each of three terms – Fall, Spring and Summer. The OJT cards and appraisal reports determine the grade. The cards must be turned in on time pass this portion of the SFC certificate. To complete this certificate, the apprentice must have 8 credits in the related instruction classes and 12 credits in the co-op classes.

MONTHLY ON-THE-JOB TRAINING (OJT) CARDS

Apprentices are required to have 2000 hours per year of on-the-job training (average of 38-40 hours per week) per state standards. On-the-job training is year-round, not just during the semesters of classroom instruction. To comply with state standards, hours worked (OJT) must be submitted monthly.

- **Apprentices** are responsible for maintaining a monthly work process timecard (OJT Card) and submitting the completed card to their employer monthly.
- **Employers** are responsible for certifying the hours worked and submitting the signed OJT Cards electronically to OJT@banconf.com by the 15th of the following month. Incomplete cards will not be accepted.

A completed card must include and will not be accepted without the following:

- Hours worked per week reported by work processes with correct totals and signed by apprentice
- Hours worked certified and signed by a designated representative of the employer
 - Note: Apprentices must not certify their own hours. Other apprentices are not allowed to certify hours nor conduct Performance Appraisals, even if they are the supervisor.

Employers must assign one or more authorized representatives from their company to sign the card each month certifying that the apprentices' hours have been reported accurately.

Completed OJT cards must be submitted by the employer to OJT@bancf.com within 15 days after the end of the month.

(Example: September OJT Card must be submitted on or before October 15th.)

Completed OJT Cards not submitted 60 days after the end of the month will result in the apprentice being automatically dropped from the program.

(Example: September OJT Card not submitted on or before November 15th, apprentice will be automatically dropped from the program.)

TERMINATION OF EMPLOYMENT

If an Apprentice quits their job:

Apprentices remain with the employer who originally sponsored them, per the Apprenticeship Agreement. No apprentice can change employers without prior approval of the Apprenticeship Council.

If, due to unavoidable circumstances, the apprentice wants to change from one participating employer to another, the apprentice must first contact the Apprenticeship Coordinator Justin MacDougall or the Training Director Gina Hill (Contact information on page 3).

If an apprentice quits his/her current employer without prior approval of the Apprenticeship Council, they will be automatically terminated from the program.

The apprentice may submit a request to be reinstated within 5 days to the Chair of the Apprenticeship Council (Contact information on page 3)

Employers must inform the Apprenticeship Coordinator or Training Director (contact information on page 3) when an apprentice leaves their employ.

TERMINATION OF EMPLOYMENT

Apprentice is laid off or fired by employer:

Employers must notify the Apprenticeship Coordinator Justin MacDougall or Training Director Gina Hill (Contact information on page 3) within 48 hours after terminating the employment of an apprentice.

Terminated apprentices should be referred to the apprenticeship office, not to another employer.

If the apprentice wishes to remain in the program, he/she has 48 hours to notify the Apprenticeship Coordinator or Training Director (Contact information on page 3).

The Apprenticeship Coordinator may assist the apprentice in finding another employer, but it is the responsibility of the apprentice to set up interviews with prospective employers and notify the Apprentice Coordinator of new employer.

If the apprentice cannot find employment within a reasonable amount of time, he/she must voluntarily withdraw from the program for the year.

A Participating Employer who wants to hire an apprentice from another employer must notify the Apprenticeship Coordinator or Training Director (contact information on page 3) prior to hiring to ensure proper procedures have been met.

If the above procedures are not followed when an apprentice moves from employer "A" to employer "B", it may be construed as a violation of the Apprenticeship Standards by both the employer and the apprentice.

VETERANS BENEFITS

- An apprentice applying for Veterans Benefits should contact the Apprenticeship Coordinator as soon as possible. (contact info on page 3).
- New apprentices sign an Apprenticeship Agreement the first week of class which is submitted to the Florida Department of Education for approval.
- When the approved agreement is received back from the state, it will be submitted to the Veterans Administration (VA) along with a copy of the apprentice's DD-2214 (Release from active duty) and other forms to complete a request for benefits.
- Upon receipt of the apprentice's monthly OJT Card, the Apprenticeship Coordinator will certify the monthly reports required for the Apprentice to receive benefits.

APPRENTICE RAISES

When an apprentice has completed a block of 1000 training hours on the job, based on OJT cards submitted, and has completed the related classroom instruction, the apprentice is entitled to the next level wage at a minimum. When the apprentice signs their monthly OJT card they are certifying that they have been paid the proper wage rate.

The employer is notified every six months which of their apprentices should be raised to the next level wage, at a minimum. A copy of their OJT hours is included with the notification. The Apprenticeship Wage Schedule for 2021-2022 is located below.

BANCF APPRENTICE WAGE SCHEDULE 2021-2022

	Journeyworker's Hourly Wage Rate		\$23.50	\$23.00	\$22.00		\$17.75
Minimum rate of pay for all apprentices. Effective 8-1-21 for the 2021- 2022 class year	Period of Training in OJT hours	Apprentice Rate as Percent of Journeyworker's Rate	Electrician Apprentice Hourly Rate	HVAC Apprentice Hourly Rate	Plumber Apprentice Hourly Rate	Carpenter Apprentice Rate as Percent of Journeyworker's Rate	Carpenter Apprentice Hourly Rate
Apprentices starting First Year	1 – 1000	55%	\$12.93	\$12.65	\$12.10	60%	\$10.65
	1001 - 2000	60%	\$14.10	\$13.80	\$13.20	70%	\$12.43
Apprentices starting Second Year	2001 - 3000	65%	\$15.28	\$14.95	\$14.30	80%	\$14.20
	3001 - 4000	70%	\$16.45	\$16.10	\$15.40	90%	\$15.98
Apprentices starting Third Year	4001 - 5000	75%	\$17.63	\$17.25	\$16.50		
	5001 - 6000	80%	\$18.80	\$18.40	\$17.60		
Apprentices starting Fourth Year	6001 - 7000	85%	\$19.98	\$19.55	\$18.70		
	7001 - 8000	90%	\$21.15	\$20.70	\$19.80		

CURRICULA

The curricula used in the Plumbing, Carpentry and Heating and Air Conditioning programs is the NCCER Connect Construction and Maintenance Curricula.

The National Center for Construction Education and Research (NCCER) has developed curricula for 70 crafts in the construction and maintenance industries. These are updated annually as needed, with a complete review every three years. They are nationally recognized, standardized, competency-based and portable. These training manuals are currently being used throughout the United States and in 20 foreign countries.

- All written tests and performance tests are administered by NCCER-Certified Craft Trainers.
- Training modules completed by each apprentice are recorded in a National Craft Training Registry and a transcript is maintained for each trainee. A certificate is issued when each Level is completed.
- Transcripts can be given to any other program or company upon the apprentices' request for credit for the skills and knowledge learned. Apprenticeship training is transferable to wherever the apprentice chooses to be.
- These curricula are approved by the US Department of Labor for use in formal apprenticeship training programs. They are used by the very largest as well as smaller companies throughout the country.
- The curricula materials include trainee guides with task objectives, text, illustrations, procedures, and review questions. Instructor guides include teaching outlines, lab exercises, lesson text, and competency-based performance tests.

The curricula used in the Electrical Program is Mike Holt's Apprenticeship Training Program.

The Mike Holt Program has been developed to provide apprentices with the knowledge to become journeyman electricians. This program utilizes Mike's industry leading electrical training products that are proven to produce some of the best electricians in the industry today.

- Supplemented with Mike's instructional support material such as presentations, videos, and simulated exams, the program is tailored to meet the needs of all types of learners.
- This program is 576 contact hours designed to deliver a logical flow of material. From day one strong emphasis is placed on safe work practices and is maintained throughout the program.
- The first year covers electrical fundamentals that are essential to understanding specific electrical equipment operation as well as complex code requirements. Calculations, code requirements, and wiring methods are discussed in each subsequent year. Estimating and industrial applications are covered in detail in the final year. Upon successful completion of the program students will have the knowledge necessary to safely perform the job duties of a journeyman electrician.
- The program provides students with a strong foundation in electrical concepts, code requirements, and safe work practices. Journeyman electricians do a wide variety of electrical tasks in many different environments. They will be leaders in the field and oversee and train apprentices. Journeyman electricians play a vital role in the electrical industry.

GRADING POLICY

All NCCER and Mike Holt module tests are graded pass/fail. A module is considered complete when the instructor certifies the required written test and performance profiles. Apprentices must make 70% or better to pass a written test. All written and performance tests must be completed for certification and advancement.

The first time an apprentice fails a module test, the employer will be notified by the Apprenticeship Coordinator. A retake of the test is permitted and must occur within two class nights. If failure results again, the Apprenticeship Council will be notified.

If all absentee reports and OJT cards are turned in on time, the instructor may award additional points towards the SFC semester grade. The final grade for each term will be the average of all module grades, using 0 for those not completed. Instructors may also consider quizzes, lab and classroom assignments as well as homework assignments in the grade calculation. Instructors will convert all numeric grades to letter grades that will be found in SFC transcripts.

Instructors will provide apprentice with a syllabus that outlines grading matrix, and rules for their class. The syllabus is a contract between the student and the instructor.

GRADUATION REQUIREMENTS

To be eligible to graduate, apprentices must complete a minimum of 8,000 OJT hours and 576 classroom instruction hours for Electrical, HVAC, and Plumbing; and 4,000 OJT hours and 288 classroom instruction hours for Carpentry.

Classes will be finished in the Spring, but apprentices MUST continue to complete and submit OJT Cards over the summer (through July 31st) to graduate. Certificates will not be awarded until OJT Cards have been submitted.

In addition, all 4th year Electrical and Plumbing Apprentices are required to take the Journeyman Exam prior to graduation. Certificates will not be awarded until exam has been taken.

Upon graduation, all apprentices will receive a Florida Department of Education Certificate of Completion of Apprenticeship, a Santa Fe College Vocational Certificate, and a BANCf Apprenticeship Certificate of Achievement.

INSTRUCTOR CERTIFICATION

Instructors in the BANCf Apprenticeship Program are from the building industry, chosen for their knowledge and experience in the trade they are teaching.

Instructors have completed the NCCER Instructor Certification Training Program, which is a national program to ensure the uniform and consistent delivery of training throughout the country. Electrical instructors are certified to teach Mike Holt's curriculum.

TRAINING SPONSOR ACCREDITATION

BANCF is accredited by the National Center for Construction Education and Research (NCCER) and certified in the Mike Holt Inc. Electrical Curriculum. Accreditation is a formal process that is similar to the accreditation process for schools and colleges. It is intended to ensure standardized training that will help the apprentice prepare for long-term career goals and advancement.

SAFETY AND CONDUCT

Apprentices are always required to conduct themselves in a safe manner to protect themselves, their fellow apprentices, and their instructors.

All safety rules for each training facility and jobsite, including the classroom and lab, must always be observed. Safety rules for specific equipment must be observed while using that equipment.

Each apprentice should know where Material Safety Data Sheets and other safety materials are located.

Students must take a mandatory OSHA 10 course prior to lab work.

Failure to observe safety rules will result in disciplinary action, which may include immediate dismissal.

Cell phones must not be used during class. They must be set on silent or vibrate. Calls or texts may be answered during class breaks.

To remain in the program, each apprentice must observe all rules and guidelines of the host institution, Santa Fe College including rules regarding:

- 1) conduct in the classroom and labs,
- 2) smoking and
- 3) traffic and parking.
- 4) Failure to take care of financial obligations to SFC such as parking or traffic tickets.

Any apprentice found to have committed, or participated in, any of the following misconduct will be subject to disciplinary action:

- Acts of dishonesty to include falsifying official documents
- Excessive absenteeism or tardiness
- Classroom disruption
- Physical/verbal abuse or harassment of any type
- Theft, misuse, or willful damage of property

Any violations should be reported to the Apprenticeship Coordinator.

DRUGS, SUBSTANCE ABUSE, ALCOHOL AND FIREARMS

The use, possession, concealment or sale of drugs, controlled substances, alcoholic beverages, or firearms is prohibited on Santa Fe College campus.

Any violation of this policy should be reported to the SFC Police Department and to the Apprenticeship Coordinator.

Failure to abide by this policy shall be grounds for immediate dismissal from the program.

Those who are required to take legal drugs during classes should notify their instructor and the Apprenticeship Coordinator.

ACCOMMODATIONS FOR APPRENTICES WITH DISABILITIES

To comply with SFC policy and equal access laws, the instructor or Apprenticeship Coordinator is available to discuss appropriate academic accommodations possibly required by a student with a disability. Except for unusual circumstances, requests for such accommodation need to be made during the first week of the semester so arrangements can be made.

Students with disabilities should register with the Disabilities Resource Center in Building S, Room 229 for disability verification and determination of reasonable academic accommodations.

EQUAL OPPORTUNITY AFFIRMATIVE ACTION

Section XXIV, Title 29 CFR, Part 30 (EEO) pledge:

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 sponsor 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, Part 30.

https://www.sfccollege.edu/Assets/sf/rules/pdfs/Rule_2/2_8.pdf

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and is a violation of both state and federal laws. For more info on the specific policy see the Santa Fe College Rules Manual, Rule 2.8. This manual can be found on this link: <http://www.sfccollege.edu/rules/>