

2018-2019 APPRENTICESHIP PROGRAM

SUBSCRIBING CONTRACTOR & APPRENTICE

POLICIES AND PROCEDURES RESPONSIBILITY AGREEMENT

PLEASE SIGN AND SUBMIT COPY TO OVCEF

APPRENTICE RESPONSIBILITIES

1. APPLICATION AND DOCUMENTATION

- Meet all entry requirements
- Provide a high school diploma, GED, or prove to be in the process of completing an Individual Education Plan to receive a diploma
- Provide a valid Driver's License or Birth Certificate
- Sign and date the New Trainee / Apprentice Application

2. COMPLETE APPRENTICESHIP TEST AND INTERVIEW PROCESS

- Attend scheduled Test & Interview appointment
- Pass TABE test
- Review and sign USDOLOA Apprenticeship Agreement
- Sign OSAC credit voucher (if applicable)
- Complete Interview process
- Review and sign Subscribing Contractor & Apprentice Agreement

3. COMPLETE REQUIRED RTI HOURS

- Attend Orientation Day prior to start of school year
- Complete 144 Hours of RTI per school year
- Come to classes early or with enough time allow for instruction to start at 8am
- Do not leave early from classes unless given prior authorization
- Come to classes prepared with tools and applicable PPE

4. COMPLETE REQUIRED OJT HOURS

- Accurately document Monthly OJT hours
- Submit Monthly OJT Hour Reports to Employer

5. BEHAVIOR AND CONDUCT

- Respect the dignity and essential worth of all individuals
- Respect the authority of the instructors, proctors, facility staff, and OVABC staff
- Respect the privacy, property, and freedom of others
- Respect the education environment and refrain from disruption of classes
- Reject bigotry, discrimination, violence, or intimidation of any kind
- Practice personal and academic integrity and expect it from others
- Promote the diversity of opinions, ideas, and backgrounds of others

A student is not considered an apprentice until OVCEF has received an Apprentice Verification Form from the United States Department of Labor and Office of Apprenticeship (USDOLOA). Once approved and received, a copy of the Apprentice Verification Form will be sent to the Subscribing Contractor and a confirmation letter will be sent to the apprentice. The Apprentice Verification Form is valid for a period of 90 days. An updated Apprentice Verification Form may be requested by calling or email the OVABC Training Office. Please allow 24 to 48 hours for the request to be processed. All forms and letters regarding the OVABC Registered Apprenticeship Program should be kept as records.

Classroom and lab attendance is mandatory. For the 2018-2019 school year, students are required to attend **all** scheduled class and lab days. **There are no excused absences.** If an apprentice chooses not to attend class or does not meet the required classroom hours for the school year, the apprentice will face the Training Council and may be de-registered or required to repeat the same trade level again and pay full tuition.

EMPLOYER RESPONSIBILITIES

As a Subscribing Contractor and Apprentice in the Ohio Valley Associated Builders and Contractors (OVABC) Registered Apprenticeship Program, the employer representative signed below agrees to comply with the rules, regulations, policies, and procedures set forth by the *Standards of Apprenticeship* as approved by the Ohio State Apprenticeship Council (OSAC), as does the Apprentice.

1. APPLICATION AND DOCUMENTATION

- Submit all required documents described in this manual in accordance with outlined process
- Enroll apprentices into a formal OVCEF approved training class within 12 months of registration

2. COMPLY WITH POLICIES AND PROCEDURES

- Review and comply with Policies and Procedures outlined in the Subscribing Contractor Training Policies and Procedures Handbook
- Comply with the *Standards of Apprenticeship*

3. COMPLETE MONTHLY ON-THE-JOB TRAINING HOUR REPORT

- Abide by the standards as set in the Monthly On-The-Job Training Reporting Processes
- Ensure student's pay follows the outlined Wage Scale

4. TRACK AND ENCOURAGE APPRENTICE PROGRESS

- Ensure apprentice is attending all required 144 RTI hours per year per training level
- Ensure apprentice work schedule does not interfere with educational schedule
- Ensure OJT Hours are accurately being documented and submitted by apprentice to employer
- Assist apprentice in obtaining appropriate on-the-job training per work processes for their trade
- Work with apprentice in developing Journey person skills while on the job
- Assign each apprentice a mentor
- Ensure apprentices are paid according to the Apprentice Wage Scale Chart
- Ensure apprentices remain employed as long as work is available and performance is satisfactory

5. NOTIFY OVCEF OF ANY CHANGES

If an apprentice is laid off or terminated, the employer must complete the bottom half of the individual's Employment Verification Form and send to OVCEF within 48 hours of dismissal. The form must also include the date, reason(s) for termination with a brief explanation, and final wage. The apprentice should then be directed to contact the OVABC office to update their files and provide guidance on their intentions, and advised they must fill out the Apprentice Intention Form they will be receiving in the mail from OVCEF.

We, the undersigned Subscribing Contractor and Apprentice agree to carry out the intent and purpose of the OVABC Standards of Apprenticeship and will abide by the rules set forth by the OVCEF Board of Trustees, the OVCEF Training Council, and the OVCEF Trade Committees established under the Standards of Apprenticeship. By signing below, we certify we understand the above responsibilities bestowed upon us as a Subscribing Contractor with an apprentice in the formal OVCEF approved training or the OVABC Registered Apprenticeship Program and understand that this agreement is a validation of our participation in the OVABC/OVCEF Registered Apprenticeship and Craft Training Program.

Subscribing Contractor Representative's
Signature

Printed Name

Date

Apprentice's Signature

Printed Name

Date

PLEASE SIGN AND RETURN A COPY TO MIA@OVABC.ORG AND KEEP A COPY FOR YOUR RECORDS