

ABC HEART OF AMERICA
APPRENTICESHIP & TRAINING
TRUST



2023-2024



APPRENTICESHIP PROGRAM
POLICIES & PROCEDURES



PREFACE

The Associated Builders and Contractors Heart of America Apprenticeship & Training Trust (ABC) is a 501(c)3 non-profit education trust providing apprenticeship training for Associated Builders and Contractors Heart of America members. See attached “Amended and Restated Trust Agreement of the Associated Builders and Contractors Heart of America Apprenticeship Trust Fund.”

ABC Heart of America Apprenticeship & Training Trust, as the leader and voice of construction industry education, will provide the highest level of apprenticeship training in the state.

All training offered by the ABC Heart of America Apprenticeship & Training Trust is accredited through the National Center for Construction Education Research (NCCER) and approved by the United States Department of Labor/Office of Apprenticeship (DOL/OA).

I. Apprentice Qualifications and Selection Procedures

Applicants shall meet at a minimum the following requirements to qualify for an interview to become an apprentice.

- A. Be at least 18 years of age (16 for high school youth apprentices).
- B. Provide a certified copy of high school diploma OR official transcripts OR certified copy of GED. [or appropriate records of enrollment in high school for secondary school education programs.] 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. Have a dependable means of transportation to the employer's place of business and/or jobsite and to the place where classroom job-related instruction is conducted.
- D. 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.
- E. Submit a completed and signed official application and the required attachments by the application deadline to the Apprenticeship Committee at the location indicated on the application materials.
- F. May be required to submit to: 1) a physical agility or fitness test, 2) screening for the current illegal use of drugs; or 3) both as a condition of acceptance into the program and prior to being employed.

SELECTION PROCEEDURE

The sponsor has adopted the following selection procedures, consistent with the requirements set forth in 29 CFR § 30.10(b):

The sponsor will utilize 2 different pathways for selection into the program. Incumbent employees and an Alternate letter of intent to hire system.

APPLICATION & SELECTION PROCEDURES FOR INCUMBENT EMPLOYEES

- A. Apprentices will be accepted from incumbent employees who meet minimum requirements.

APPLICATION & SELECTION PROCEDURES FOR LETTER OF INTENT TO HIRE SYSTEM

- A. Applications will be accepted throughout the year by appointment only at the ABC office.
- B. Applicants meeting the minimum qualifications and submitting the required documents will be provided a Letter of Acceptance and be furnished a list of all the employers who have acceptance agreements with ABC Heart of America along with a letter of introduction indicating they have met the minimum qualifications for entry into the ABC Heart of America apprenticeship program along with employer intent-to hire letter.
- C. Once an applicant or their sponsoring employer provides a Letter of Intent to Hire, they will receive the apprenticeship agreement to sign and complete.

III Department of Labor/Office of Apprenticeship Registration

- A. The apprentice shall sign the Department of Labor (DOL) apprenticeship agreement, which shall also be signed by the ABC Heart of America Chapter President. Copies of the agreement will be furnished to the sponsoring employer (if requested), Apprenticeship & Training Trust (if requested), Office of Apprenticeship (OA) and where applicable in the local Veterans Administration Office. The OA furnishes this form used by the ABC. Each employer is also required to furnish ABC a Sponsoring Employer Agreement upon enrollment and annually for as long as they participate in the program.
- B. The following forms need to be filled out completely by both the apprentice and sponsoring employer for apprentice registration: DOL/OA Apprenticeship Agreement, ABC apprentice profile, DOL/OA Disability Disclosure Form and Sponsoring Employer Application. These forms must be received by ABC along with the tuition, book fees and enrollment fees when applicable.
- C. Previous credit for related classroom instruction and on-the-job training (OJT) will be only accepted if an apprentice's employer submits the proper documentation at the time of registration. Employers are required to submit on their letterhead, documentation of previous experience by stating the number of hours they are bringing forward.
- D. Employers must confirm that apprentices are officially registered with the OA to ensure proper qualification for Davis-Bacon jobs. In order to register an apprentice with the Department of Labor, it must be the employer's intent to enroll their apprentice in the next available apprenticeship program offered by ABC. Registration is not complete until the OA has approved the Apprenticeship Agreement. If an employer plans to place an apprentice on a Davis-Bacon job, and receive the apprenticeship wage scale, contact ABC to confirm the registration.

IV. Credit for Previous Experience and Pass Through Tests

- V. A. Previous Credit
- VI. 1. At the time of apprenticeship registration (no exceptions), ABC Heart of America may grant an apprentice up to 50% of the required hours of on-the-job training (OJT) as previous credit. The apprentice must be able to provide detailed documentation of the hours. The previous OJT hours will be awarded after their current employer has provided a letter, on company letter head, confirming the hours and accepting them. Apprentices who receive credit for previous experience shall be paid the rate for the period to which such credit advances them.
- VII. 2. Apprentices may also be granted credit by ABC Heart of America for previous related classroom instruction for levels I, II, III and IV upon submission of satisfactory proof thereof (i.e. high school, college or military transcripts along with the certificate if applicable). Unless articulation agreements are set up with a community college or technical school, credit will be given based on the apprentice earning a diploma or a

degree. The documentation must be provided to the Education Department when registering the apprentice with the DOL or when registering them for classes.

- VIII. A. If an apprentice has earned a diploma/degree, he/she will receive credit for level I with an option to test out of level II. The diploma/degree that was awarded needs to be for the particular trade that credit is being requested. There are exceptions to the credit awarded for degree, which is determined by the ABC Heart of America Education Committee. The employer must submit the request for accepting related classroom instruction, with the proper documentation to the ABC Heart of America Education Department for review by the Education Committee.
- IX. B. Apprentices that have earned ABC Heart of America approved curriculum credentials from a high school program, community college or another ABC chapter will receive the full credit for each level that was completed.
- X. C. Any apprentice who receives credit for level one will need to show proof of their Construction OSHA 10-Hour course prior to starting the classroom instruction for the next level they are eligible to enroll in.

B. Level Test Out Process

1. All Test Out Requests must be received from the sponsoring employer no later than August 1st.
2. TEST OUT is designed for the experienced employee to advance to a higher classroom level-only. There are no OJT hours given as credit for Test Out advancement. OJT advancements are determined on a case by case basis. Candidates must meet the eligibility and testing requirements to participate into a higher level.
3. Students may test out of a maximum of 50% of their related instruction time. Students must have at least half of the required OJT hours completed for the level they are attempting to test out. At least 1000 documented OJT hours are required to attempt a Level 1 test out and at least 2000 document OJT hours are required to attempt a Level 2 test out.
4. Candidate must complete the ABC registration process and pay appropriate fees prior to Test Out. Fees are not deducted from tuition. Test Out Verification Form and payment must be received in the ABC office from the employer with their signed consent no later than one week before test date. Submission of verification is an agreement of all Test Out policies.
5. All TEST OUTs must be completed at an ABC Facility on the scheduled days only. There will be no exceptions.
6. Candidates must complete test out in order before testing for higher levels of advancements. Those seeking higher advancement must complete the tests in sequential order. Participants must achieve a minimum score of 70% ON EACH

EXAM. If the candidate does not receive the required passing grade on any exam, they will not advance to the next level.

7. Tests will be compiled from the ABC Heart of America approved curriculum for each trade. Candidates will only receive knowledge verification. No Certificates will be awarded.

8. Each candidate will have a maximum four (4) hour limit, per level for written exams. Any modules not completed are considered incorrect.

9. Candidates may use non-programmable calculator and current code books (NEC, Pipefitter Blue Book, etc.).

10. The textbooks may be purchased with a major credit card through ABC or borrowed from other students or employers. Review prior to exam is strongly recommended.

11. The results of the test(s) and possible advancement are based on trade knowledge only and not on the ability to perform task. Submission of Verification/Agreement form is an acceptance that the participant and employer agree to accept the results of the test. **

V. Probationary Period

A. All apprentices employed in conformity with these policies shall be subject to a probationary period not to exceed 2,000 hours or one year after signing an apprenticeship agreement.

B. During the probationary period, the apprenticeship agreement may be canceled by the apprentice or by the employer without cause.

VI. Wages of Apprentices

A. Apprentices shall be paid a progressively increasing schedule of wages consistent with skill performance and knowledge levels achieved based on OJT. Employers must follow the minimum wage progression scale on each apprentice's DOL participation form.

B. Each sponsoring employer is required to submit a Sponsoring Employer Agreement Form annually so the ABC and the DOL has a current record of their journey person wage.

C. In no event will an apprentice's entry wage rate fall below the current Federal minimum wage as prescribed by the Fair Labor Standards Act.

VII. Supervision of Apprentices

- A. Throughout the term of apprenticeship, the apprentice shall be under the jurisdiction and control of a sponsoring employer.
- B. Each sponsoring employer shall designate a journeyperson who shall be responsible for the supervision of the apprentice's on-the-job training. This supervisor shall be responsible for ensuring the apprentice is trained in all branches based on the work processes designated for the apprentice's trade, including safety, use of tools and equipment and proper conduct on the job.
- C. ABC shall have the authority to protect the apprentice's welfare and also to instruct, direct and discipline the apprentice at all times as it relates to their apprenticeship.
- D. According to ABC standards and the DOL/OA, the ratio of apprentices to journeyperson for all trades on the job site shall be one apprentice for every one journeyperson, regularly employed, for on-the-job training. This ratio of apprentices to journeyperson is consistent with proper supervision of training and continuity of employment. A journeyperson - is an individual who has learned a trade and has qualified (schooling &/or OJT hours) himself/herself to work at his/her trade. This determination is decided by the employer.

E. **ELECTRICAL RATIO ONLY**—The sponsor is using the optional Ratio of two (2) Apprentices to one (1) Journeyworker as stated below.

The number of electrician apprentices employed on a given job site will not exceed a ratio of two apprentices for each electrician journeyworker normally employed where the Program Sponsor or its Apprenticeship Committee deems such a ratio to be consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, and is limited to the electrician occupation, in accordance with the following provisions:

(a) One apprentice may be in any period of training in their apprenticeship, and will be under the direct supervision of a journeyworker.

(b) A second apprentice who has successfully completed a minimum of 5,000 hours of OJL and the appropriate period of related and supplemental instruction may be permitted to perform work under the indirect supervision of the same journeyworker.

(c) Any work assigned to an apprentice eligible under (b) of this provision, must be reasonable and prudent in relation to the individual apprentice's knowledge, skills and ability, consistent with their progress in apprenticeship.

The Program Sponsor agrees that only such number of apprentices will be employed as can be given proper and thorough training and supervision, as well as a reasonable opportunity for employment in the occupation after completion.

This provision for increased apprentice to journeyworker ratio will provide local area Program Sponsors with expanded opportunity to increase female and/or minority participation in the construction industry.

For purposes of this section, a job site is considered to be the physical location where apprentices report for their work assignments. All other physical locations where workers report for work are each to be considered a single, separate job site.

In accordance with U.S. Dept. of Labor/ETA, Office of Apprenticeship Circular 2021-02 (Jan 12, 2021), Section II.A.1:

“For purposes of this circular, an industry sector (as defined by utilizing the two-digit industry sector code assigned by the North American Industry Classification System (NAICS) Manual) with a high rate of fatal work related injuries is one that, utilizing the data compiled by the U.S. Department of Labor’s Bureau of Labor Statistics (BLS), has an average fatal work injury rate exceeding five (5) deaths per 100,000 full-time equivalent workers over the three (3) most recent calendar years for which such statistics are available.

*Utilizing this empirical approach, new Registered Apprenticeship programs operating within the following four industry sectors would be subject to a heightened level of scrutiny with respect to their utilization of expanded ratios under this circular: (1) Construction; (2) Transportation and warehousing; (3) Mining, quarrying, and oil and gas extraction; and (4) Agriculture, forestry, fishing, and hunting. (For more information on the rate of fatal work injuries by industry sector, visit the BLS website at <https://www.bls.gov/iif/oshcfoi1.htm>, and the most current as of the date of this circular - <https://www.bls.gov/news.release/cfoi.t04.htm>). Note – This list may vary based on the most current BLS data. In this connection, apprenticeship programs falling within this category should furnish OA with objective data (**examples provided below in section II.A.4**) that is sufficient to justify the utilization of an expanded ratio.*

Circular 2021-02, Section II.A.2:

*“Existing Apprenticeship Programs Registered by OA in High-Hazard Industry Sectors - For those apprenticeship programs that were previously registered by OA on a national, State, or local basis as of the date of this circular and that utilize expanded ratios in the industry sectors **described in section II.A.1 above**, such programs are also subject to monitoring by OA. In order to support their continued use of an expanded ratio, such existing programs should provide OA with the safety-related data **described below in Section II.A.4** to verify that the sponsor’s workplace continues to be safe for apprentices, and that the expanded apprentice-to-journeyworker ratio for the program remains appropriate.”*

Circular 2021-02, Section II.A.4 reads, as follows:

“Ongoing Safety Assessments of Program Sponsors Utilizing Expanded Ratios in High-Hazard Industry Sectors and/or Occupations - In conducting reviews of programs that have been granted expanded ratios in high-hazard industry sectors and/or occupations, OA staff should consider the following objective sources of data in evaluating whether the maintenance of such an expanded ratio continues to be warranted:

- Review of Form(s) 300 and/or Form(s) 300-A from the Department’s Occupational Safety and Health Administration (OSHA) recording work-related injuries and illnesses, where applicable;*
- Proof that the sponsor has a current agreement with OSHA pursuant to the OSHA Alliance Program (for more information on this topic, please see the following link: <https://www.osha.gov/alliances/>)*
- A demonstration of adequate safety training in the apprenticeship program (via standards or curricula), including details on how the program’s standards ensure that an apprentice receives direct supervision and training from a qualified journeyworker in a manner consistent with the requirements contained in 29 CFR §29.5(b)(7); and/or*
- Available worker’s compensation insurance information or documentation.*

In addition to this data, OA reserves the right to consider additional objective data in those limited instances where the foregoing data points are inconclusive in assessing overall program safety and quality.”

To demonstrate compliance with Circular 2021-02, and warrant continued use of an expanded apprentice to journeyworker ratio, **this program is required to provide the Office of Apprenticeship (OA) with the safety-related data described in Section II.A.4 every two (2) years** “to verify that the sponsor’s workplace continues to be safe for apprentices, and that the expanded apprentice-to-journeyworker ratio for the program remains appropriate.”

VIII. Termination or Layoff of Apprentices

A. Employer Termination or Layoff of an Apprentice

1. The employer must provide written notification of the termination or layoff of an apprentice to the ABC office for appropriate action. This must be done immediately by filling out an apprentice action form and submitting to the Education Department. Apprentices may continue to attend related instruction through the end of the year for which they are enrolled.
2. Apprentices are instructed to contact the ABC Education Office immediately to receive support in securing a sponsoring employer in order to continue their apprenticeship.
3. No refunds will be issued for students who are terminated or laid off after the start of the year.

B. Employee/Apprentice Self-Termination

1. The employer must provide written notification of an apprentice terminating his/her own employment to the ABC office for appropriate action via an apprentice action form.
2. Apprentices can immediately transfer to another ABC HOA sponsoring employer to keep their apprenticeship active (with the appropriate documentation)

IX. Responsibilities of the Participating Sponsoring Employer

- A. The employer agrees that apprentices will be assigned work under such conditions as will result in normal advancement.
- B. The employer agrees that the apprentice will not be employed in a matter that may be considered to be in conflict with these policies.
- C. The employer shall read the standards formulated in the Policies and Procedures established by ABC.
- D. ABC will communicate with employers via e-mail for grades, absences, information, etc. Employers are responsible for checking their email and Flashpoint (online portal) for this communication
- E. Employers must review all OJT hours submitted and notify ABC of any inconsistencies or errors within 90 days. An email will be automatically sent to the employer when the apprentice submits an OJT report.
- F. The employer agrees to schedule the student in such a way as to ensure the student is able to attend all scheduled classes.

G. Responsibility for Costs

1. All costs related to apprenticeship will be charged to the sponsoring employer.
 2. Responsibility for actual payment is based on the agreement between the apprentice and the employer.
 3. All fees must be prepaid before a student is allowed to enter any class, move to the next level of instruction, or graduate.
 4. Apprentices will not be allowed to enroll in a class after two class sessions have been completed. No late enrollments will be allowed for Saturday classes.
 5. ABC does not provide refunds for tuition payments after the first class of the year.
- E. Sponsoring employers must contact the ABC office if there are any changes in an apprentice's employment. Refer to section VII.
- F. Sponsoring Employers must provide Anti-Harassment training to all apprentices, journeyworkers, supervisors/mentors and administrative personnel who regularly work with apprentices.

X. Responsibilities of Apprentice

- A. Apprenticeship training will include a minimum of 144 hours of related classroom instruction or blended instruction (combination of live classroom, labs and online learning) and 2000 hours of OJT per year/level as stated in the ABC standards.
- B. Apprentices will be required to make satisfactory progress in the program and agree to complete the OJT requirements, attend classes for related instruction and complete classroom studies of subjects related to the trade, as ABC may deem necessary to produce a skilled craft worker. It is the responsibility of the apprentice to submit OJT reports on a monthly basis.
- C. If there is any interruption of an apprentice's related classroom instruction, (i.e. excessive absences or leaving the area due to work,) the apprentice will need to repeat the entire level of instruction.
- D. Apprentices will devote their best efforts and energies toward attaining proficiencies required of a skilled journeyperson in their particular trade and, where necessary, acquire hand tools and code books incidental to their trade.
- E. Apprentices are expected to participate in class. Disruptive behaviors will not be tolerated. Apprentices not participating and/or being disruptive can be given an absence by the instructor for that class or asked to leave (also resulting in an absence). Some of the behavior includes but is not limited to: sleeping in class, not

being in the classroom during class time, on their phone during class time and using laptops/tablets for purposes other than classwork.

- F. Apprentices will obey the rules and protect the property and interests of their sponsoring employer.
- G. The apprentice shall read the standards formulated in the Policies and Procedures established by ABC.
- H. ABC will communicate with apprentices via e-mail for grades, absences, information, etc. Apprentices are responsible for checking their email and/or the online portal for this communication.
- I. All apprentice records including grades, OJT reports, certifications, behavior issues, etc. will be released and discussed with employers.
- J. Apprentice must immediately notify the ABC office by emailing training@abcksmo.org of any change of address, email address or phone number. Apprentices can also update their information in Flashpoint.
- K. Related Instruction
 1. The ABC apprenticeship program is hybrid based as approved by the DOL/OA.
 2. A score of at least 70% is required of the apprentice to receive a passing grade as outlined in the ABC grading procedures. A student will not be allowed to advance to the next level of instruction or graduate unless they receive a 70% or above for their final grade. Therefore, it is up to the student to see that he/she is in attendance and performing at the required level in order to successfully advance in their apprenticeship studies.
 3. Retests are available after a forty-eight (48) hour waiting period. Student will only receive a 70% on all passed re-tests. There are no retests on quizzes or craft championships exam. There is a \$20.00 fee for each retest due at time of scheduled appointment. Extenuating circumstances may arise; students or company representative may email detailed requests to training@abcksmo.org. The Education Committee will make the final decision based on policies and federal regulations.
 4. While instructors have demonstrated repeatedly their willingness to help students who are having difficulties, it is the student's responsibility to initiate any requests for assistance and at the instructor's discretion to provide additional help.

5. Safety

- A. OSHA 10 Hour card is required for all apprentices by the end of their 1st year of classes.
- B. Apprentices are required to have appropriate personal protective equipment ready for any class/lab experience at all times.

6. Grading

- A. Apprentices are expected to maintain satisfactory progress in the related class work. Instructors will promptly furnish reports to ABC at the end of the semester and year-end. ABC will provide progress reports to an apprentice's sponsoring employer
- B. The grading scale for semester and final report cards from ABC will be as follows: 100%–90% = A, 89–80% = B, 79%-70% = C. A student will not be allowed to advance to the next level of instruction or graduate until all levels are completed at the aforementioned competency levels.
- C. Trainees must complete the performance examinations to the satisfaction of the instructor. The examinations will be pass/fail.
- D. ADA accommodation policy: It is the policy of ABC ("ABC") to comply with the federal, state and local laws concerning the admission and participation of persons with disabilities. Furthermore, it is ABC's policy not to discriminate against qualified individuals with disabilities in regard to the application procedures, participation, training or other terms, conditions and privileges of the program.

ABC will reasonably accommodate qualified individuals with a disability so they can meet the academic and technical standards requisite to admission and participation in the program, unless doing so would impose undue financial or administrative burdens, or fundamentally alter the nature of the program.

Applicants who are otherwise qualified but who may need an accommodation to enable them to participate in the program should inform the Director of Workforce Development of that need and engage in an interactive process with designated representatives of the Education Department to discuss and explore needs and alternatives. After completion of that process, the Education Department will consider and evaluate the availability and reasonableness of the options to determine what can be done.

Registered apprentices who believe they have a qualifying disability and are employed by a sponsoring employer are encouraged to engage in the interactive process with their employer to determine what, if any,

accommodation they may require in their employment as it may relate to the on-the-job training component of the apprenticeship training.

To request accommodations under the Americans with Disabilities Act (ADA), please contact the Director of Workforce Development.

7. On-The-Job Training Reports (OJT's)

- A. Apprentices are required to maintain a record of their on-the-job training (OJT) experience on the "Apprenticeship Monthly Work Report" which is provided by ABC via the Flashpoint online portal. Apprentices and/or employers will submit their OJT hours monthly. The employer must verify & approve the OJT reports.
- B. Apprentices have the 1st through 15th of each month to enter the previous month's hours. (Ex: September OJT hours submitted no later than the 15th of October).
- C. Employer's office will receive updates on all hours entered. Falsifications will lead to disciplinary action up to and including dismissal from the apprenticeship program.
- D. Failure to report hours by 10:59PM CST on the 15th of each month will result in an administrative fee of \$25 per month.
- E. If employers are entering OJT's on behalf of the students via the employer portal, then no further approval is needed. Employers must enter the OJT reports between the 1st and 15th of each month for each student.
- F. It is the responsibility of the apprentice and employer to verify all submitted hours have been received and documented.
- G. Apprentices must be up to date on submitting their monthly OJT reports in order to be able to register for classes.

M. Graduation Requirements

- 1. An apprentice must have fulfilled the required OJT hours for the trade.
 - Construction Craft Laborer – 4,000 hours
 - Carpenter – 8,000 hours
 - Cement Mason – 4,000 hours
 - Electrician – 8,000 hours
 - Glazier – 6,000 hours
 - Heavy Equipment Operator – 6,000 hours
 - HVAC – 8,000 hours
 - Pipefitter – 8,000 hours
 - Plumber – 8,000 hours
 - Roofer -- 4,000 hours
 - Sheet Metal – 8,000 hours

2. An apprentice must have fulfilled the required related classroom instruction hours required for the trade.
3. An apprentice must show proof of a Construction OSHA 10-hour card.
4. All make up time must be completed prior to graduation.
5. The above items are requirements for an apprentice to receive his/her certificate from ABC. However, if an apprentice has completed their related classroom instruction, they will be able to attend the graduation ceremony, fulfilling the other graduation requirements as soon as possible.
6. An apprentice must meet all ABC requirements and complete their OJT hours before they will receive his/her ABC completion and their DOL certificate.

N. Absences

- A. It is the employer's responsibility to make the apprentice available for class. Having to work or work-related training classes, legal problems, failure of personal transportation, day care issues, etc. are not viable reasons for absences as there are no excused absences.
- B. It is the apprentice's and employer's responsibility to check Flashpoint (online portal) for student absences. Absences will be recorded in Flashpoint within one week of the absence. If an apprentice is absent, tardy or has left early, those can be viewed in Flashpoint by the apprentice and the employer. In the event an absence, tardy or leaving early exceeds the maximum allowed as outlined above and is not made-up, notice of being dropped from the program will be sent to the employer, student, and instructor.
- C. Apprentices are responsible for coordinating make-up exams with the instructor to meet all class objectives. Apprentices must make up any exams and performance profiles.
- D. Instructors will record attendance at the beginning of class by roll call and compare to the sign in sheet. Each trainee must indicate time in and out and sign in and out at each class. Failure to indicate in/out time and sign in and/or out will be considered an absence.
 - Roll call for each class will take place at the scheduled start time. Trainees that arrive after roll call will be considered tardy. Trainee's arriving more than 30 minutes late will be counted absent.

- For TWO-NIGHT EVENING CLASS – Anything above 4 absences will result in the student being assigned to a mandatory make-up class on a pre-determined Saturday.
- For ONE DAY/BLENDED CLASS – Attendance at all scheduled classes is required. If a student misses 1 in-person class or 3 virtual classes they will be assigned to a mandatory make-up class on a pre-determined Saturday.
- Employers will receive an email of student attendance.
- No call/no show will be referred to the Education Committee for review. If a student will be absent, they MUST contact their Instructor, the ABC Education Department, and their Employer.
- Students with excessive absences, defined as more than 7 absences during the school year for weeknight (M/W & T/Th) classes and 2 in-person absence or 5 virtual class absences during the school year for Saturday classes or failure to attend an assigned mandatory make-up class, will result in the student being removed from the program and canceled in the DOL system. Students do have the right to appeal this decision. To appeal students must submit a written appeal to the Education Department within 14 days of the notice of cancellation and attend all scheduled classes while awaiting an appeal hearing with the Education Committee.
- All absences must be made up on the assigned make-up day.

1. Tardies

- A. Three (3) late arrivals (tardy) will equal one (1) absence.
- B. Trainees arriving more than 30 minutes after the scheduled start time of class will be counted absent.

2. Make Up Time

- A. The Education Committee acknowledges that a trainee may have to miss class. Students will not be required to make-up their classroom time until they have missed 5 classes for weeknight (M/W or T/Th) classes and 1 in-person or 3 virtual classes for those attending Saturday classes. At which time they will be assigned to a mandatory make-up Saturday class. Saturday make-up classes will be either a half day (4 hours) or full day (8 hours). Students will be assigned either a half day or full day based on the amount of time they must make up. The student will be billed \$35.00 for a half day or \$70.00 for a full day to defray the cost of the added class. The make-up time fee must be paid ahead of the student attending the class. Failure to attend the assigned mandatory make-up time as scheduled will be seen as a withdraw from the program. Make up time does not cancel out absences on record.
- B. Days and times will be at the discretion of ABC and in attendance of a Certified Instructor. Students assigned to a half day of make-up time will attend the morning session on their assigned day.

C. Unscheduled make up time or walk ins will not be accepted.

3. Member Company In House Programs

A. Days/Time - at the discretion of ABC and in attendance of a Certified Instructor. Make Up time must be scheduled with the Instructor. Walk ins will not be accepted.

B. A company may, at their discretion, develop attendance policy requirements that exceed those of ABC.

4. Appeal Process

The Education Committee will have full authority to enforce 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, the applicant or apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

29 CFR § 29.7(k)

The Education Committee will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards for which written notification is received within 15 days of the alleged violations. The Education Committee will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with the Registration Agency for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate authority to receive, process, and dispose of complaints is:

Katie Grooms/Workforce Development Director
Associated Builders and Contractors, Inc., Heart of America Chapter
4035 Denton Road Kansas City, MO 64133.

Registration agency:

Jeremy Sheets/ATR
U.S Department of Labor Office of Apprenticeship
2300 Main Street, Kansas City, MO 64108

29 CFR § 30.11

"Any individual who believes that he or she has been or is being discriminated against on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 or older) genetic information, or disability with regard to apprenticeship, or who believes he or she has been retaliated against-as described in § 30.17, may, personally or through an authorized representative, file a written complaint with the Registration Agency with whom the apprenticeship program is registered."

The deadline for filing a complaint is 300 days from the date of the alleged discrimination unless extended for good cause shown

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 program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards provided in 29 CFR § 30.

Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under 29 CFR § 30 and the procedures set forth above.

The Education Committee shall provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

O. Cancellations

A. An e-mail and/or text will be sent out to apprentices when class has been cancelled. An email will be sent out to employers when possible. Every effort will be made to notify students of class cancellations by 3:00 pm the day of class or 8:00 pm the day prior for Saturday classes. Official school closings will be made up during the school year or at the end of the year. Date(s) are to be determined by the instructor. Instructors may also reach out to apprentices to alert them of a cancelled class. Apprentices should have their instructor's phone number to contact them if they have questions about whether class will be held.

B. ABC will make every attempt to contact member employers as soon as possible in the event an instructor is unable to conduct class.

8. Instructor Absence

A. Should an instructor not be present within 10 minutes after the start of class, students should alert the Workforce Development Director.

O. Discipline

- A. ABC has outlined the following disciplinary procedures for academic and performance report probation. The employer may have a separate disciplinary procedure for incidents that occur on the job.
- A. The instructor is responsible for classroom discipline. Should unwarranted interruption of the normal classroom procedure occur, the individual involved will be dealt with immediately. Inappropriate behavior is grounds for immediate termination.
 - B. Apprentices not participating and active in class can be given an absence by the instructor for that class or asked to leave (also resulting in an absence). Some of the behavior includes but is not limited to: sleeping in class, not being in the classroom during class time, on their phone during class time and using laptops/tablets for purposes other than classwork.
 - C. Instructors will report any issues to the Director of Workforce Development concerning disruptive behavior or lack of participation which resulted in the removal of that student and/or an absence. The education contact for that apprentice will be contacted. If disruptive behavior happens again, apprentice may be terminated from class and the program.
 - D. Written warning from the Committee with identified response requirements with copies to apprentice and employer.
 - E. Courtesy call to employer to notify of pending cancellation
 - F. Certified notification of intent to cancel.
 - G. Cancellation may be appealed within fifteen (15) days of receipt of certified mail.
 - H. Cancellation.

P. Dress Code

Clothing must be proper for the task, but some basic minimums are expected the lab and the classroom, this includes:

- Jeans or work pants are required
- T-shirts with sleeves are required
- Hard soled work boots are required
- No necklaces outside of the shirt
- No dangling watches, bracelets or visible jewelry of any kind
- No finger rings
- No drawstrings in hooded sweatshirts
- Hair must not fall in front of the face (when looking down); it must be tied back or tucked under a hard hat. Ponytails long enough to fall in front of the face must be secured under a hard hat or controlled (tucked under a shirt/coat, etc.).

- No loose sleeves on long sleeve shirts/coats/etc.
- No headphones or earbuds are allowed

Other protective clothing may be required for specific tasks, such as for welding, hot electrical work, working around mobile equipment, etc. The Instructor is responsible for determining these special needs and enforcing compliance.

Q. Transportation

- Apprentices are expected to provide their own transportation to work, class, lab and field trip sites.

R. Facility Rules

- Craft instructors may dismiss, from class, any trainee creating disturbance and/or interfering with the craft instructor's ability to conduct class. All instances will be reported to the ABC Office and trainee's employer.
- Cell phones, electronic devices, etc. are to be deactivated during class hours. The use of cell phones as calculators is prohibited.
- All classrooms, labs and parking lots must be left in a neat and orderly condition.
- Smoking is only allowed in designated areas. No smoking allowed within 25 feet of ABC entrance. At the KCTF the designated smoking area is located to the west side of the building where the picnic tables are located. Disposal of cigarette butts in receptacle provided is required. E-cigarettes are not permitted indoors.
- Consumption of or being under the influence of alcoholic beverages and/or controlled substances is not permitted in any classroom facility, on training facility grounds, in vehicles on training facility grounds or in/on training facility approved parking areas or anywhere in training facility buildings. Any violations of the policy will result in immediate suspension.
- The carrying or possession of any type of weapon or firearm on the premises is strictly and absolutely prohibited. This prohibition expressly includes those trainees licensed to carry concealed firearms. For purposes of this policy, the premises of ABC properties are defined as any property, building, or portion of a building or property that ABC owns or occupies, whether on a temporary or permanent basis, and any off-site premises where ABC is conducting any activity sponsored by ABC. This includes all parking lots, parking areas, sidewalk, labs and walkways. Any trainee violating this policy will be required to leave ABC premises immediately. This policy does not apply to law enforcement personnel or security personnel engaging in official duties.

- G. Trainees are to report by the scheduled start time with tools and Personal Protective Equipment (PPE); hardhat, safety glasses/goggles, work shoes/boots, shirt, long pants, and other hand tools required.
- H. Trainees are to remain in the lab where they are working unless the instructor allows otherwise.
- I. Trainees are to respect all equipment, tools, materials, and fellow classmates.
- J. At the end of class all trainees will clean the lab area, put away tools, equipment and materials.
- K. Eating and drinking is strictly prohibited in the lab area.
- L. Cell phones are not to be used in the lab areas while lab is being conducted.
- M. Safety is most important while in lab. No horseplay will be tolerated.
- N. Inappropriate conduct will result in ejection with a failing grade from the program.

S. Calculators

- 1. All apprentices are expected to have their own calculator. Apprentices will not be permitted to share calculators during classroom exercises, quizzes, labs, module exams or performance profile exams.
 - 2. Apprentices will not be permitted to use iPods, MP3 Players, cell phones, laptops, tablets, etc. as a calculator at any time during class.
- T. Apprentices may be asked to bring their own tools/materials for hands-on lab time, not all tools/materials will be provided

U. Awards

- 1. Valedictorian: A valedictorian is recognized for each graduating class
- 2. Craft Championships: Eligible 3rd and 4th year apprentices will have the opportunity to qualify for the ABC HOA Craft Championship Competition. Winners of each craft competition are then eligible to participate in the ABC National Craft Championships competition.

V. Military Policy

- 1. Upon an apprentice being called to active military duty, their apprenticeship status will be suspended until they return. They will need to provide the proper documentation before

they leave. The apprentice must notify ABC within 90 days of returning from active duty status and to their employer in order to obtain their past apprenticeship status. The apprentice will then attend the next available date of class as appropriate.

2. Companies who have an apprentice who is called to active duty during any given year of their apprenticeship program will be given a monetary credit for the noncompleted school year (the credit can only be used toward the apprentice who is on military leave.) This credit will be used towards a pass-through test or to repeat the level of instruction upon returning.
3. If the apprentice has not completed at least 72 classroom hours prior to their deployment date, they will need to follow the absence policy outlined in section IX.M.1.2 and continue the level of instruction upon returning from active duty status. If more than 6 hours of classroom instruction is missed, the apprentice will need to attend make-up classes (at no cost.) If over 12 hours of class room instruction is missed, the apprentice can either start the level over at the next available offering where he/she left off when deployed (at no additional cost) or choose to re-start the level from the beginning at the next available offering (at no additional cost.)
4. If the apprentice has completed at least 72 classroom hours, they will have the option of taking a pass-through test or repeating the level upon returning from active duty status.

W. Transcripts

1. ABC Students may receive 1 free copy of their official transcript for up to 1 year after completion. After that a fee will apply.

X. Registered In-House Programs

- A. Company must meet one of the requirements below in order to start a registered In-House program.
 1. Company will offer a trade that ABC is currently not offering as a public class.
 2. Company will have geographical challenges in relation to the public classes. These companies will need approval from the Education Committee in order to start a new in-house program. The decision will be based on the company's location and what style of classes (institute or traditional) are available within a reasonable driving distance.
- B. All in-house programs need annual approval from ABC in order to operate. Registered in-house programs will have registered apprentices and will follow the ABC Policies and Procedures and the standards set with the DOL/OA.

- C. All in-house instructors will be certified through ABC's Instructor Training Program and will complete the necessary paperwork each year to keep their credentials up-to-date.

- D. Registered in-house programs will furnish the following information as requested by ABC at the start of their program on forms provided by ABC.
 - 1. Instructor Information- name, address, phone number (work and home preferred.)
 - 2. Class location – address
 - 3. Class Schedule – Dates and times, to facilitate visits by representatives of the ABC Apprenticeship program and staff. These are due by Sept 4. Any deviations from the regular schedule should be submitted to the ABC office.
 - 4. In-house instructors will submit the attendance form to the ABC office by the 15th of the following month. This must include class dates, hours of class, modules covered, and test scores.
 - 5. Copies of attendance sheets and module exams are due by the 15th of the month following for the previous month. Grades for the last month of class should be submitted within 1 week of the last class.
 - 6. Employer must submit all required student information at time of registration and inform the education department of any changes.

XII. Craft Trainee

- A. A craft trainee is one who is not registered with the DOL/OA. Craft Trainees are required to complete and participate in all academic and performance profile testing.

- B. Craft trainees will not receive a DOL apprenticeship completion certificate and will not be considered a graduate of a registered apprenticeship program for purposes of licensing.

XIII. Assessment of Fees

- A. All Registered Apprentices and Craft Trainees (including in-house apprentices)
 - 1. Initial enrollment fee – based on the current ABC fee schedule and is non-refundable. If an apprentice has been de-registered with ABC and the DOL/OA and chooses to register at a later date, a registration fee will apply. The employer must submit fees at the time of registration along with completed and signed required forms.
 - 2. All payments for registration, tuition and books must come from the Employer. ABC will only accept payments from students directly for retest and late OJT fees.
 - 3. Related class tuition is based on the current ABC fee schedule. There will be no refund of tuition after one class session has been held.

4. Payment Policy 100% of all tuition, books and registration fees must be paid at the time of registration. Apprentices will not be registered in class until all completed paperwork and payment are received. If there is an outstanding balance for an apprentices, he / she will not be permitted to attend class and any absence will be counted as such and held against the apprentice's attendance record for that class.
5. Refund Policy Un-enrolling a student prior to the registration deadline date, you will receive a full tuition refund, upon receipt of an Apprentice Termination Form. After the registration deadline, a 50% tuition refund is possible (if the class is not full) upon receipt of an Apprentice Termination Form. After the class has started, no refund will be issued.
6. There will be no refund for the annual registration fee.
7. All requests for payment plans must be made and received by the enrollment deadline.
8. Tuition is comprised of an annual registration fee and tuition for both semesters. It includes curriculum books, and (where applicable) registration with the DOL. Tuition rates are not reduced if an individual or sponsoring employer opt out of registering with the DOL.

B. OJT Only Students

1. Apprentices who are registered with the DOL in order to begin earning OJT hours will be assessed a registration fee. Under no circumstances will a student be registered as a Level 0 OJT only student and not be enrolled in the next available class.
2. Apprentices who have completed their related instruction, but are still working to complete their OJT hours will be allowed to continue as an OJT Only student for 12 months following their graduation date without being charged a registration fee. If the apprentice has not completed their OJT hours in the 12 months following graduation, they will need to be registered as OJT only and the registration fee will apply.
3. OJT only students must follow all current OJT submission requirements.

C. Payment Deadlines

1. All fees must be prepaid before an apprentice is allowed to enter class, regardless of the semester or level of instruction. Notice of timelines will be issued prior to registration.
2. No apprentices are allowed to begin classes after two class sessions have been held.

3. Dropping a course prior to the start date of the class in which an apprentice is registered will result in 50% tuition refund payable upon receipt of an Apprentice Action Form.