**Apprenticeship Training**

**Contractor Sponsor Guidebook**

**2019-2020**

**Policies and Procedures**



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The Purpose of this Guide

The purpose of this guidebook is to inform Contractor Sponsors of the ABC Apprenticeship Training Program policies and procedures, provide information on the roles and responsibilities of a participating Contractor Sponsor, and provide guidance on complying with government regulations for apprentices. Contractor Sponsors bear the responsibility of complying with pertinent regulations, especially those relating to wage levels, on-the-job training (OJT), and prevailing wage projects.

Contractor Sponsor involvement in apprenticeship training makes a significant difference in the overall quality of the program. Therefore, it is **mandatory** to keep the lines of communication open between yourself, the ABC FGCC staff, and the apprentices.

**Our policy with the State of Florida requires the following documentation prior to registering apprentices each year:**

* Contractor Sponsor Contract Agreement
* Company Contact Form
* Current Journeyman Wage Survey
* Current Demographic Survey
* Current Apprentice-to-Journeyman Ratio
* Apprentice must be in good standing with applicable OJT hours prior to fall registration

Mission Statement

ABC’s mission is to train and develop workers who strive to acquire the skills and knowledge necessary to lead the construction industry of tomorrow. In recognition of technological changes, new materials, and new methods, ABC understands the need and will make every attempt to create well-trained and highly qualified craft workers for the construction industry.



ABC FGCC Roles

ABC manages all aspects of apprentice registration. We perform curriculum development, create class schedules, and administer all aspects of operating the program. ABC staff maintains a database of apprentice information, attendance, exam scores, performance evaluations, and on-the-job training hours. We enroll participating Contractor Sponsors and their employees with the State of Florida and our registered apprenticeship program. We also serve on numerous local and state committees, agencies, and groups to support and increase our goals and objectives.

ABC is the administrator and provider of all reports, statistics, and correspondences among Contractor Sponsors, the Florida State Department of Education, and NCCER, and our training partners.

The Apprenticeship Committee members, the Director of Education, and the ABC staff are here for you. Let us know how we can assist you.

Apprenticeship Committee

The Apprenticeship Committee consists of ABC FGCC members who volunteer their time to develop and assist our apprenticeship programs. The Committee meets often to discuss topics of interest and to plan programs. They are aware of the issues you face as a Contractor Sponsor in the program and welcome your comments. Your input is essential to the decisions made regarding our program, and all Contractor Sponsors are invited to attend any Apprenticeship Committee meetings.

ABC FGCC Contacts

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Training Program

There is a tremendous shortage of skilled craftspeople currently in this country, and with the forecasts predicting this will continue for the next 20 years, training your employees is your company’s best course in maintaining a strong and competitive edge.

Participating in ABC’s Training Program yields great benefits for Contractor Sponsors. Apprentices are more motivated, receive better on-the-job instruction, and have greater loyalty to their employer. In addition, Contractor Sponsors can use the program to build a base of highly-skilled crafts persons and supervisors for their respective companies.

Trades

ABC currently offers apprenticeship training in the following trades:

 Carpentry Electrical Sheet Metal Roofing

HVAC Plumbing Sprinkler Fitting

Equal Opportunity

ABC FGCC shall take affirmative action to provide equal opportunity in training without discrimination because of race, color, religion, national origin, sex, union affiliation, or on other protected grounds. ABC follows a zero tolerance policy towards discrimination or harassment based upon any protected characteristic. Anyone who believes that they have been unlawfully discriminated against or harassed should inform the ABC staff. No retaliation of any kind will be taken for such a complaint.

Communication

Email is our first line of communication. Should a Contractor Sponsor have concerns involving an apprentice (i.e., tutoring, discipline, termination, promotion, absences, committee meetings etc.) please direct your concern via email to apprenticeship@abcflgulf.org to discuss the problem or set up a meeting. If immediate action is required, the Contractor Sponsor should call the Director of Education promptly.

Keeping ABC informed of an apprentice’s address, phone, or employment changes is **required** for maintaining contact and ensuring accurate records. All information **must** be sent electronically or mailed to the ABC Office within ten (10) days of change. (Address listed on page 4).

**It is the responsibility of the Contractor Sponsor to keep ABC current and informed on any, and all, changes to the company contact information within ten (10) days of such change.**

Safety is Priority

Safety education and training are critical in the construction industry. To this end, apprentices are required to wear Z87+ eye protection at all times within lab spaces. Additional appropriate PPE is required anytime they are exposed to a hazard while working in our lab spaces. All safety policies and procedures will be followed by all apprentices while participating in any ABC apprenticeship program function (including lab practical exercises).

Experience Counts

Some trainees have past experience that may give them credit toward their classroom instructional/training. Maybe they have worked in their trade for several years or attended a vocational program. We offer your employees the opportunity to shave time off our program. An apprentice can take an **Advanced Placement Exam (APE)** if they would like the opportunity to advance to the next level. **If your employee is interested in taking an Advanced Placement Exam, please contact the ABC office for further details.**

Our Instructors

Instructors are the pivotal points in any training program. No matter how good the instructional material is, no matter how well organized the ABC staff is, regardless of how sharp the trainees are: without a good instructor, the course will fail. The instructors are the people on the front line. They will make or break each and every session. Therefore, ABC does everything it can to make sure that the best instructors are placed in each class, and that everything possible is done to ensure the instructor is prepared and motivated.

Significant work goes into recruiting, interviewing, and hiring qualified and highly-skilled and knowledgeable instructors. Our finest testimony comes from the fact that many former apprentices, who participated in and graduated from ABC training programs, have returned as instructors.

Curriculum

ABC classes utilize the National Center for Construction Education and Research (NCCER). NCCER was developed with the support of more than 125 construction CEOs and various association and academic leaders. This progressive program has evolved into curricula for more than 70 craft areas and a complete series of more than 70 assessments offered in over 4,000 NCCER-accredited training and assessment locations across the United States.

What does this mean to you and your apprentices? For starters, apprentices and contractors nationwide recognize these accredited programs and are able to easily transfer between training programs without losing any credits. An employee can transfer their training credits anywhere in the United States. All ABC instructors have completed the NCCER Instructor Certification Training Program.

Grading Scale and Grade Reports

A minimum score of 70% is required on **each module exam**. The Contractor-Sponsor is required to review and understand the monthly reports sent from ABC. **Important - Contractor Sponsors must verify each apprentice has scored at least a 70% on each module exam regardless of their overall grade average.** If an apprentice has a score of less than 70% on any module exam after all retest opportunities, the apprentice will be required to repeat the year. It is the apprentice’s responsibility to retake the module exam based on the parameters below.

**Apprentices are granted three (3) free opportunities to take any particular failed or missed model exam.**

 **1 - Original class exam day**

 **2 - Within four (4) consecutive classes**

 **3 - The last night of scheduled classes**

**Note:** If an apprentice misses the original class exam day, the apprentice forfeits the first opportunity and will only be allowed two attempts to pass the module exam.

Should an apprentice receive a score below 70% for any Module exam, the apprentice must study and retake this exam within the next four (4) consecutive class days. It is the apprentice’s responsibility to schedule the Module exam retake.

**Retesting**

**The best possible score they can achieve on any failed module exam retake is 70%.** The apprentice must take the missed exam within four (4) consecutive class days from the original exam day. Failed module exams must be scheduled to be taken in the Tech Lab and completed before their normal class starts.

**Missed Module Exam**

If an apprentice is absent on a module exam day, they must take the missed exam within four (4) consecutive classes. If the apprentice retakes the missed module exam within the four (4) consecutive classes, he/she will receive the actual score earned on the module exam. Missed module exams must be scheduled to be taken in the Lab and completed before their normal class starts.

THEREFORE, if an apprentice:

* Scores below 70% on the original exam day, then
* Scores below 70% on any module exam retake or,
* Fails to schedule their exam retake within the required next 4 classes or,
* Is absent for a module exam and fails to schedule and take their missed exam within the next 4 classes

The third chance will be granted on the last scheduled class of the school year to take these missed or failed exams. If the apprentice does not show up for this “last chance” to take the missed or failed module exam(s) or scores below a 70% on any of these “last chance” exams, **NCCER CREDIT WILL NOT BE AWARDED FOR THE FAILED MODULE, AND they WILL NOT RECEIVE THE NCCER COMPLETION CERTIFICATE FOR THIS LEVEL**.

If an apprentice has attempted and failed all three (3) opportunities to pass a module exam, that apprentice will be allowed to retake the exam for a two week period after school ends in the ABC office with a fee of $50 per attempt per exam.

Course Completion

Upon successful completion of the entire series of modules and accumulation of the required 8,000 OJT hours, the apprentice will graduate and receive a diploma from ABC, Hillsborough Community College (Tampa Only), NCCER and the Florida State Department of Education.

Tuition Policies

Tuition, registration/administrative fees, textbooks, code books and materials purchases are non-refundable. All tuition for new/first time apprentices will be billed the first week of class – all payments are due within 30 days. All Non-Sufficient Fund checks will be charged a $35.00 fee. **If payment has not been received by day 31, all apprentices associated with this account will not be allowed to attend class until payment is received in full.**

Cancellation of a Training Course

The driving force behind any training course is the number of registrants. All courses require a minimum of fifteen registrants to begin a level one class. ABC works very hard to meet this number through marketing efforts to the local industry. Despite our best efforts, on rare occasions we may be forced to cancel a class if there are not enough apprentices enrolled. In an effort to keep the class viable as long as possible, the cancellation could occur within several days of the program’s scheduled start date.

Basic Apprentice Requirements

All apprentices must complete all required documentation prior to the start of classes. In addition, identification sources listed below are required.

Legal Identification (submit a copy of the following documents)

1. **Valid Driver’s License** or **Valid Non-Driver’s ID**
2. **Copy of Social Security Card**

Orientation is **mandatory**; please make your employees aware of the appropriate date. The Education Contact and/or a Company Representative are encouraged to attend also. This orientation will provide vital information for the upcoming school year. **Any apprentice who does not attend the mandatory orientation will not be enrolled for the year.**

Apprentices are encouraged to understand English and must be legally employable pursuant to Federal laws. Apprentices will not be allowed to translate verbal instruction or during module exams. Applicants must be free from physical impairments that would conflict with requirements of their industry, and must be able to perform the physical aspects of their trade.

All training takes place in a supervised setting whether in a classroom or our hands-on lab.

Transfers

On occasion, an apprentice may change occupations and desires to learn a different trade. In that case, the apprentice has the opportunity to transfer from one registered program to another. This is permissible as long as the apprentice applies to the ABC program in the same manner as a new applicant.

Classroom Attendance

It has been proven an apprentice’s success depends on regular attendance. Apprentices are expected to attend every class meeting including lab courses, field trips, and additional certification such as OSHA-10 & CPR/1ST Aid. Apprentices must attend Orientation and the first scheduled class. Instructors will take attendance at the beginning of each session. If the apprentice feels there has been a discrepancy in the recording of absences, the issue can be brought before the Apprenticeship Committee for resolution.

Apprentices are required by the State of Florida to attend a minimum number of classroom training hours per year. This equates to a mandatory attendance for at least 48 classes. Therefore, we build in a total of six (6) additional classes for a total of 54 classes to provide for up to six (6) absences per school year.

After **SIX (6)** absences, the apprentice will be automatically deregistered from the program for the current year. If the Contractor Sponsor elects to appeal this decision, one (1) appeal letter can be submitted to the ABC office within ten (10) days of their apprentice’s sixth absence. The apprenticeship committee will review and determine the eligibility of the apprentice on a case-by-case basis. If no appeal letter is received within ten (10) days, deregistration is final. If an appeal letter is accepted, the apprentice cannot miss any additional classes. No apprentice can miss more than six (6) classes per year.

Tardiness, Absences, and Disruptions

**Three (3)** incidences of tardiness of more than **15 minutes** will warrant an absence and an apprentice who arrives more than **30 minutes** late will be counted as absent. **Note: Apprentices must sign attendance sheet to be considered present.**

It is the responsibility of the apprentice and their Contractor Sponsor to discuss attendance requirements and to make ABC FGCC aware of any issues.

If an apprentice has an insurmountable conflict and is unable to attend class, the apprentice and the Contractor Sponsor should contact the ABC office.

Should unwarranted interruption of the normal classroom procedures occur, the incident will be dealt with immediately. Classroom disruptions will not be tolerated, and disruptive apprentices will be asked to leave for the remainder of that class, resulting in an unexcused absence.

Drops and Withdrawals

**If the apprentice elects to withdraw from class, the CONTRACTOR SPONSOR must initiate the process**. Withdrawal notices must be submitted to the ABC office in writing. If an apprentice stops attending class for six (6) classes with no correspondence (appeal letter) from the Contractor Sponsor, the apprentice will be automatically deregistered.

Termination

**ABC reserves the right to terminate an apprentice for lack of payment, lack of progress, improper conduct, violating safety regulations, vulgarity and boisterousness, lack of interest, negative attitude, or obscenity.**  ABC holds true to a **ZERO TOLERANCE POLICY** regarding any threat of violence and any use of drugs and or alcohol on campus or any school related function. In addition, **school campuses are tobacco free**, therefore any apprentice caught using tobacco in any form will be dismissed from class and marked absent. This statement will be considered the verbal waring. No weapons of any sort are allowed on school campus (including pocket knives). The official date of termination shall be the last date of recorded attendance.

School Calendar

###### ABC strives to incorporate a large amount of class work and hands-on training into each course curriculum. For our programs to be comprehensive and successful, it is important to maintain a steady school calendar. However, we recognize ABC is an adult program. Therefore, we do not hold classes on Halloween, Valentine’s Day, and the week of Thanksgiving. Most classes are held from August to April/May. A class calendar is provided to each apprentice at the beginning of the year. Feel free to request a calendar from the ABC office.

Inclement Weather

In case of inclement weather (severe storms, hurricane warnings) ABC staff will electronically communicate with the Contractor Sponsor and apprentice via email and texting service. **If you receive such notice, please communicate with your apprentices to ensure everyone’s safety.**

Layoff

If an apprentice is laid off at any point during the year, the apprentice is encouraged to continue attending class. Please notify ABC in writing of an apprentice’s change of employment status within **10 days**.

Davis-bacon act

## State and Federal Prevailing Wage Projects

On prevailing wage projects, government regulations allow an apprentice to receive wages reflecting a percentage of the journeyperson rate. This percentage is based on the number of OJT hours an apprentice has worked and submitted/recorded by ABC is the same for both the private and prevailing wage rate.

Contractor Sponsors are responsible for ensuring that all pertinent government regulations are met. Contractors not operating within Department of Labor regulations may be required by the Division of Wage and Hour of the Department of Labor, Licensing and Regulation to pay back wages and fines for violations.

Please contact the ABC office with any questions or concerns.

Probationary Period

All apprentices employed in conformity with the Standards of Apprenticeship will be subject to a probationary period during the first 12 months which is 25% of the total program length. 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.

Journeyperson

According to the Department of Labor, a journeyperson is defined as *“an individual who receives a journey pay rate and can provide supervision to an apprentice.”* The journeyperson does *not* have to be a “registered” or “licensed member” of their craft as long as they meet the *equivalent* of an apprenticeship in length and content of work.

Program Sponsor Obligations

* To provide the Contractor Sponsor with copies of all pertinent program rules, regulations, and other materials pertaining to the apprenticeship program.
* To provide administration assistance for the Contractor Sponsor to comply with all applicable rules, standards, and other requirements.
* To provide the work-related training categories required by the program standards.

Contractor sponsor Obligations

1. The Contractor Sponsor shall complete a Contractor Sponsor Contract Agreement Form, declare a journeyman rate and agree to abide by the Apprenticeship Standards.
2. The Contractor Sponsor shall provide ABC written notification to include date of termination within **ten days (10)** of the change.
3. The Contractor Sponsor shall provide the prescribed OJT training as outlined in the Apprenticeship Standards and supervise submittal of OJT cards on a monthly basis.
4. Contractor Sponsors shall maintain the approved journeyperson to apprentice ratios when performing work on a Davis-Bacon job. The ratio in Florida is 3:1 (three journeypersons for every one apprentice) or 3:2 on Davis-Bacon Projects.
5. Each Contractor Sponsor agrees to compensate apprentices according the annual Wage Scale. As apprentices accumulate OJT hours, they are required to receive incremental wage increases per Chapter 6A-23. The State of Florida Apprenticeship Standards requires all wage increases or decreases to be submitted to ABC within **ten (10)** days of a change.
6. The Wage Scale does not prohibit Contractor Sponsors from paying an apprentice more than the minimum.

On-The-Job Training

Each apprentice must submit their OJT hours monthly, with the exception of those months school is not in session (usually those include May, June, July). **Apprentices have until the end of each following month to submit OJT cards. Any hours received after the end of the following month will not count toward the 8,000 hour requirement.**

It is the Contractor Sponsor’s responsibility to maintain records of total OJT hours for their employees and to ensure the apprentice’s pay scale changes each time an apprentice works an additional 1,000 OJT hours. The Contractor Sponsor is required to submit this wage increase to apprenticeship@abcflgulf.org within ten (10) days. In an effort to aid Contractor Sponsors, ABC provides a “monthly report” showing submitted OJT hours.

It is the responsibility of the apprentice to track and keep current their OJT hours. Any apprentice, who falls short of the required 8,000 hours on the last day of the fourth year class, will not receive a State of Florida completion certificate until all required hours are submitted and recorded by the ABC office.

**Chapter 446, Florida Statues:**

<http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0400-0499/0446/0446ContentsIndex.htm>

**Attached:**

Contractor Sponsor Contract Agreement

Company Contact Form

Fee Schedule

Lab and Phone Memo