

STANDARDS OF APPRENTICESHIP

FOR



City of Lake Worth Utilities
Apprenticeship Program IJ

REGISTERED BY

FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF CAREER AND ADULT EDUCATION –
APPRENTICESHIP

Standards of Apprenticeship

For

Occupation / Trade	Term of Training in Hours	NAICS Code	DOT Code	RAPIDS Code (4 digit trade #)	SOC Code
Line Erector (Lineman)	6000	238210	821-361-018	0281	49-9051.00
Electric Meter Repairer	7200	238210	729-281-014	0151	49.9012.00

PROGRAM SPONSOR

City of Lake Worth Utilities Apprenticeship Program, II

JURISDICTIONAL AREA

Palm Beach County
(Counties)

Time Based Program:	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Competency Based Program:	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Hybrid Program:	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
VA Approval Requested:	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Vocational Education Linkage:	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

SIGNATURE PAGE

PROGRAM NAME: City of Lake Worth Utilities Apprenticeship Program. II

ADDRESS: 1900 2nd Avenue North

PHONE: 561-586-1740

EMAIL ADDRESS: avickers@lakeworth.org

Anthony Vickers 5/10/13
Chairman [*] Date

Debbie Jackson 5/10/13
Secretary [**] Date

COMMITTEE MEMBERS

[Print Name, Title, and Affiliation for Each. Designate Labor or Management if this is a Joint Program]

Management

Anthony Vickers
Anthony Vickers, City of Lake Worth Utilities
MEMBER [*]

Clay Lindstrom
Clay Lindstrom, City of Lake Worth Utilities
MEMBER

Joel Rutsky
Joel Rutsky, City of Lake Worth Utilities
MEMBER

Robert Beckel
Robert Beckel, City of Lake Worth Utilities
MEMBER

Labor

Debbie Jackson
Debbie Jackson, IBEW 359-3 Local Union
MEMBER [**]

Andy Mullarkey
Andy Mullarkey, IBEW 359-3 Local Union
MEMBER

Reynaldo Rodriguez
Reynaldo Rodriguez, IBEW 359-3 Local Union
MEMBER

Samuel Jackson
Samuel Jackson, IBEW 359-3 Local Union
MEMBER

SIGNATURE AUTHORITY

FOR COMMITTEE Anthony Vickers

Name (Please Type)

Anthony Vickers
(Signature)

Title: Safety and Environmental Manager

Affiliation: City of Lake Worth Utilities

REVIEWED BY:

Darvey Hillson OMC-I
Name
Apprenticeship & Training Representative

5/10/13
Date

REVIEWED

APPROVED

REGISTERED

FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF CAREER AND ADULT EDUCATION - APPRENTICESHIP

Ken O'Keefe
Authorized Official - Registration Agency

5/16/2013
Date

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DEFINITIONS

1. Gender Reference - all references in these standards to the male gender are used for convenience only and shall be construed to include both male and female.
2. Apprentice - means a person at least 18 of age who is engaged in learning a recognized skilled trade through actual work experience under the supervision of journeymen, which training should be combined with properly-coordinated studies of related technical and supplementary subjects, and who has entered into a written agreement, hereafter called an apprentice agreement, with a registered apprenticeship sponsor who may be either an employer, an association of employers, or a local joint apprenticeship committee. **6A-23.002(1) FAC**
3. Apprenticeship Agreement - means a written agreement between an apprentice and either his participating employer or an apprenticeship committee acting as agent for participating employer(s), which contains the terms and conditions of the employment and training of the apprentice. **6A-23.002(2) FAC**
4. Apprenticeship Committee - means those persons designated by the sponsor to administer the program. **6A-23.002(14) FAC**
5. Apprenticeship Representative - is an individual representative of the Florida Department of Education, properly authorized to act on behalf of the Department in matters concerning apprenticeship, preapprenticeship, and on-the-job training. **6A-23.002 (4) FAC**
6. Apprenticeship Standards - means the minimum requirements established uniformly for each craft under which an apprenticeship program is administered and includes standards of admission, training goals, training objectives, curriculum outlines, and objective standards to measure successful completion of the apprenticeship program and shall mean this entire document, including these definitions. **6A-23.002 (5) FAC**
7. Journeyworker - means a person working in an apprenticeable occupation who has successfully completed a registered apprenticeship program or who has worked the number of years required by established industry practices for the particular trade or occupation. Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training. As defined in Chapter 6A-23, F.A.C., journeyworker applies to ratios, wage surveys and qualified apprenticeship trainers. The term "journeyworker" is synonymous with "journeyman" as defined in Section 446.021(4), F.S. **6A-23.002 (12) FAC**
8. Jurisdiction - means the specific geographical area for which a particular program is registered. **446.021(11) FS**
9. On-the-Job-Training - (OJT) - means supervised trade-specific employment. OJT becomes a monitoring responsibility of the sponsor. OJT training providers must be participating employers. **6A-23.002 (15)**
10. Participating Employer -- means a business entity which: (a) is actively engaged by and through its own employees in the actual work of the occupation being apprenticed; (b) employs, hires and pays the wages of the apprentice and the journeyworker serving as qualified training personnel training the apprentice; (c) evaluates the apprentice, and (d) is signatory party to a collective bargaining agreement or signatory to a participating employer agreement with the program sponsor which will be registered with the Registration Agency in the Department. **6A-23.002(16) FAC**
11. Registration Agency - the term "Department" and "Registration Agency" are synonymous and shall mean the, Division of Career and Adult Education - Apprenticeship, Florida Department of Education. **6A-23.002(3) and 6A-23.004(2) (p) FAC**

12. Sponsor - means any person, association, committee, or organization operating an apprenticeship program and in whose name or title the program is or is to be registered, irrespective of whether such entity is an employer. 6A-23.002(21) FAC

CONFORMANCE WITH STATE AND FEDERAL LAWS

No section of these standards shall be construed to permit violation of any law or regulation of the State of Florida or the United States. This program shall adhere to all local, state and federal laws pertaining to apprenticeship, which include but may not be limited to - Chapter 446, Florida Statutes; Chapter 6A-23, Florida Administrative Code; Title 29 Code of Federal Regulations, Part 29; and Title 29 Code of Federal Regulations, Part 30.

REGISTRATION OF APPRENTICESHIP PROGRAM

These standards shall be submitted to the Servicing Representative in the area to review and forward to the Registration Agency for approval and registration. Upon approval by the Registration Officer, the apprenticeship program shall be issued a Certificate of Registration, which shall remain effect; subject to the Apprenticeship Committee's adherence to the conditions of these rules. Prospective apprentices will be given the opportunity to read these standards before they sign the Apprenticeship Agreement.

An apprenticeship program may be registered in one or more occupations simultaneously or individually with the provision that the program sponsor shall, within one (1) year of registration, be actively training apprentices on the job in each occupation for which registration is granted. Each occupation for which a program sponsor holds registration shall be subject to cancellation if no active training of apprentices has occurred within one (1) year. 6A-23.003 FAC

Section I COMPOSITION OF THE COMMITTEE

The apprenticeship committee shall be composed of 8 member representatives of the participating employers. The committee shall include a Chairman and a Secretary. The Committee shall meet quarterly and as often as necessary to conduct business. The committee shall determine such matters as a quorum, and the time and place of regular and special meetings.

Section II DUTIES OF THE COMMITTEE

- 1) Screen and select applicants for apprenticeship.
- 2) Maintain all records for a period of at least five (5) years.
- 3) Determine credit to be granted (if any) to applicants for previous experience or education, according to policy stated in this document.
- 4) Enter into apprenticeship agreements between the apprentice and the committee as program sponsor and to submit these agreements to the Apprenticeship Representative of the Registration Agency for registration.
- 5) Maintain a record of each apprentice's training progress on-the-job and in related classroom instruction.
- 6) Review regular progress reports for apprentices and recommend such actions as appropriate.

- 7) Arrange tests for determining the apprentice's progress in manipulative skills and technical knowledge.
- 8) Notify the Registration Agency of any other apprentice actions including registrations, reinstatements, cancellations, and repeat periods.
- 9) Notify the Registration Agency when apprentices have satisfactorily completed their apprenticeship and to request the issuance of a Certificate of Completion to such apprentices.
- 10) Provide for continuous employment of apprentices insofar as possible.
- 11) Secure, if applicable, Participating Employer agreements from designated employers and notify the Registration Agency by copy.
- 12) Hear and adjust complaints of violations, and make rulings as deemed necessary.
- 13) Recommend such changes in the program as are deemed necessary to improve effectiveness and efficiency.
- 14) Notify the Registration Agency's Apprenticeship Representative of all apprenticeship committee meetings and make available, upon request, the official minutes of such meetings.
- 15) Provide apprenticeship records for review, upon request of the Apprenticeship Representative.
- 16) In general, be responsible for the successful operation of the program and the welfare of the apprentices by performing the duties listed herein.

Section III RESPONSIBILITIES OF THE APPRENTICE

- 1) Work faithfully and diligently at the occupation.
- 2) Complete promptly and carefully all lessons, assignments and school tests required by the committee.
- 3) Protect the property of the employer.
- 4) Respect and comply with all rules, regulations and policies of the employer affecting their employment.
- 5) Keep adequate records of work experience and related instruction as required by the committee and submit properly completed records to the committee in a timely manner.

Section IV SUPERVISION OF APPRENTICES AND HOURS OF WORK

Apprentices when engaged in on-the-job training shall be under the direct supervision of a journeyworker.

The hours of work for apprentices shall be the same as those for journeyworkers in the occupation covered by these standards and in conformity with State and Federal Laws. In assigning work to apprentices, however, due consideration shall be given to the variety of operations necessary to develop their occupational skills.

Overtime will not interfere with the apprentice's attendance in related technical instruction. 6A-23.004(1) FAC

Section V WORK PROCESS

The employer agrees to provide the apprentice adequately supervised instruction and work experience of which a record will be kept and periodically evaluated, in accordance with the work process outline.

Work experience will be provided in approximately the number of hours shown, but not necessarily in the order shown on Page(s) 14. 6A-23.004(2) (c) FAC

Section VI TERM OF APPRENTICESHIP

The term of apprenticeship shall be 6000 hours, approximately 36 months, of continuous on the job employment (including the probationary period). Hours for related instruction are excluded from those in OJT. 6A-23.004(2) (b) FAC

Section VII RELATED INSTRUCTION

Apprentices employed under these standards shall be required to complete a minimum of 144 hours each year of supplemental instruction in technical subjects related to the occupation.

In case of failure, without due cause, on the part of the apprentices to fulfill their obligations as to school attendance and conduct, the committee shall take necessary disciplinary action.

A related instruction outline for the occupation(s) will be defined by the sponsor and outlined as part of these standards on Page(s) 15. 6A-23.004(2) (d) FAC

Related Instruction Delivery Method (mark only one):

- | | |
|---|---|
| <input checked="" type="checkbox"/> Sponsor's Classroom | <input type="checkbox"/> Employer's Shop |
| <input type="checkbox"/> Vocational Education Classroom | <input type="checkbox"/> Community College Classroom |
| <input type="checkbox"/> Correspondence Course | <input type="checkbox"/> Other (i.e. Electronic Media, etc) |

Related Instruction Provider Type (select all that apply):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Sponsor | <input type="checkbox"/> Technical School |
| <input type="checkbox"/> Vocational School | <input type="checkbox"/> Community College |
| <input type="checkbox"/> Correspondence Course | <input type="checkbox"/> Web Based |
| <input type="checkbox"/> Other (specify) _____ | |

Related Instruction hours are provided (mark only one):

- During Work Hours During Non-Work Hours During Work & Non-Work Hours

Are Wages Paid to the Apprentice During Related Technical Instruction? Yes No

Address where related instruction classes occur:

1900 2nd Avenue, North, Lake Worth, FL, 33461

Section VIII APPRENTICE WAGE SCHEDULE

No apprentice shall receive an hourly wage that is less than the period of training in which he is serving. The employer agrees to pay not less than the following wage rate to the apprentice during each period of apprenticeship. Wage rates are required to be expressed in percent of journeyworker's wage, and may not be less than 35% of the journeyworker's rate during the first period or less than 75% in the last period. In no event shall the apprentice wage rate be less than the minimum wage prescribed by Federal or State Law.

Line Erector (Lineman)

Period of Training	Percent of Journeyworker's Rate	Apprentice's Hourly Rate	Period of Training	Percent of Journeyworker's Rate	Apprentice's Hourly Rate
1 st	70%	\$20.43	6 th	95%	\$27.72
2 nd	75%	\$21.89			
3 rd	80%	\$23.34			
4 th	85%	\$24.80			
5 th	90%	\$26.26			

Journeyworker Hourly Wage Rate \$29.18, as of 10/01/2011, work week is 40 hours.

Electric Meter Repairer

Period of Training	Percent of Journeyworker's Rate	Apprentice's Hourly Rate	Period of Training	Percent of Journeyworker's Rate	Apprentice's Hourly Rate
1 st 900 hrs	70%	\$20.59	6 th 900 hrs	92%	\$27.06
2 nd 900 hrs	75%	\$22.06	7 th 900 hrs	94%	\$27.65
3 rd 900 hrs	80%	\$23.53	8 th 900 hrs	96%	\$28.23
4 th 900 hrs	85%	\$25.00			
5 th 900 hrs	90%	\$26.47			

Journeyworker Hourly Wage Rate \$29.41, as of 10/01/2012, work week is 40 hours.

[joint programs] A wage review of all active and/or current signatory members to the collective bargaining agreement has been completed on the above date to arrive at the established journeyworker hourly rate listed above. The journeyworker hourly wage rate shall be reviewed and adjusted annually or as per the collective bargaining agreement. 6A-23.004(2) (e) FAC

Section IX APPRENTICE RECORDS

Records of the apprentice's on-the-job work experience and related instruction shall be kept and maintained by the committee. This information shall be furnished by the apprentice from his work record.

An examination of apprentices may be given at such time as determined by the committee. In these examinations, consideration shall be given to school attendance, progress and the daily employment record of the apprentice.

All records regarding each and every apprentice shall be presented for review when requested by the Registration Agency or its authorized representative(s). 6A-23.004(2) (f) FAC

Section X RATIO OF APPRENTICES

The ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment or applicable provisions in collective bargaining agreements, but in a ratio of not more than one (1) apprentice to the participating employer in each apprenticeable occupation, and two (2) apprentices for every three (3) journeyworkers thereafter. It shall be the responsibility of the apprenticeship committee/sponsor to ensure that the allowable ratio of apprentices to journeyworkers is consistently maintained in the program as a whole, by each participating employer, and on the job site. **6A-23.004(2)(g) FAC**

Section XI PROBATIONARY PERIOD

Apprentices employed under these standards shall be subject to a probationary period during the first 6 months of the apprenticeship program, which cannot exceed twenty-five percent of the length of the program or one (1) year, whichever is shorter. During the probationary period, the Apprenticeship Agreement may be terminated by either party of the agreement upon written notice to the Registration Agency without stated cause. The probationary period must be reasonable in relation to the full apprenticeship term; with full credit for such period toward completion of apprenticeship. **6A-23.004(2) (h, s) FAC**

Section XII SAFETY

The Apprentice shall be provided safety training both on the job site and in related technical instruction. The Participating Employer shall instruct the Apprentice in safe and healthful work practices and shall ensure that the Apprentice is trained in facilities and other environments that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or state standards that have been found to be at least as effective. **6A-23.004(i) FAC**

Section XIII QUALIFICATIONS OF AN APPRENTICE

Applicants for apprenticeship shall possess the following minimum qualifications, which are directly job related:

1. At least 18 years of age.
2. Physically capable of performing the work of the trade.
3. High School Diploma or GED
4. Florida CDL class license

6A-23.004(j) FAC

Section XIV APPRENTICESHIP AGREEMENT

The Apprentice and the Sponsor shall sign an Apprenticeship Agreement which shall set forth the terms and conditions of employment, indicate what credit is to be granted for previous experience, if any, and shall meet the requirements of and be registered with the Registration Agency.

Every Apprenticeship Agreement entered into shall contain a clause making the terms and conditions of these standards a part of the Apprenticeship Agreement. 6A-23.004(2)(k) FAC

Section XV CREDIT FOR PREVIOUS EXPERIENCE

Credit for previous experience, training, skills or aptitude in the occupation may be allowed, such credit to be stated on the Apprenticeship Agreement. Apprentices who receive credit for previous experience or training shall be paid, upon entrance, the wage rate of the period to which such credit advances them.

The Registration Agency recognizes that the program Sponsor has authority to establish procedures for granting credit to Apprentices for previous work and/or training experience. However, to ensure consistency among program sponsors in awarding credits, the Registration Agency requires that these procedures include the following basic requirements:

- A. No more than fifty percent of the apprenticeship program duration can be awarded to an Apprentice, i.e., number of months credited to an Apprentice for prior work and/or training experience, unless the Apprentice is transferring from another registered apprenticeship program in a related trade.
- B. All credit granted of more than 1000 hours of on the job training will require an evaluation method which, at a minimum, shall incorporate the following:
 1. Consideration of time worked in the specific occupation, or in a related occupation; and
 2. Consideration of wages earned by the incoming Apprentice.
- C. Program sponsors must maintain documentation as to how credit was granted to an Apprentice for a period of five (5) years. Documentation must be made available to the Registration Agency upon request.
- D. Individuals who receive credit toward the completion of an apprenticeship program must enter a related instructional program at a level commensurate with the amount of credit awarded. Before an Apprentice who was awarded credit for prior work and/or training experience can receive an Apprenticeship Completion Certificate from the State of Florida, he shall be required to demonstrate a mastery of the same instructional material as those apprentices who have completed the entire training program.
- E. All program sponsors who want to award credit to an apprentice for a registered apprenticeship program must develop and include procedures for meeting the standards of that program and have these available for review.

Exceptions to the above policy may be granted when requested by a program sponsor and a determination is made by the Registration Agency that such exception does not undermine the quality of apprenticeship training and favors the welfare of the Apprentice. 6A-23.004(2) (l) FAC

Section XVI TRANSFER OF APPRENTICES

It shall be the duty and responsibility of the Apprenticeship Committee to provide, insofar as possible, continuous employment for all apprentices. Where it is impossible for one employer to provide the diversity of experience necessary to give the apprentice total training experience in the various branches of the occupation, or where the employer's business is of such character as not to permit reasonable continuous employment over the entire period of apprenticeship, the Apprenticeship Committee shall

have authority to transfer the Apprentice to another Participating Employer, who shall assume all the terms and conditions of these standards and the Apprentice must receive full credit for satisfactory time and training earned.

Should an Apprentice be transferred from one registered apprenticeship program to another, the Apprentice must be provided a transcript of his completed related technical instruction as well as his completed on-the-job training from the originating Sponsor. The transfer of the Apprentice must be to the same occupation. The Apprentice must be cancelled from his originating Sponsor's program and a new Apprenticeship Agreement must be executed between the Apprentice and the subsequent program sponsor and registered with the Registration Agency. 6A-23.004(2) (m) FAC

Section XVII ASSURANCE OF QUALIFIED TRAINING PERSONNEL

Every apprenticeship instructor providing related technical instruction to apprentices must meet the Florida Department of Education's requirements for a career-technical instructor per Section 1012.55 F.S., or be a subject matter expert, which is an individual who is recognized within an industry as having expertise in a specific occupation, as demonstrated by being a journeyworker, or by holding the licensure or certification required in the given occupation; and have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the related technical instruction. 6A-23.004(2) (n) FAC

Section XVIII CERTIFICATE OF COMPLETION OF APPRENTICESHIP

Upon satisfactory completion by an Apprentice, of their term of apprenticeship, the Apprenticeship Committee will request from the Registration Agency, through the Servicing Representative, that a Certificate of Completion of Apprenticeship be awarded. 6A-23.004(2) (o) FAC

Section XIX MODIFICATION OF STANDARDS

These standards may be modified or amended at any time by action of the Apprenticeship Committee upon approval of the Registration Agency. Such amendments shall be promptly submitted to the Servicing Representative for review and shall not alter apprenticeship agreements in effect at the time of such change without the express consent of all parties to such agreement. 6A-23.003(7); FAC 6A-23.004(2) (q) FAC

Section XX PROGRAM CANCELLATION AND DEREGISTRATION

Cancellation of this program may be effected upon the voluntary action of the Sponsor by requesting such a cancellation in writing from the Registration Agency.

Deregistration of this program shall be upon written notice by the Registration Agency to the Sponsor, stating cause and instituting formal deregistration proceedings in accordance with the provisions of Chapter 6A-23.006 Florida Administrative Code.

In either event, the Sponsor shall notify the apprentices within fifteen (15) business days of the effective date of the event that will deprive the apprentices of their individual registration. 6A-23.006 FAC

Section XXI NOTIFICATION

The Registration Agency shall be notified through the Servicing Representative of all actions affecting apprentices, such as new indentures, suspensions, cancellations, completions, and other actions as reflected on the Apprentice Action Reporting Form. 6A-23.004(2) (r) FAC

Section XXII ADJUSTING DIFFERENCES

In case of dissatisfaction by the Participating Employer or the Apprentice, either party has the right and privilege of appeal to the Apprenticeship Committee for such corrective action and adjustment of such matters as come within these standards. The Apprenticeship Committee will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer and the apprentice. The Registration Agency is available to receive, investigate and resolve any complaints the Apprentice has about the apprentice training program in which the Apprentice is registered.

The Apprentice and his Participating Employer shall be notified by the Sponsor within five (5) business days of the date of any proposed adverse action, with stated opportunity to the apprentice during such period for corrective action. 6A-23.004(2) (t, u) FAC

Section XXIII MAINTENANCE OF RECORDS

All records pertaining to the administration, selection, employment and training of apprentices shall be kept for not less than five (5) years from the date of departure from or completion of the program. The maintenance of private sector apprenticeship program records shall be the sole responsibility of the Sponsor / Apprenticeship Committee and are to be kept at the following address, which is a facility that allows and provides governmental access for auditing purposes as outlined in Ch. 119 F.S. (Florida Public Records Law): 6A-23.004(2) (v) FAC

City of Lake Worth Utilities Apprenticeship program, II
1900 2nd Avenue, North, Lake Worth, FL. 33461

Section XXIV LISTING OF PARTICIPATING EMPLOYERS N/A

Each Employer wishing to participate in this registered apprenticeship program shall sign a Participating Employer's Agreement with the Sponsor, unless otherwise provided for in a collective bargaining agreement and in so doing, will accept the requirements of the program standards. The Program Sponsor shall provide an executed copy of the signed Participating Employer's Agreement to the Registration Agency and the cancellation thereof. 6A-23.004(2) (w) FAC

Section XXV FUNDING

City of Lake Worth Utilities Apprenticeship Program II shall be responsible for the funding of the program. 6A-23.004(2) (x) FAC

Section XXVI EQUAL EMPLOYMENT OPPORTUNITY 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. 6A-23.004(2) (y) FAC

Section XXVII AFFIRMATIVE ACTION

The Apprenticeship Committee enters this program with the understanding that it will be sincere in making a good faith effort to increase and maintain the number of minority and female apprentices necessary to at least equal the percentage of minorities and females in the area. This program consists of affirmative acts that may be altered and supplemented as experience indicates. The Apprenticeship Committee shall provide equal opportunity in apprenticeship for those indentured to or seeking entrance into this apprenticeship program for the purpose of learning the occupation.

To provide equal opportunities in the recruitment, selection, employment, training and advancement of minority and female apprentices, the committee agrees to make the following affirmative action commitments:

1. Disseminate information concerning the nature of apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the committee. Such information shall be disseminated at least 30 days in advance of the earliest date for application at each interval. Information will be disseminated to government employment service offices, local schools, women's centers, outreach programs, principal minority groups, women's organizations and community organizations which can effectively reach minorities and women. This information shall also be published in newspapers which are circulated in the minority community and among women as well as the general areas in which the program sponsor operates. Copies of this information shall be sent to the Registration Agency field office that services the respective program.
2. When possible, participate in workshops conducted by employment service agencies for the purpose of familiarizing schools, and the employment service with apprenticeship training and its current opportunities.
3. Cooperate with local school boards and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.
4. Encourage the establishments and utilization of pre-apprenticeship, preparatory trade training, or other programs, designed to afford related work experience or to prepare candidates for apprenticeship, the committee shall make appropriate provision in its Affirmative Action Plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
5. Utilize present minority and female apprentices and journeyworkers to assist in the implementation of the programs Affirmative Action Plan.
6. Grant advance standing or credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.
7. Engage in such other activities, when identified, that may further the entry of minorities and/or females into apprenticeship. Title 29 CFR Part 30, 6A-23.004(2) (y) FAC

Section XXVIII SELECTION PROCEDURE

The committee shall select apprentices from the qualified applicants as follows: 6A-23.004(2)(y)(2) FAC

Name:
Address:
Trade Applied For:

**Part I. Completed by Apprenticeship Training Director
Circle One**

- Education & Training**
- A. Has the minimum age of 18 been verified? Yes / No
 - B. Has the high school diploma or G.E.D. been verified by transcript? Yes / No
 - C. Photo identification (Florida driver's license accepted) Yes / No
 - D. Has the application process been completed in its entirety? Yes / No

Part II. Completed by Apprenticeship Committee Members

Selection Rating Factors	Possible Points	Score
A. Veteran With Honorable Discharge Receives	10	
B. Pre-Apprenticeship Receives	10	
C. Certifications Pertinent to a Trade	0-15 pts	15
Name of Trade		
D. Vocational Training Related to a Trade	0-15 pts	15
1. Title of Courses		
2. Vocational Hours		
E. Previous Work Experience	5	
1. Title of Courses 2.5 pts		
2. Vocational Hours 2.5 pts		
F. Oral Interview	45	
1. Interest in Training Opportunity 0-10 pts		
2. Interest in Trade 0-5 pts		
3. Appearance 15 pts		
4. Commitment 15 pts		
Total Points for this Applicant	Maximum Total	100

Applicants scoring less than 50% of the maximum points will not be accepted. Any false statement is reason for disqualification.

Applicant will be selected in descending order of ranking attained, from highest score down. Veterans and pre apprentices will get the same consideration Records will be maintained for five (5) years.

Signature of Rater

Date

Section XXIX TITLE 29 CFR PART 30, UTILIZATION ANALYSIS

City of Lake Worth Utilities Apprenticeship Program, IJ

(Name of Program)

1900 2nd Avenue, North, Lake Worth

(City)

Florida

(State)

Jurisdictional Area Covered by Program (counties): Palm Beach

a)

1. Total labor force:	<u>*510,046</u>
2. Total minorities in labor force:	<u>*108,413</u>
3. Total females in labor force:	<u>*234,392</u>
4. Percentage of minorities:	<u>*21.3%</u>
5. Percentage of females:	<u>*46.0%</u>

* (Source of information compiled from the Agency for Workforce Innovation Labor Market Statistics 2000 Census.)

b) Under utilization Factors:

1. Total number of employers:	<u>1</u>
2. Total of employers workforce in the trade:	<u>27</u>
3. Total journeyworkers employed by the employers in the craft:	<u>15</u>
4. Total minority journeyworkers employed by the employers in the craft:	<u>8</u>
5. Total female journeyworkers employed by the employers in the craft:	<u>0</u>
6. Total youth journeyworkers age 16-22 employed by the employers in the craft:	<u>0</u>
7. Total apprentices:	<u>0</u>
8. Total minority apprentices:	<u>0</u>
9. Total female apprentices:	<u>0</u>
10. Under utilization of minorities:	<u>0</u>
11. Under utilization of females:	<u>0</u>

c) Goals and Timetables:

1. Percentage of all future accessions to be minorities:	<u>21.3%</u>
2. Percentage of all future accessions to be females:	<u>23.0%</u>

WORK PROCESS OUTLINE

OCCUPATION/TRADE: Line Erector (Lineman)

Occ. Code: 49-9051.00

	<u>Approximate Hours</u>
A. Use and care of tools and equipment common to line work Set poles, frame poles and learn to climb poles Work de-energized secondary and pull services Radio procedures and rescue procedures.	1200
B. Line covering using line guards and rubber blankets Using secondary test equipment and working on secondary voltages Work energized secondary on service poles and install street lights	1000
C. Learn about rigging, pull down guys and construction standards Learn the use and care of hot sticks Operating digger derrick truck Learn the proper procedures for installing working grounds	1000
D. Assist in hanging transformers Learn about different types of test equipment Learn copper and aluminum primary and secondary ties	600
E. Use of underground locator Underground terminations, splices and underground riser construction Troubleshooting techniques, switching and tagging, use load break tool	600
F. Work primary voltages with Journeyman Lineman using gloving method Change out pole top pin, install lightning arrester station Change out cut out installations of transformer banks	700
G. Line construction of in-line disconnect switches, regulators and capacitors Prepare existing line for re-conduct ring Introduction to the insulated platform	700
H. Safety work practices including First Aid, CPR Bucket Trucks and Pole Top Rescue	200
TOTAL HOURS	<u>6000</u>

RELATED INSTRUCTION OUTLINE

OCCUPATION/TRADE: Line Erector (Lineman)

Occ. Code: 49-9051.00

Classroom Hours

Introduction

First Year

- | | |
|---|------------|
| A. Introduction to the Apprenticeship Program | 144 |
| 1. Expectations | |
| 2. Opportunities for Advancement | |
| 3. Possible deterrents to Advancement | |
| B. Job Description | |
| 1. Responsibilities of the Apprentice Explained | |

Training

- | | |
|---|--|
| C. 1. Introduction to Transmission and Distribution | |
| 2. Climbing Wooden Poles | |
| 3. Overhead Distribution Systems | |
| 4. Rigging I and II | |
| 5. Safety in Transmission and Distribution | |

A. Second Year

- | | |
|------------------------------------|------------|
| 1. Service Installations | 144 |
| 2. Reading Diagrams I and II | |
| 3. Pole Framing and Guying | |
| 4. Mobile Hydraulic Systems | |
| 5. Bucket Trucks | |
| 6. Trouble Shooting Overhead Lines | |

B.

- | | |
|-----------------------------------|--|
| 1. Electrical Safety | |
| 2. Pole Top Equipment Replacement | |
| 3. Basic Electricity Review | |
| 4. Distribution Repair Gloves | |
| 5. Distribution Repair Sticks | |
| 6. URD Systems | |
| 7. Safety in URD | |

A. Third Year

- | | |
|---|------------|
| 1. Systems Protection and Monitoring | 144 |
| 2. Substations and Switchyards | |
| 3. Transformer Connections I and II | |
| 4. A C Fundamentals | |
| 5. Cable Fault Locating | |
| 6. Pad mount Transformers and Switchgears | |
| 7. Transformer Troubleshooting | |

TOTAL HOURS **432**

WORK PROCESS OUTLINE

OCCUPATION/TRADE: Electric Meter Repairer

Occ. Code: 49-9012.00

	<u>Approximate Hours</u>
A. Use and care of tools and equipment common to meter work Design and operation of watt-hour meters. Test, repairs, calibrates single phase and polyphase meters Radio procedures and rescue procedures.	1200
B. Computer Training & Practical Applications Using secondary test equipment and working on secondary voltages Removes and installs single phase and polyphase self-contained meters	1200
C. Reads and records meter readings on primary consumer and substations Records test data, completes service orders and other clerical functions Assist Meterman "A" in performing current diversion and meter Tampering investigations	1200
D. Use of ammeters, voltmeters, Ohmmeters as related to metering Learn about different types of test equipment	800
E. Installation of Data Recorders Wiring of electronic data recorders for monitoring voltage and current Troubleshooting techniques,	800
F. Instrument Transformers. Wiring secondary voltage metering transformers. Wiring primary voltage metering transformers Wiring transformer rated meter sockets	900
G. Meter Analysis and Power Quality Analyzing meter installations for proper metering Professional approach with customer related problems	800
H. Safety work practices including First Aid, CPR Bucket Trucks Rescue	300
TOTAL HOURS	<u>7200</u>

RELATED INSTRUCTION OUTLINE

OCCUPATION/TRADE: Electric Meter Repairer

Occ. Code: 49-9012.00

Classroom Hours

Introduction

First Year

- | | |
|--|-----|
| Introduction to the Apprenticeship Program | 144 |
| 1. Expectations | |
| 2. Opportunities for Advancement | |
| 3. Possible deterrents to Advancement | |
| 4. Job Description | |
| 5. Responsibilities of the Apprentice Explained | |
| | |
| 1. Introduction to Transmission and Distribution | |
| 2. Introduction to Metering | |
| 3. Basic Electricity Review | |
| 4. AC Fundamentals | |
| 5. Safety in Meter Work | |
| 6. Self-contained Polyphase Meters | |

Second Year

- | | |
|--|-----|
| 1. Bucket Trucks Safety | 144 |
| 2. Install. Checks & Inspections | |
| 3. Multimeter Operation and Use | |
| 4. Energy Diversion | |
| 5. Math for Metering I | |
| 6. Trouble Shooting Techniques | |
| | |
| 1. Care and Testing of Tools and Equipment | |
| 2. Demand Metering Concepts | |
| 3. Principles of Accuracy Testing | |
| 4. Watt-hour Meter Principles I | |
| 5. Watt-hour Meter Accuracy I | |
| 6. Test 1-Ph. Transf.-Rated Meters | |
| 7. Test, Calibrating Demand Meters | |

Third Year

- | | |
|--------------------------------------|-----|
| 1. Systems Protection and Monitoring | 144 |
| 2. Substations and Switchyards | |
| 3. Reactive Metering Concepts | |
| 4. Current Transformer Testing I | |

Fourth Year

- | | |
|----------------------------------|-----|
| 1. Current Transformer Testing 2 | 144 |
| 2. Instrument Transformers | |
| 3. Service Installations | |

TOTAL HOURS
576