

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 valid Driver's License or Birth Certificate
- Sign and date all required forms

2. COMPLETE APPRENTICESHIP TEST AND INTERVIEW PROCESS

- Attend scheduled Test & Interview appointment (If applicable)
- 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

- View Student Orientation Presentation
- Complete 144 Hours of Related Instructor Training (RTI) per school year
- Classes begin promptly @8am and end at 5pm, unless otherwise communicated by instructor.
- Do not leave early from class/Be ontime for every class.
- Come to classes prepared with tools and applicable PPE
- Assigned homework **must be completed** prior to class or test grade will be withheld.

4. COMPLETE REQUIRED OJT HOURS

- Accurately document and submit Quarterly OJT hours on OJT spreadsheet provided

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 the TABE test is passed & or all required paperwork has been received and reviewed.

Classroom and lab attendance is mandatory. For the School year, students are required to attend **ALL** scheduled class and lab days. **Absences are not permitted unless approved by Instructor and VP of Educatin Operations prior to class date. No more that 2 absences per School Year will be permitted.** If an apprentice has an unexcused absense, they will need to contact OVCEF and schedule a time to come into the office to make up any missed test. Cost for each school day missed is \$100.00

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 to OVCEF in accordance with our standards.
- Enroll apprentices into the OVCEF training program by August 1st of current year.
- Late registration fee of \$50 per Student after August 1st of current year.
- **No apprentice will be accepted after August 9th.**

2. COMPLY WITH POLICIES AND PROCEDURES

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

3. ENCOURAGE APPRENTICE PROGRESS

- Apprentice is required to attend 144 of Related Training Instruction (RTI) hours per year per training level
- Apprentice's work schedule **will not** interfere with class schedule
- On Job Training (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 Journeyman skills with on the job
- Assign each apprentice a mentor

4. COMPLETE QUARTERLY ON-THE-JOB TRAINING HOUR REPORT (OJT)

- Abide by the standards as set in the Quarterly On-The-Job Training Reporting Processes and submit these quarterly to OVCEF.
- Ensure student's pay follows the outlined Wage Scale

5. NOTIFY OVCEF OF ANY CHANGES

- If an apprentice is laid off or terminated, the employer **must** complete the Employment Verification Form and submit to OVCEF within 48 hours of dismissal. The form must also include the date, final wage and reason(s) for end of employment with explanation.

6. REFUND POLICY

- Invoices must be paid prior to beginning of class. Once classes have started, no refunds or substitutions will be permitted.

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, and the OVCEF Trade Committees established under the *Standards of Apprenticeship*. By signing below, we certify we understand the above responsibilities bestowed upon us.

Subscribing Contractor Representative's
Signature

Printed Name

Date

Apprentice's Signature

Printed Name

Date