

NORTH CAROLINA STANDARDS OF APPRENTICESHIP

Developed by

Gaston College – Apprenticeship 321

For the Occupations of:

Occupation	Occupation Code	Term of Training	Type of Training
Chemical Operator III	51-9011.00	6000	Hybrid
Certified Nursing Assistant-Advanced	31-1014.00	2000	Competency
Certified Nursing Assistant I	0824CL	2000	Competency
Shift Supervisor	41-1011.00	4000	Hybrid
Heating and Air Conditioning Installer Servicer	49-9021.01	8000	Hybrid
Industrial Electrician	0643	8000	Hybrid
Industrial Maintenance Mechanic	49-9041.00	4000	Hybrid
Machine Operator I	51-4081.00	2000	Competency
Machine Setup Operator	51-4034.00	4000	Hybrid
Machine Operator I	0511	2000	Competency
Maintenance Electrician	47-2111.00	8000	Hybrid
Mechatronics	49-2094.00	8000	Hybrid
Paramedic Medicine Operation	29-2041.00	4000	Hybrid
Tool & Die Maker	51-4111.00	8000	Hybrid
Shift Supervisor	41-1011.00	4000	Hybrid

Approved by the North Carolina Community College System, ApprenticeshipNC:

Dale Garberough ApprenticeshipNC Field Supervisor
Apprenticeship Director

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FOREWORD

Experience has demonstrated that a practical and sound method of preparing workers for employment in skilled occupations is through formalized Apprenticeship – a training concept which provides for employment and training under actual job conditions supervised by skilled professionals and at wages commensurate with the apprentice's skill. In addition, the apprentice's knowledge and understanding of the occupation is enhanced through participation in approved courses of related and supplemental education.

It is the desire of **Gaston College** to cooperate with the North Carolina Community College System Office and the U.S. Department of Labor in the training of apprentices and to assure the apprentices that, if they diligently apply themselves, they will be afforded an opportunity to become skilled professionals in the occupation.

SECTION I – PROGRAM ADMINISTRATION

Program sponsors are responsible for the administration of all aspects of a Registered Apprenticeship program as outlined in NC General Statutes § Chapter 115D-11.9(6). Sponsor means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is registered or approved.

Provisional Registration

Pursuant to 29 CFR §§ 29.3(g) and (h), all new programs registered after December 1, 2010, receive provisional registration approval for one (1) year. At the end of the first year, the Division will evaluate the program for compliance and the program may either receive full recognition, continue in provisional status through the first full training cycle, or be recommended for deregistration procedures if not in operation or not conforming to the regulations during the provisional approval period. A comprehensive review includes determining if Apprentices are receiving: (1) on-the-job learning in all phases of the occupation, (2) scheduled wage increases consistent with the registered standards, and (3) job related education through appropriate curriculum and delivery systems. The review will also include determining whether the Program Sponsor is submitting new registrations, cancellations, and completions as required.

Responsibilities of the Gaston College

- A. Cooperate in the selection and treatment of apprentices as outlined in this program.
- B. Ensure that all apprentices are under written or electronic apprenticeship agreements.
- C. Maintain the necessary facilities to assure effective training in all aspects of the occupation. Visit the sites of all employer partners to assure each are providing necessary facilities too provide effective training.
- D. Work with employer partners to assure apprentices are under the supervision of qualified journeyworker/fully skilled personnel.
- E. Document competencies and/or certifications of apprentices' instructors/trainers.
- F. Work with the employer to exercise precaution for the health and safety of apprentices in the workplace at all times.
- G. Work with the employer to establish the minimum standards of education and experience required of apprentices.
- H. Register the Standards of Apprenticeship with the Registration Agency.
- I. When notified of an issue, hear and resolve all complaints of violations of apprenticeship agreements.
- J. Work with employer to arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.
- K. Maintain records of all apprentices, showing their education, experience, and progress in learning the occupation for a period of five years. The records will be made available on

request to the Office of Apprenticeship, U.S. Department of Labor, North Carolina Community College System Office, or another authorized representative.

- L. Certify to the Registration Agency that apprentices have successfully completed their apprenticeship program.
- M. Notify, within 45 days, the Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes.
- N. Designate a program administrator to act on behalf of the Sponsor to supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the program by performing the duties here listed. Maintain regular contact with all parties concerned, including apprentices, employers, and journeyworkers.
- O. Provide each apprentice with a copy of these standards, along with any applicable rules and policies. Follow this procedure whenever revisions or modifications are made to the rules and policies.
- P. When notified that an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the sponsor will consult with the employer partner and determine whether the apprentice should continue in a probationary status and may require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In the course of this determination, if the apprentice does not have the ability or desire to continue the training to become a journeyworker, the sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement, as provided in 29 CFR § 29.7(h)(1)(2)(i) and (ii); and notify ApprenticeshipNC of the termination.
- Q. Assure that each employer partner is providing each registered apprentice with continuous employment sufficient to provide the opportunity for completion of his or her apprenticeship program. If the sponsor or employer partner is unable to fulfill its training and/or employment obligation in conformance with these standards, the sponsor will, per Section XXIII of these standards and with the apprentice's consent, make a good-faith effort to facilitate a transfer of the apprentice to another employer partner or registered sponsor for completion of the apprenticeship.
- R. If conditions of business, make it necessary to temporarily suspend the period of apprenticeship. Apprentices suspended for this reason will be given the opportunity to resume their active apprenticeships before any additional apprentices are employed. The suspension and reinstatement of apprentices shall be done in relation to retention of the most advanced apprentice and in accordance with the company policy for breaks in seniority.

SECTION II - EQUAL OPPORTUNITY PLEDGE – 29 CFR §§ 29.5(b)(21), 30.3(b)

Pledge: Gaston College will not discriminate against apprenticeship applicants or apprentices during the recruitment, selection, employment, and training based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, disability, creed, and political affiliation. Gaston College will take affirmative action to provide equal opportunity in apprenticeship and will operate the program as required under Title 29 of the Code of Federal Regulations, part 30 and the North Carolina State Equal Employment Opportunity Plan.

Applicants for apprenticeship positions shall be in accordance with the competitive procedures of the sponsor of these Standards of Apprenticeship. If applicable, selection shall be made in accordance with the affirmative action goals and objectives of the program.

SECTION III - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES – 29 CFR §§ 29.5(b)(21), 30.4,30.5

Sponsors will recommend employer partner with five (5) or more registered apprentices are required to adopt a formal, written plan for affirmative action and qualifications and selection procedures. However, the Registration Agency encourages the development of these two plans for all programs regardless of the apprentice numbers. These plans are not required for programs with fewer than five (5) apprentices, and the sponsor may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.

SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP – 29 CFR § 29.5(b)(10)

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

A. Age

Minimum qualifications required by the sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 16 years.

B. Education

Applicants must, from an accredited institution be a high school "completer," or high school graduate or must have passed an equivalency examination or, with the approval of the Director, he/she may be a high school student enrolled in a course of study leading toward graduation. Applicants must provide an official transcript(s) for high school and any post-high school education. Applicants must submit the high school equivalency credential, if applicable.

C. Physical

As determined by the employer and/or Gaston College requirements, applicants will 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.

Applicants will pass a physical agility test, fitness test, or screen for the current illegal use of drugs, if applicable on acceptance into the program and/or prior to employment as determined by the employer and/or Gaston College requirements.

D. Aptitude Test

All applicants must pass each section of, if applicable.

E. Others

Applicants must be legally able to work in the United States.

Applicants will possess speaking, reading and comprehension abilities as may be essential for understanding instructions applicable to the occupation.

Applicants may not be fully trained or qualified in the occupation for which they want to be trained.

SECTION V - APPRENTICESHIP AGREEMENT – 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(11)

After an applicant for apprenticeship has been selected, the apprentice will be an employee of the sponsor or employer and covered by a written or electronic apprenticeship agreement (Appendix B) that meets the requirements of NC General Statutes § Chapter 115D-11.11 and 115D-11.12. Such agreement must include the written or electronic signatures of the sponsor and apprentice. *If the apprentice is under 18 years of age, the agreement must also include the written or electronic signature of the apprentice's parent or legal guardian.* The agreement shall be submitted electronically to the Registration Agency for approval.

The agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. The sponsor is required to provide a copy of the apprenticeship agreement to the apprentice, the Apprenticeship and Training Committee and the employer, if applicable.

Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these standards, the sponsor's written rules and policies, and the agreement.

The Registration Agency will be advised within 45 days of the execution of each apprenticeship agreement and will be given all information required for registering the apprentice.

SECTION VI – SUPERVISION OF APPRENTICES AND RATIOS – 29 CFR § 29.5(b)(14), 29 CFR § 29.5(b)(7)

An apprentice is not allowed to work without proper or adequate supervision of the journeyworker.

Supervision of Apprentices

- A. For the purpose of these Standards of Apprenticeship, adequate and proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyworker or supervisor at all times who is responsible for making work assignments, providing on-the-job learning, and ensuring safety at the worksite.
- B. Adequate and proper supervision of an apprentice does not mean the apprentice is within eyesight or reach of the journeyworker or supervisor, but they are aware of the apprentice's work assignment; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform the tasks safely, correctly, and efficiently.
- C. The journeyworker or supervisor will evaluate the apprentice's on-the-job learning and related instruction during the term of the apprenticeship. If the on-the-job learning or related instruction is found unsatisfactory, the apprenticeship agreement may be terminated or extended to allow the apprentice to repeat segment(s) of the on-the-job learning or specific related instruction courses.

Ratio of Apprentice to Journeyworker

- A. At each work site and within each occupation covered by these standards, at least one journeyworker is required to be employed by the employer partner for every two apprentices employed which is the equivalent of a two to one (2:1) ratio. The sponsor will verify these ratios.
- B. In order to assure proper supervision and safety of apprentices in the construction trades and apprentices under the age of 18 at each work site and within each occupation covered by these standards, the ratio of journeyworkers to apprentices must not exceed a one to one (1:1) ratio.
- C. The ratio provided in a collective bargaining agreement that applies to that work-site or to the same trade in the nearest area is covered by such an agreement.

SECTION VII - TERM OF APPRENTICESHIP - 29 CFR § 29.5(b)(2)

The term and type of on-the-job learning for the occupation(s) are listed on the cover page of these standards and included in the Work Process Schedule(s) in Appendix A. The required hours of related instruction are included in the Related Instruction Outline(s) in Appendix A.

SECTION VIII - PROBATIONARY PERIOD - 29 CFR §§ 29.5(b)(8) and 29.5(b)(20) NC General Statutes § Chapter 115D-11.11(7)

Every applicant selected for apprenticeship will serve a probationary period. The sponsor will establish a probationary period in accordance with NC General Statutes § Chapter 115D-11.11(7) that is reasonable in relation to the full length of the program. The probationary period cannot exceed 25 percent of the length of the program or one (1) year, whichever is shorter.

During the probationary period, either the apprentice or the sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The sponsor will notify ApprenticeshipNC of termination of the apprenticeship agreement. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the on-the-job learning and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period, the apprenticeship agreement may be cancelled at the request of the apprentice or may be suspended or cancelled by the sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the sponsor will provide written notice to the apprentice and to the Registration Agency of the final action taken.

SECTION IX - HOURS OF WORK

Apprentices will generally work the same hours as fully proficient workers (journeyworkers), except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

The hours of work for apprentices who are minors under 18 years of age will be in accordance with Federal and State laws governing child labor.

Apprentices who do not complete the required hours of on-the-job learning during a given segment will have the term of that segment extended until they have accrued the required number of hours.

SECTION X - APPRENTICE WAGE PROGRESSION – 29 CFR § 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skills and competence on the job and in related instruction. The initial wage placement of the apprentice will depend on the amount of credit granted by the sponsor to the apprentice for previously developed occupational skills.

Before an apprentice is advanced to the next segment of training or to fully proficient or journeyworker status, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in on-the-job learning and related instruction. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and related instruction records and reports.

The progressive Wage Schedule will be an increasing amount (starting wage rate will be 50% of the journeyworker rate, ending rate will be 85% of the journeyworker rate) of the fully proficient or journeyworker wage rate. Proficient or journeyworker rate are shown on the attached Wage Schedule(s) in Appendix A. In no case will the starting wages of apprentices be less than required by any minimum wage law that may be applicable.

SECTION XI - CREDIT FOR PREVIOUS EXPERIENCE – 29 CFR §§ 29.5(b) (12), 30.4(c)(8)

The sponsor may grant credit toward the term of the apprenticeship to new apprentices. Credit will be based on demonstration of previous skills or knowledge equivalent to those identified in these standards. Apprentice applicants seeking credit for previous experience gained outside the supervision of the sponsor must submit the request at the time of application and furnish such records, affidavits, and other documents as applicable to substantiate the claim. An applicant who is a veteran and who wishes to receive consideration for military training and/or experience must submit a DD-214. Applicants requesting credit for previous experience who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the sponsor during the probationary period, when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of advanced standing will be uniformly applied to all apprentices.

SECTION XII - WORK EXPERIENCE – 29 CFR § 29.5(b)(3)

During the apprenticeship, the apprentice will receive on-the-job learning in all phases of the

occupation necessary to develop the skill and proficiency of a skilled journeyworker. The on-the-job learning is outlined in the Work Process Schedule(s) in Appendix A and will be under the direction and guidance of the apprentice's supervisor.

SECTION XIII - RELATED INSTRUCTION - 29 CFR § 29.5(b)(4) and NC General Statutes § Chapter 115D-11.11(4)

Every apprentice is required to participate in coursework related to the job as outlined in Appendix A. A minimum of 144 hours of related instruction is recommended for each year of the apprenticeship. Apprentices agree to take such courses as the sponsor deems advisable. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns, or areas without local vocational schools or other schools that can furnish related instruction, the sponsor may require apprentices to complete the related instruction requirement through electronic media or other instruction approved by the Registration Agency.

Apprentices will not (unless the employer chooses to do so) be paid for hours spent attending related instruction classes.

The sponsor will inform each apprentice of the availability of college credit (if applicable).

Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The sponsor will monitor and document the apprentice's progress in related instruction classes.

The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The sponsor may require the instructors to attend instructor training to meet the requirements of 29 CFR § 29.5(b)(4)(i)(ii) and state regulations.

The employer is responsible for all tuition, books, supplies and fees for the related instruction provided by Gaston College. Should any type of education assistance (e.g., a grant) be provided to cover any or all tuition, books, supplies and fees for the related instruction of the Apprentice, and the Apprentice voluntarily or involuntarily resigns from the Apprenticeship program prior to the end of the semester, the employer will be held responsible for any tuition, books, supplies or fees according to the Gaston College Refund Policy and terms of the entity who provided the funds.

Should an Apprentice fail or withdraw (voluntarily or involuntarily) from a course while using any type of education assistance, guidelines of repayment will be followed according to the current Gaston College education assistance guidelines. In such a case the employer

will be responsible for all tuition, books, supplies and fees for the related instruction provided by Gaston College when the class is repeated.

SECTION XIV - SAFETY, HEALTH AND ANTI-HARASSMENT TRAINING - 29 CFR § 29.5(b)(9), 30.3(4)(i),

All apprentices will receive instruction in safe and healthful work practices, for both on the job (through their employer) and related instruction (through Gaston College) that are in compliance with the occupational safety and health regulations enforced by the North Carolina Department of Labor, Occupational Safety and Health Division. Apprentices will be taught that accident prevention is very largely a matter of education, vigilance, and cooperation, and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

All apprentices and individuals connected with the administration or operation of the apprenticeship program, including employers and journeyworkers who regularly work with apprentices will receive through their employer anti-harassment training, in order to provide for a culture of equality and fairness.

SECTION XV - MAINTENANCE OF RECORDS - 29 CFR §§ 29.5(b)(6), 29.5(b)(23), and 30.8

Sponsor will notify employer of the following: Employer is responsible to maintain all records for the program, including payroll records, for a period of five (5) years from the date of the last action. The records will be made available on request to the Office of Apprenticeship, U.S. Department of Labor, North Carolina Community College System Office, or other authorized representative.

Employer is responsible for maintaining, at a minimum, the following records:

- Summary of the qualifications of each applicant
- Basis for evaluation and for selection or rejection of each applicant;
- Records pertaining to interview;
- Original application;
- Records of each apprentice's on-the-job learning
- Related instruction reviews and evaluations
- Progress evaluations;
- Records of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and
- Any other actions pertaining to the apprenticeship

Employer will also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the sponsor's outreach, recruitment, interview, and selection process. Such records will clearly identify minority and female (minority and nonminority) applicants and must include, among other things, the basis for evaluation and for selection or rejection of each applicant. For a complete list of records that each sponsor is required to maintain, refer to 29 CFR § 30.8.

SECTION XVI - CERTIFICATE OF COMPLETION OF APPRENTICESHIP - 29 CFR § 29.5(b) (15), Circular 2015-02

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the sponsor will certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests will be submitted in writing or electronically to the Registration Agency and accompanied by the appropriate documentation for the on-the-job learning and the related instruction as may be required.

SECTION XVII - NOTICE TO REGISTRATION AGENCY - 29 CFR §§ 29.3(d), 29.3(e), 29.5(b)(19)

The Registration Agency must be notified within 45 days of any apprentice action including a statement of the reason (e.g., registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, and canceled).

SECTION XVIII - REGISTRATION, CANCELLATION, AND DEREGISTRATION - 29 CFR §§ 29.5(b) (18), 29.8(a)(2), 29.8(b)(8)

Registration

These standards will, upon adoption by the sponsor, be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

The North Carolina Community College System Office, ApprenticeshipNC, is the Registration Agency and State Approving Agency to register programs for federal purposes. It functions under the authority of the North Carolina Apprenticeship Act (NC General Statutes § Chapter 115D). The Director's recognition and recording of the Standards of Apprenticeship signifies that the program complies with the N.C. General Statutes (§ Chapter 115D).

Cancellation

The sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The sponsor will notify the Registration Agency within 45 days in writing or electronically of any decision to cancel the program. The apprentice(s) will be notified by the sponsor within 15 days of the date of the Registration Agency's acknowledgment of the sponsor's cancellation request.

Deregistration

The Registration Agency may initiate deregistration of these standards for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures. If the Registration Agency orders the deregistration of the apprenticeship program, the sponsor will notify the apprentice(s) within 15 days of the effective date of the order.

SECTION XIX - AMENDMENTS AND MODIFICATIONS - 29 CFR § 29.5(b)(18)

These standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted electronically to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION XX - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE - 29 CFR §§ 29.5(b)(22), 29.7(k), 30.11

The sponsor will have full authority to enforce these standards. The 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.

Local Resolution of Disputes - 29 CFR § 29.7(k)

The sponsor 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 sponsor 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 Jill Hendrix, Gaston College, 201 Highway 321 south, Dallas, NC 28034; 704 922 6521; hendrix.jill@gaston.edu.

Non-Discrimination Complaints - NC General Statutes § Chapter 115D-11.11(8)

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

Any controversy or difference arising for an applicant, apprentice, sponsor, employer, or apprenticeship association regarding an apprenticeship program, standards or agreement that is not covered above in this section, may be submitted by the complainant or their authorized representative to the Registration Agency for review. Matters covered by a collective bargaining agreement are not subject to such review.

The complaint must be filed within 180 days from the date of the alleged incident or circumstance or within 60 days of the final local decision, whichever is later. The complaint shall be in writing and

signed by the complainant or their authorized representative. The specific matter(s) and a statement of the facts about the incident or circumstance, in addition to copies of supporting documents and correspondence, must be included in the complaint.

Discrimination Complaints – 29 CFR § 30.11

Any apprentice or applicant for apprenticeship who believes that he/she has been 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, disability, creed, and political affiliation with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election.

The complaint shall be in writing and 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.

The complaint must be filed not later than 300 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

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.

SECTION XXI - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – 29 CFR § 29.5(13) and NC General Statutes § Chapter 115D-11.13

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors and must comply with the following requirements:

- A. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the committee or program sponsor;
- B. Transfer must be to the same occupation; and
- C. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

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- D. The apprentice must receive credit from the new sponsor for the training already satisfactorily completed.

SECTION XXII - RESPONSIBILITIES OF THE APPRENTICE (EXAMPLES)

Upon reading these standards and signing the apprenticeship agreement by electronic or written signature, the apprentice has agreed to voluntarily accept all terms and conditions contained herein, including any amendments, and abide by the sponsor's rules and policies as a means of facilitating the administration of the program and the completion of the apprenticeship training. Therefore, an apprentice accepts and assumes the following responsibilities and obligations under the apprenticeship program, these standards, and the apprenticeship agreement:

- A. Perform such manual training and study such subjects as the sponsor deems necessary to become a skilled journeyworker.
- B. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the sponsor.
- C. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.

SECTION XXIII - TECHNICAL ASSISTANCE

Technical assistance and advice in the successful operation of the apprenticeship program will be available at any time, upon request by the Sponsor, from representatives of the North Carolina Community College System Office, ApprenticeshipNC.

The sponsor is encouraged to invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of the apprenticeship program.

SECTION XXIV - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal and State Law or Regulation.

SECTION XXV – DEFINITIONS

AMENDMENTS AND MODIFICATIONS:

Programs can be modified as needed. The sponsor or Apprenticeship and Training Committee will continually monitor the program for quality, efficiency, and compliance with the Standards of Apprenticeship, and the effectiveness in meeting industry needs.

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the standards of apprenticeship who has signed an apprenticeship agreement with the local sponsor providing for training and related instruction under these standards and who registers with the Registration Agency.

APPRENTICE WAGE PROGRESSION: A progressive schedule of wages is paid to Apprentices consistent with the level of skill acquired and satisfactory completion of the work experience or competencies and related instruction requirements.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the sponsor setting forth the responsibilities and obligations of all parties to the apprenticeship agreement with respect to the apprentice's employment and training under these standards. Each apprenticeship agreement must be registered with the Registration Agency.

APPRENTICESHIP AND TRAINING COMMITTEE (ATC): Those persons designated by the sponsor to act as agents for the sponsor in the administration of the program. A non-joint committee, which may also be known as a unilateral committee or (if it includes workers' representatives) a group non-joint committee, has employer representatives but does not have a bona fide collective bargaining agent as a participant.

APPRENTICE TO JOURNEYWORKER RATIO:

A ratio is established to ensure that adequate skilled personnel are available to assist in the training and supervision of apprentices on the job.

CANCELLATION: The termination of the registration of a program at the sponsor's request or the termination of an apprenticeship agreement. The sponsor is required to notify the Registration Agency of the cancellation in writing or electronically.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP:

The credential issued by the Registration Agency to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.

CFR: Code of Federal Regulations

COMPETENCY-BASED OCCUPATION: An occupation using an apprenticeship approach that requires the attainment of manual, mechanical, or technical skills and knowledge, as specified by an occupation standard and demonstrated by an appropriate written and hands-on proficiency measurement.

COMPLAINT PROCEDURE: The sponsor will develop a procedure for addressing complaints concerning the operation and administration of the program and will identify a contact person to receive any complaints. The procedure notifies apprentices and applicants of their rights to pursue closure of an issue through an appropriate party.

CREDIT FOR PREVIOUS EXPERIENCE: The sponsor may recognize previous related occupational work experience, instruction, training and skills that applicants have

acquired and grant such applicants credit toward completion.

ELECTRONIC MEDIA: Media that utilize electronics or electromechanical energy for the end user (audience) to access the content. Includes, but is not limited to, electronic storage media, transmission media, the Internet, extranets, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

ELECTRONIC SIGNATURE: An electronic sound, symbol or process that is attached to or logically associated with a record and executed or adopted by an individual with the intent to sign the record.

EMPLOYER: Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this sponsor's standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under these standards.

EQUAL OPPORTUNITY PLEDGE: A statement of commitment that the program will be conducted in conformity with all applicable Federal, State and local laws, regulations, rules, and adopted plans.

HYBRID OCCUPATION: An occupation using an apprenticeship approach that measures the individual apprentice's skill acquisition through a combination of a specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

JOURNEYWORKER: A worker who has attained a level of skills, abilities, and

competencies recognized within an industry as mastery of the skills and competencies required for the occupation. 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.

NCAC: North Carolina Administrative Code

ON-THE-JOB LEARNING (OIL): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

PROBATIONARY PERIOD: The defined period of time during which either party to an apprenticeship agreement may terminate the agreement without cause. The probationary period is intended to provide an opportunity for the apprentice to determine whether he/she prefers this type of work, and the sponsor will consult with the employer partner to determine whether the apprentice has the aptitude for the work.

PROVISIONAL REGISTRATION: The one-year initial provisional approval of newly registered programs that meet the required registration standards, after which approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency.

REGISTRATION: The recognition by the Director and the recording with the Registration Agency of an apprenticeship program or apprenticeship agreement signifying that the program or agreement complies with the rules, requirements, criteria, (N.C. General Statutes § Chapter 115D).

REGISTRATION AGENCY: The North Carolina Community College System Office, ApprenticeshipNC, is the State Approving Agency to register programs for federal purposes. It functions as the registration agency under the authority of the North Carolina Apprenticeship Act (NC General Statutes § Chapter 115D) and has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, and conducting compliance reviews and quality assurance assessments.

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

REVISION: Any substantive modification or change to the Standards of Apprenticeship or an apprenticeship agreement.

SPONSOR: Any person, association, committee, or organization that operates an apprenticeship program and in whose name the program is registered. The sponsor assumes the full responsibility for administration and operation of the program.

STANDARDS OF APPRENTICESHIP: This entire document, including all appendices and attachments hereto, and any future

modifications and additions approved by the Registration Agency.

STATE APPROVING AGENCY: The State Approving Agency for Apprenticeship and On-the-Job Learning Programs is the North Carolina Community College System Office, ApprenticeshipNC.

SUPERVISOR OF APPRENTICE(S): An individual identified by the employer partner to supervise or have charge and direction of an apprentice.

TERM OF APPRENTICESHIP: The term of apprenticeship for the occupation(s) covered by these Standards of Apprenticeship will be expressed in terms of hours, months or years of work experience or achieved competencies. In addition, the program identifies the number of hours of related instruction per year during the term of apprenticeship.

TIME-BASED OCCUPATION: An occupation using an apprenticeship approach that measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

TRANSFER: A shift of apprenticeship registration from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.

SECTION XXVI - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

Gaston College – Apprenticeship 321 hereby adopts these standards of apprenticeship on this 13th day of August 2020.

Sponsor(s) may designate the appropriate person(s) to sign the standards on their behalf.

Jill L Hendrix
Signature of Sponsor (*designee*)

Signature of Sponsor (*designee*)

Jill L Hendrix
Printed Name

Printed Name

APPENDIX A - WORK PROCESS SCHEDULE(S), RELATED INSTRUCTION OUTLINE(S), AND WAGE SCHEDULE(S)

APPENDIX B - APPRENTICESHIP AGREEMENT(S)

APPENDIX D - QUALIFICATIONS AND SELECTION PROCEDURES