

**CRAFTS APPRENTICESHIP  
PROGRAM STANDARDS**

**2006-2011**

Revised July 1, 2009

**MARICOPA COMMUNITY COLLEGES**

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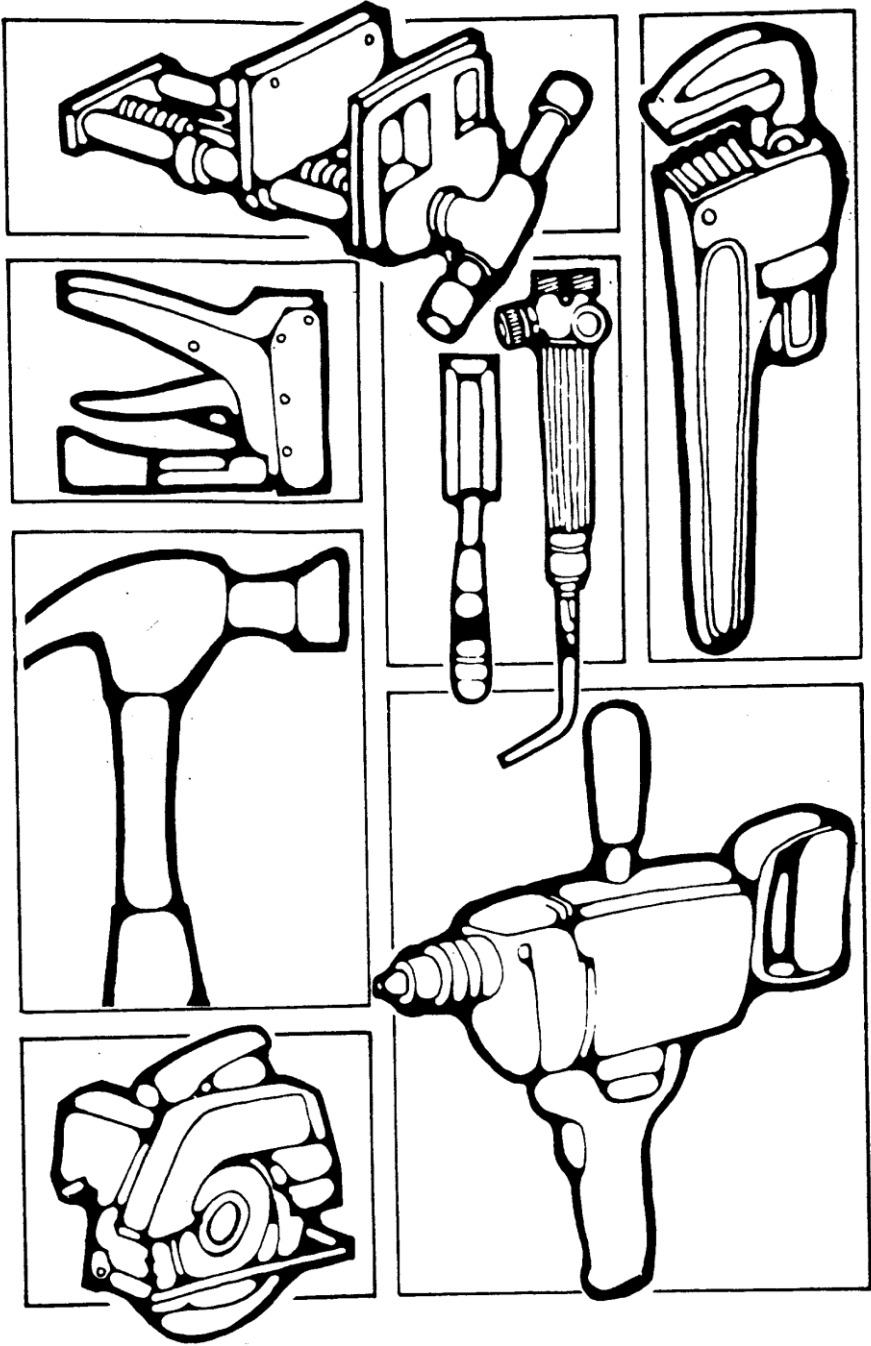
### **COMMITTEE**

Conrad Mills, Chairperson  
Al Crusoe, Vice Chancellor Human Resources, MCCC  
Dr. Jan Gehler, President, Scottsdale Community College  
Randy Rossow, Architectural Project Manager, Facilities Planning and Development, MCCC  
David Matus, Director Facilities, Paradise Valley Community College  
Sherrie Faulkner, Manager, Employee & Organizational Learning, MCCC  
Lupe Gutierrez, Senior Manager, Human Resources, MCCC  
Judy Castellanos, Senior Manager, Employee Relations, MCCC  
Robert Kelso, Carpenter, Scottsdale Community College  
Charles Ford, Electrician, Glendale Community College  
Larry Blair, HVAC, Phoenix College  
Carl Blevins, Groundskeeper, GateWay Community College  
Vacant, Maintenance & Operations, MCCC  
Alex Castillo, Plumber, Mesa Community College  
Anthony Fileccia, Painter, Mesa Community College  
Beth Eberhardt, Administrative Assistant, MCCC  
Clyde Perry, Residential Faculty, GateWay Community College  
Vacant, College Safety, MCCC



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**CRAFTS APPRENTICESHIP  
PROGRAM STANDARDS**

**APPRENTICESHIP TRAINING PROGRAM STANDARDS  
FOR  
MARICOPA COMMUNITY COLLEGES DISTRICT  
PERSONNEL**

**MARICOPA COMMUNITY COLLEGE DISTRICT  
IN THE GREATER PHOENIX AREA**

**FOR THE TRADES OF . .**

**MAINTENANCE ELECTRICIAN  
MAINTENANCE HEATING, VENTILATION, AIR CONDITIONING TECH  
MAINTENANCE CARPENTER  
MAINTENANCE PLUMBER  
MAINTENANCE PAINTER**

**Developed in cooperation with the  
Bureau of Apprenticeship and Training,  
U.S. Department of Labor**

**Approved and registered by the  
Arizona Department of Commerce  
Apprenticeship Services**

**I. Goals and Objectives**

- A. To establish an apprenticeship program for MCCCDC employees seeking to improve their skills and/or seeking advancement and/or promotional opportunities.
- B. To provide educational programs and on-the-job training relevant to District and employee needs in the Crafts area.
- C. To establish procedures for selection of Apprentices, evaluation of individual progress, and a method to evaluate training and education relative to specific advancement and/or promotional opportunities, where applicable.
- D. To develop internal employee expertise to accommodate future needs for the Crafts area of the District that result from attrition and expansion.
- E. To ensure that the implementation and execution of the Crafts Training Program is based upon the premises of affirmative action, equal opportunity, and non-discrimination.

**II. Definitions**

- A. The term "apprentice" shall mean a person who is . . .
  - 1. at least 18 years of age or over;
  - 2. engaged in learning a trade covered by these standards; and,
  - 3. covered by a written agreement, hereinafter called an "Apprenticeship Agreement", with the Apprenticeship Committee.
- B. The term "sponsor" shall mean Maricopa Community College District, Phoenix, Arizona.
- C. The term "Apprenticeship Committee" shall mean those persons designated by the sponsor to act for it in the administration of the program covered by the standards.
- D. The terms "Apprenticeship Agreement" shall mean the written agreement between the Maricopa Community College District and employee approved by the Apprenticeship Committee and registered with the Department of Commerce, Apprenticeship Services.
- E. The term "Standards of Apprenticeship" shall mean an organized and written Apprenticeship Training Program which meets the basic standards for developing skilled craftsperson.
- F. The term "Registration Agency" shall mean the Arizona Department of Commerce/Apprenticeship Services.

### **III. Minimum Qualifications for Apprenticeship**

- A. Applicants must be a minimum of eighteen (18) years of age.
- B. Applicants must have a High School Diploma or its equivalent GED.
- C. Applicants must be physically capable of performing the essential functions of the trade or craft to be learned.
- D. Applicants must be a regular full-time Governing Board approved employee.
- E. Applicants must have worked for MCCCDC for two (2) consecutive years as of the first of the month of the year their apprenticeship training begins.

### **IV. Selection of Apprentices**

- A. Equal Opportunity Pledge

The recruitment, selection, employment, and training 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 30.4 and Equal Opportunity Regulations of Arizona.

- B. The number of trainees and training positions recommended by the committee will be forwarded to the Vice Chancellor for Human Resources for final approval.
- C. Positions established in the training program will be based upon yearly budget allocations, which will be consistent with District projections of work force planning needs.
- D. The Crafts Selection Committee will forward trainees candidates to the Vice Chancellor for Human Resources for final approval.
- E. Affirmative Action Plan and Selection Procedure (Attachment #1).

### **V. Term of Apprenticeship**

- A. The term of apprenticeship shall consist of four (4) years with a minimum 7,200 hours of on-the-job training. The 2,000 hours of training shall be considered a probationary period and the apprentice shall attend related training as required by the sponsor. Each apprentice must complete at least 144 hours (see Appendix A, Appendix B and Appendix C) of related theoretical classroom training each year of their respective apprenticeship term.
- B. An apprentice applicant's experience in the trade will be evaluated and appropriate credit for experience will be advanced to the wage level appropriate to the amount of credit.

- C. Extensive or unusual circumstances shall be reviewed by the Vice Chancellor for Human Resources.

**VI. Related Training**

- A. Apprentices shall attend and complete related classroom instruction for a minimum of 144 hours (see Appendix A, B, C, D, and E) per year of apprenticeship, or subscribe to and complete their correspondence courses in subjects related to their trade.
- B. Required training will include related and/or self-paced competency-based training materials, which are approved by the MCCCDCrafts Apprenticeship Committee.
- C. The Apprenticeship Committee will coordinate the training. The Committee has the responsibility to review the apprentices' coursework to determine progress.
  - 1. At least a "C" grade or 70% or satisfactory completion is required for all related coursework and/or competency-based training.
  - 2. Additional coursework may be necessary for the apprentice to satisfactorily complete the program requirements. This determination will be given to the apprentice prior to and no later than six (6) months before his/her graduation from the program.
  - 3. Courses related to training are to be completed outside the apprentice's working hours. However, if these courses are not available other than during working hours, the apprentice may receive permission to take such courses during work hours.
  - 4. All coursework is to be completed within the time frame of the training program.
  - 5. On-the-job training courses may be required to supplement college coursework in order to provide the apprentice with a better understanding of the particular craft. The Apprenticeship Committee will make this determination with input from the mentors in the program.
  - 6. Accredited courses completed will be counted toward the eligibility for education increment (60 hours) as outlined in the Crafts policies.
- D. In case of failure on the part of apprentices to fulfill their obligations with respect to related training, the sponsor shall recommend suspension or termination of the Apprentice Agreement to the Registration Agency.

**VII. On-the-Job Training**

- A. The apprentice will be assigned to an on-the-job training situation for the particular craft he/she selected in order to gain hands-on experience, knowledge and mastery of the skills required for the particular craft.
- B. The apprentice will be assigned to work with a mentor or a series of mentors for a period not to exceed six consecutive months.
- C. Mentors will evaluate the trainee's progress and performance using the OJT Evaluation Form during each six (6) month interval of the apprentice's program.
  - 1. Evaluations shall be forwarded to the Apprenticeship Committee in care of the District advisor of the Apprenticeship Committee for review.
  - 2. A representative from the Apprenticeship Committee will conduct on-site visitations on a monthly basis. This information will also be forwarded to the Apprenticeship Committee.
- D. At the end of each six (6) month interval, the Apprenticeship Committee will review all on-site evaluations and the OJT Evaluation Form and reassign the apprentice to a new mentor at a different location for a period not to exceed six (6) months. This procedure shall continue until the apprentice has successfully completed the program. At the beginning of the apprentice's fourth year, he/she will be assigned to the college he/she will be employed in order to become more familiar with that college whenever possible.
- E. If the mentor is absent for two (2) consecutive days or more, the apprentice shall be reassigned by the Facilities Managers/Director of Building and Grounds to another crafts person in their selected field at the same site or the nearest site until the mentor returns to work. The Facility Manager/Director must notify the advisor of the committee regarding the apprentice's reassignment until the return of the mentor. If less than two (2) days, the determination of assignment is the responsibility of the Facility Manager/Buildings and Grounds Director and the Director may assign apprentice to another craft at the same site.
- F. Requests to have apprentices assist in projects other than where they are assigned during the six month cycle in their crafts, must be forwarded to the Directors of Buildings and Grounds. If this request exceeds five (5) working days, the Facility Manager/Director of Buildings and Grounds must contact the Crafts Apprenticeship Committee Advisor, and identify the apprentice, the need for assistance, location and/or assignment and any other pertinent information. A request exceeding fifteen (15) calendar days must have prior approval of the entire Apprenticeship Committee.
- G. Apprentices will be given training and work experiences under the proper supervision as indicated in a listing of work processes (see Appendix A, B, C, D, and E).

### **VIII. Probationary Period**

- A. The first 2,000 working hours of training as an apprentice shall be a probationary period. The probationary period will be considered as a qualifying period to select the apprentice who has demonstrated the capacity and the skills necessary to pursue the trade. Those apprentices who have not demonstrated this initiative and capacity will be released from the program. During the probationary period, the Apprenticeship Agreement may be canceled by mutual agreement of the parties hereto or by either party for sufficient reason after proper notification. After the probationary period, requests for cancellation of the Apprenticeship Agreement will require reasons and cause for such requests.
- B. The Registration Agency shall be notified of all such cancellations or terminations. The Sponsor will provide documentation to Human Resources stating the apprentice has completed their probationary period satisfactorily along with a compilation of evaluations received up to that point. The evaluation(s) will be placed in the official personnel file.

### **IX. Hours of Work**

The workday and work week for all apprentices shall be the same as the journeyworkers.

### **X. Wages**

- A. Upon entering the Apprenticeship Program, apprentices will receive the salary listed below on the anniversary of their start date to the Apprenticeship Program:
  - 80% of current crafts salary schedule at Grade 10/next to the highest step for 1<sup>st</sup> year
  - 85% of current crafts salary schedule at Grade 10/next to the highest step for 2<sup>nd</sup> year
  - 90% of current crafts salary schedule at Grade 10/next to the highest step for 3<sup>rd</sup> year
  - 95% of current crafts salary schedule at Grade 10/next to the highest step for 4<sup>th</sup> year

Upon completion of the apprenticeship program, apprentices will receive Grade 10/highest step on the Crafts salary schedule.

- B. Apprentices will fall under the Crafts Policy Manual. Refer to Section V.

### **XI. Responsibility of Sponsor**

- A. Provide proper work experience as noted in Schedule of Work Processes and provide adequate supervision.
- B. The Vice Chancellor for Human Resources or designee will designate an advisor of training to carry out intent of these standards of Apprenticeship.
  - 1. Advisor will arrange assignments under this program.

2. Advisor will keep records of assignment under this program.
  3. Advisor will adjust differences of opinion and mediate problems as they arise subject to determination and review by Sponsor. (Either party may consult with the Registration Agency for clarification of the matter in question.)
  4. If needed, apprentices will receive 3 hours per week for study time.
- C. Cooperate with apprentice's immediate supervisor in assuring that the apprentice obtains the experience outlined in the Work Processes included as part of these standards.
  - D. Make reports at specified intervals regarding aptitude, skill, and progress to each apprentice.
  - E. See that the apprentice is given instruction in safe work methods in each operation as it is encountered throughout the apprenticeship term.
  - F. Select an Apprenticeship Committee.
  - G. To conduct themselves at all times in a credible, ethical and moral manner.

## **XII. Crafts Apprenticeship Program Committee**

- A. The committee will serve in an advisory capacity to the Vice Chancellor for Human Resources. It shall be composed of:

- one (1) Manager, Employee & Organizational Learning;
- two (2) Manager, Human Resources;
- one (1) Representative, Facilities, Planning and Development;
- five (5) Crafts representatives; 1 carpenter, 1 electrician, 1 HVAC, 1 painter, 1 plumber;
- two (2) Maintenance and Operations representatives;
- one (1) Director of Buildings and Grounds and/or Facilities Manager;
- one (1) Professional Staff Association representative;
- one (1) Residential Faculty representative;
- one (1) Advisor, appointed by the Vice Chancellor for Human Resources;
- one (1) College Safety representative

(A representative of the apprentices in the program will be asked to attend meetings on an as-needed basis.)

The representatives from the Crafts, Maintenance and Operations, PSA, Faculty, and Safety areas will be selected by their respective policy groups.

- B. The Advisor shall chair the committee and will act as a liaison to the Office of the Vice Chancellor for Human Resources. The Advisor will work with apprentices and mentors to maximize their success and will act as a resource person to them.
- C. The committee will select a secretary.
- D. The committee shall meet once quarterly or as necessary.
- E. A quorum of the committee shall be eight (8) members.

**XIII. Duties and Responsibilities of the Committee**

- A. The committee will make recommendations to the Vice Chancellor for Human Resources regarding the following:
  - 1. Modification of the program.
  - 2. Appointment of a selection committee for each craft.
  - 3. Establishing selection criteria.
  - 4. Administration of the selection criteria.
  - 5. Review of issues affecting the program.
  - 6. Initiation and development of programs.
  - 7. Evaluation of the program.
- B. The Apprenticeship Committee may conduct, on a yearly basis, orientation programs if projected crafts positions are identified and needed to meet future District needs. These orientations will familiarize prospective candidates with the program in order to develop a strong, balanced applicant pool.
- C. Yearly evaluations of the training program will be conducted and a report forwarded to the Vice Chancellor for Human Resources.
- D. To carry out the intent and purpose of these standards.
- E. The selection committee will select qualified applicants to the position of apprentice after the applicants have been proposed.
- F. The apprenticeship committee will approve all training programs and all assignments of apprentices to formalized training.

- G. To hear and adjust any unresolved complaints or violations after the Advisor has been consulted. Either party may consult with the Registration Agency for clarification of the matter in questions.
- H. Minutes of each meeting will be maintained by the Secretary of the committee.
- I. To review progress of the apprentices in each skill area.
- J. To recommend if an apprentice is sufficiently skilled to be awarded a certificate of completion of apprenticeship.
- K. To notify the Registration Agency of all cancellations and completion of apprentices.

**XIV. Responsibilities of the Apprentice**

- A. Each apprentice, by signing the Apprentice Agreement, voluntarily agrees to abide by the provisions of this apprenticeship plan and to assume the following responsibilities and obligations under the Apprenticeship system:
  - 1. To diligently and faithfully perform the work of the trade and other duties as assigned by the supervisor in accordance with the provisions of the plan.
  - 2. To respect and protect the property of the sponsor and abide by the working rules and regulations of the sponsor and the Apprenticeship Committee.
  - 3. To attend and satisfactorily complete the required hours of related classroom instruction, as provided under this plan.
  - 4. To accurately maintain such records of work experience and training received by both on the job and related instruction as may be required by the Apprenticeship Committee. Grade reports must be submitted to the coordinator within one month following the course completion.
  - 5. To develop safe working habits and conduct themselves during work and related instruction in such a manner as to assure their own safety as well as that of their co-workers, faculty, and students.
  - 6. To conduct themselves at all times in a creditable, ethical, and moral manner, realizing that much time, money, and effort has been and will be spent by the sponsor to help them become a skilled worker in the trade.

**XV. Credit for Previous Experience**

Sponsor shall maintain the option to recognize previous training, education or experience as applied to the Apprenticeship Program. The decision will be based on the relevancy of the training or experience to the craft or trade as utilized by sponsor.

**XVI. Employment**

- A. Upon satisfactory completion of apprenticeship program skills and competencies, the apprentice shall be eligible for the first opening in the apprentice's craft. Should there be no opening available at the time the apprentice completes the program, the apprentice shall remain in the Crafts policy group the fourth (4th) year scale of pay.
- B. Apprentices will also be responsible for signing a written agreement designating that they will remain with the District for two (2) years after completing the apprenticeship program.
- C. If an apprentice, within the first twelve (12) months of the program, can not continue in the program, he/she will return to the position which he/she left. If the apprentice is in the program for a period extending beyond twelve (12) months, a position in the same or equal grade prior to entering the apprenticeship program will be made available upon the employee's return.

**XVII. Lay-Off of Apprentices**

The sponsor will honor, to the best of its ability, its commitment with the apprentice as defined in the Apprenticeship Agreement. If the Apprenticeship Program is terminated or reduced by the sponsor, apprentices affected will be given due consideration for other positions as provided for under Maricopa Community College District policy.

**XVIII. Evaluations**

- A. Evaluations of the apprentice's progress and performance will be completed by the mentor during each six (6) month period using the OJT Evaluation Form. In addition, both mentor and apprentice will be required to address the Apprenticeship Committee and given an oral evaluation.
- B. The purpose of evaluations and on-site visits is to provide assistance to both mentor and apprentice in facilitating the objectives of the apprenticeship program. Formal written OJT evaluations, to be completed during each six (6) months, are to be used as a guide for providing feedback for both the apprentice and the mentor on the apprentice's progress within the program.
- C. Evaluations will be forwarded to the Apprenticeship Committee to determine whether the apprentice should be retained in the program. Apprentices who do not meet satisfactory standards have an opportunity to improve within a designated time as determined by the committee and the guidelines of the corrective action section of the Crafts policy manual.

**XIX. Apprenticeship Agreement**

- A. The apprentice and the authorized representative of the Apprenticeship Committee shall sign the Apprenticeship Agreement which shall set forth the terms and conditions of employment, indicate the length of the probationary period and credit for previous experience, if any.
- B. Every Apprenticeship Agreement entered into shall contain a clause making the terms and conditions of the Standards a part of the agreement.
- C. The following shall receive a copy of the Apprenticeship Agreement: The Apprentice, the employer (sponsor), and the Registration Agency.
- D. Every Apprenticeship Agreement entered into shall contain a clause designating the process to be used if an apprentice is unable to continue in the apprenticeship program and must return to a position within their appropriate policy group within their first year prior to becoming an apprentice.
- E. Every Apprenticeship Agreement entered into shall contain a clause designating that each apprentice will remain with the District for two (2) years after completing the apprenticeship program.

**XX. Books**

The cost of books needed for coursework shall be reimbursed to the apprentice by the Apprenticeship Committee upon approval of the paid invoice. Invoices should be submitted to the advisor of the Apprenticeship Committee. Individual instructional courses will be provided by the Apprenticeship Committee.

**XXI. Tuition/Fees**

Fees and/or tuition for all course work are paid and/or waived for all full-time Board approved District employees.

**XXII. Tools**

All initial tools shall be furnished by the Crafts Apprenticeship Committee. Requisitions should be forwarded to the advisor of the Apprenticeship Committee. If an apprentice leaves the apprenticeship program before successful completion, the tools will become the property of the apprenticeship program.

**XXIII. Records**

Adequate records, including grades, performance evaluations and on-the-job work hours, will be maintained on each apprentice's progression through the program. It is the responsibility of the apprentice to turn in grade reports within one month of course completion. Active apprentice records will be kept with the coordinator. Following graduation records will become part of the employee's personnel file in Human Resources.

**XXIV. Safety and Health Training**

The sponsor 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 either the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-956, dated December 29, 1970, or State Standards that have been found to be at least as effective as the Federal Standards.

**XXV. Certificate of Completion**

The Committee will notify the Registration Agency that a Certificate of Completion of Apprenticeship be issued to each apprentice who completes the training under the term and conditions of these standards of Apprenticeship.

**XXVI. Ratio of Apprentices to Journeyworker**

The allowable ratio of apprentices to journeyworkers, under these standards is one (1) apprentice to the first journeyworker, and one (1) additional apprentice for each additional journeyworker normally employed at the trade.

**XXVII. Consultants to Committee**

The Bureau of Apprenticeship and Training, U.S. Department of Labor and the Registration Agency may be requested to designate a representative to serve as consultant to the Apprenticeship Committee. Consultants will be asked to participate, without vote, in conferences or special problems related to apprentice training which affect the organization they represent.

**XXVIII. Adjustment Differences**

Every apprentice's and mentor's complaints will be given full consideration. All apprentice and mentor complaints should be directed to the advisor of the Apprenticeship Committee, who will in turn present the complaint to the Apprenticeship Committee for review if resolution is not reached with the advisor.

**XXIX. Deregistration**

Deregistration of the program may be accomplished voluntarily by written request from the sponsor to the Registration Agency, or by formal deregistration proceedings, under reasonable cause in accordance with the provisions of Title 29, Code of Federal Regulations, Part 29, and Title 29, Code of Federal Regulations, Part 30 as amended.

**XXX. Modification of Standards**

The Standards may be modified at any time for the betterment of the program by action of the committee subject to the approval of the Registration Agency. Such modifications shall not alter Apprenticeship Agreements in effect at the time of the change without the expressed consent of all parties to the agreement.

ACCEPTED BY:

Maricopa Community College District

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. Rufus Glasper, Chancellor

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mr. Albert Crusoe, Vice Chancellor for Human Resources

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mr. Conrad Mills, Advisor, Apprenticeship Committee

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Ms. Margaret McConnell, MCCD Assistant General Counsel

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**Maricopa Community College District  
Crafts Apprenticeship Committee**

**AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURE**

Program #: AZ0020183

The Maricopa Community College District (MCCCD) - Crafts Apprenticeship Committee, adopts, as a matter of policy, the Selection Procedure method outlined in article 17, Section 17.4, and Section 17.5.2 (d), 1 (i, ii), of the Arizona Apprenticeship Program Policies and Procedures, "Equal Employment Opportunity in Apprenticeship Training, Selection of Apprentices."

**EQUAL EMPLOYMENT OPPORTUNITY PLEDGE**

The recruitment, selection, employment, training, and advancement of Apprentices, during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex.

**MINIMUM QUALIFICATIONS**

- A. Applications are mailed to all Board approved personnel in the Maricopa Community College District. Applications are mailed to MCCCCD employees' home address.
- B. Applicants for apprenticeship shall be a minimum of eighteen (18 years) of age.
- C. Applicants must have a High School Diploma or GED.
- D. Applicants must be physically capable of performing the essential functions of the trade or craft to be learned.
- E. Applicants must be regular full-time Governing Board approved MCCCCD employees.
- F. Applicants must have worked for MCCCCD for two (2) consecutive years as of the first of the month of the year their apprenticeship training begins.

## **OUTREACH & RECRUITMENT**

Recruitment will be conducted by the MCCD Human Resource Department in accordance with the District's Affirmative Action Policy.

All applicants who meet the minimum qualifications for admission shall be notified and scheduled for an interview.

In accordance with the District's Affirmative Action Policy, MCCD-Crafts Apprenticeship Committee adopts the following outreach efforts and activities for future selections:

A. Semi-annual announcements of apprenticeship opportunities, including qualifications, required documents and address for submitting applications will be distributed within Sponsor's jurisdictional area:

\*1. Bureau of Apprenticeship and Training (USDOL).

\*2. Arizona Department of Commerce, Apprenticeship Division.

\*One mailing addressed to both agencies at the same address.

B. Announcements of the available apprentice positions will be posed on the appropriate bulletin board at each campus. Sixty days prior to application mailouts, a memorandum will be sent to MCCD employees' home addresses, notifying MCCD employees of the available positions encouraging women and minorities to apply.

C. Distribution of Equal Employment Opportunity policy throughout Sponsors organization and associations.

D. Utilization, where possible, of women and minority journey persons to assist in encouraging other women and minorities to enter the Industry.

## **SELECTION PROCEDURE**

Applications will be reviewed by the Apprenticeship Coordinator for eligibility. The Screening Committee will screen applications prior to the interview process.

Applicants who complete the application/screening process will be scheduled for and notified of a formal interview to be conducted before the Selection Committee. Points are assigned to questions asked, attendance records are reviewed, and selections are made by consensus of the committee.

Applicants not selected will return to work in their existing occupations. Applicants are kept on file for a period of five years, but no waiting list is maintained. It is the applicant's responsibility to keep the Human Resources Department informed of any changes in address and/or phone number.

Apprentice Agreement forms will be processed within thirty (30) days of selection and placement to work. Such Apprentice Agreement forms will be properly filed with the Registration Agency.

**ADOPTION**

The Maricopa Community College District – Crafts Apprenticeship Committee hereby agrees, at the end of each Compliance Review Period, to evaluate the prior years efforts (AS OUTLINED IN THIS PLAN) and determine if any changes should be considered, including, but not limited to, a complete revision of this Affirmative Action Plan and Selection Procedure.

The local Apprenticeship and Training representative will be contacted for assistance if a revision is deemed necessary by either the Sponsor(s), the committee, or following specific findings of “Underutilization” during a Compliance Review.

**THE PRECEDING AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURE IS FORMALLY ADOPTED AS OF:**

**THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2009.**

\_\_\_\_\_  
Conrad Mills, Advisor Apprenticeship Committee

\_\_\_\_\_  
(Date)

for the:

Maricopa Community College District  
Crafts Apprenticeship Committee  
2411 W. 14<sup>th</sup> Street  
Tempe, Arizona 85281  
(480) 461-7096

**REGISTRATION AGENCY**

**THIS AFFIRMATIVE ACTION PLAN HAS BEEN REVIEWED FOR CONFORMANCE WITH TITLE 29, CFR PART 30 AND THE ARIZONA STATE PLAN, AND IS ON FILE WITH THE REGISTRATION AGENCY AS OF THIS DATE.**

\_\_\_\_\_  
Dennis Goodson, Director  
Arizona Department of Commerce  
Apprenticeship Division

\_\_\_\_\_  
(Date)

**MAINTENANCE ELECTRICIAN**

**COURSE AND WORK PROCESS**

**REQUIREMENTS**

APPENDIX “A”

This “Appendix” shall be considered a part of the Apprenticeship Standards for the MCCCD Crafts Apprenticeship Program approved by and registered with the Arizona Department of Commerce. This Appendix identifies the specifics to areas addressed in the attached Standards with regards to the following:

OCCUPATIONAL CLASSIFICATION: Maintenance Electrician

DOT CODE: 829.261-018

AIMS CODE: 0643

TERM OF APPRENTICESHIP:

The term of apprenticeship for the above named classification shall be 7200 hours, of reasonably continuous employment. The first 2000 hours (approximately one year) of which shall be a probationary period.

WORK PROCESS SCHEDULE:

The Apprentice shall receive instructions and experience in all processes of the trade or craft to be learned in accordance with the following [PERFORMANCE/TIME BASED] schedule:

APPRENTICE SHALL RECEIVE APPROXIMATELY

PROCESS	APPROXIMATE HOURS
a. Safety	240
b. Blue Print Reading & Planning	240
c. Labor & Material Estimating	480
d. Hand Tools & Equipment	
1. Identification and Use	480
2. Proper Care	480
e. Power Tools & Equipment	
1. Identification and Use	480
2. Proper Care	480
f. Motor Controls	480
g. Electric Motors	480
h. Raceways	
1. Piping – Thinwall – Rigid – PVC	240
2. Duct Bank – Bussways – Wireways	240
3. W.T. Flex – Flex Metal Cond.	240
4. Rigid Intermediate – Explosion Proof Tube	240
i. Wiring	
1. Circuit/Panel (Breakers) Makeup	640
2. Fishing Wires – Light & Fixture Wiring	640
3. Outlet Switches & Machinery Wiring	640
j. Code Handbook	<u>480</u>
TOTAL HOURS:	7200

RELATED TRAINING OUTLINE:

**In accordance with these registered program standards, each apprentice shall participate in related theoretical training in the areas and subjects identified below. The following related instruction program is identified as a [TIME/PERFORMANCE BASED] program.**

	SUBJECTS/COURSES/CLASSES	APPROXIMATE HOURS
<u>FIRST YEAR:</u>	Industrial Safety and Computers OE/OE	92
	Basic Electricity	90
<u>SECOND YEAR:</u>	Electrical A/C and D/C	90
	Wiring Motors and Transformers	90
<u>THIRD YEAR:</u>	Electric Blueprint Reading	90
	Electric Motor Controls	90
<u>FOURTH YEAR:</u>	Electronics & Controls	90
	Alarm Systems & Codes	90
		—
	TOTAL HOURS	722

APPRENTICE WAGES:

The workday and workweek for apprentices shall be the same as that for journey/craftworkers, and shall be subject to the same conditions. Each apprentice shall receive progressively increasing wages in accordance with the following schedule:

- 80% of current crafts salary schedule at Grade 10/next to the highest step for 1<sup>st</sup> year
- 85% of current crafts salary schedule at Grade 10/next to the highest step for 2<sup>nd</sup> year
- 90% of current crafts salary schedule at Grade 10/next to the highest step for 3<sup>rd</sup> year
- 95% of current crafts salary schedule at Grade 10/next to the highest step for 4<sup>th</sup> year

APPENDIX A  
MAINTENANCE ELECTRICIAN  
WORK PROCESS

<u>WORK PROCESS</u>	<u>HRS/DAY</u>	<u>HRS/WEEK</u>	<u>HRS/YEAR</u>	<u>COMPLETION</u>
Safety	15 min.	1 1/4 hrs.	60 hrs	240 hrs.
Blue Print Reading & Planning	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Labor & Material Estimating	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Hand Tools & Equipment				
1. Identification & Use	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
2. Proper Care	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Power Tools & Equipment				
1. Identification & Use	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
2. Proper Care	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Motor Controls	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Electric Motors	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Raceways				
1. Piping - Thinwall - Rigid - PVC	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
2. Duct Bank - Buss- ways - Wireways	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
3. W.T. Flex - Flex Metal Cond.	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
4. Rigid Intermediate - Explosion Proof Tube	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Wiring				
1. Circuit/Panel (Breakers) Makeup	40 min.	3 1/3 hrs.	160 hrs.	640 hrs.
2. Fishing Wires - Light & Fixture Wiring	40 min.	3 1/3 hrs.	160 hrs.	640 hrs.
3. Outlet Switches & Machinery Wiring	40 min.	3 1/3 hrs.	160 hrs.	640 hrs.
Code Handbook	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
<b>TOTAL</b>	7 1/2 hrs.	37 1/2 hrs.	1800 hrs.	7200 hrs.

Maricopa Community College District  
 Crafts Apprenticeship Program

Electrician Apprentice  
 Monthly Hours Report

Apprentice Name		Period of Training			
Month of Ja    Ju Fe    Au Ma    Se Ap    Oc Ma    No Ju    De	A. Planning	B. Tools & Equipment	C. Raceways	D. Wiring	
	Year	1. Safety 2. Blueprints 3. Code Handbook 4. Labor & Material Estimating	<b>Hand Tools &amp; Equipment</b> 1. Identify and Use 2. Proper Care  <b>Power Tools &amp; Equipment</b> 1. Identify and Use 2. Proper Care	1. Piping- Thinwalls Rigid-PVC 2. Duct Bank- Busways Wireways 3. W.T. Flex-Flex 4. Rigid Intermediate Explosion Proof Tube 5. Motor Controls- Electric Motors	1. Circuit /Panel (Breakers) Makeup 2. Fishing Wires Light & Fixture Wiring 3. Outlet Switches & Machinery Wiring
	1440	1920	1920	1920	
Total of Previous Hours					
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
This Month's Hours					
Accumulated Hour Totals	<b>A.</b>	<b>B.</b>	<b>C.</b>	<b>D.</b>	

**(Total of columns A+B+C+D)**

Maricopa Community College District

Apprentice Signature

Coordinator's Signature

Date

**MAINTENANCE HEATING, VENTILATION  
& AIR CONDITIONING TECH**

**COURSE AND WORK PROCESS  
REQUIREMENTS**

APPENDIX “B”

This “Appendix” shall be considered a part of the Apprenticeship Standards for the MCCCD Crafts Apprenticeship Program approved by and registered with the Arizona Department of Commerce. This Appendix identifies the specifics to areas addressed in the attached Standards with regards to the following:

OCCUPATIONAL CLASSIFICATION: Maintenance HVAC

DOT CODE: 637.261-014

AIMS CODE: 0637

TERM OF APPRENTICESHIP:

The term of apprenticeship for the above named classification shall be 7200 hours, of reasonably continuous employment. The first 2000 hours (approximately one year) of which shall be a probationary period.

WORK PROCESS SCHEDULE:

The Apprentice shall receive instructions and experience in all processes of the trade or craft to be learned in accordance with the following [PERFORMANCE/TIME BASED] schedule:

APPRENTICE SHALL RECEIVE APPROXIMATELY

PROCESS	APPROXIMATE HOURS
a. Safety	240
b. Blue Print Reading & Planning	240
c. Labor & Material Estimating	480
d. Hand Tools & Equipment	
1. Identification and Use	480
2. Proper Care	480
e. Power Tools & Equipment	
1. Identification and Use	480
2. Proper Care	480
f. Welding, Soldering & Bracing Equipment	240
g. Instrument & Gauges	480
h. Compression Systems	240
i. Condensers	240
j. Refrigeration Controls	480
k. Motor Controls	240
l. Electric Motors	240
m. Semihermetic Systems	480
n. Commercial Refrigeration	480
o. A.C. Systems	480
p. Heating Equipment	240
q. Boiler Room Piping	240
r. Heaters	240
s. Heating Systems	<u>240</u>
TOTAL HOURS:	7200

RELATED TRAINING OUTLINE:

**In accordance with these registered program standards, each apprentice shall participate in related theoretical training in the areas and subjects identified below. The following related instruction program is identified as a [TIME/PERFORMANCE BASED] program.**

	SUBJECTS/COURSES/CLASSES	APPROXIMATE HOURS
<u>FIRST YEAR:</u>	Industrial Safety (FAC 106)	92
	Electricity for Ind & Lab (FAC105 & FAC105LL)	90
<u>SECOND YEAR:</u>	Refrig App & Componenets I (FAC101)	90
	Refrig App & Components Lab (FAC101LL)	
	Motors Controls & Wiring & Lab (FAC115 & FAC115LL)	90
<u>THIRD YEAR:</u>	FAC A/C System & Lab (FAC210 - FAC210LL)	90
	Controls & Instruments & Lab (FAC220 – FAC 220LL)	90
<u>FOURTH YEAR:</u>	Heating & A/C with Lab (HVA112 HVA112LL)	90
	Refrig App & Components II (HVA103 – HVA103LL)	<u>90</u>
	TOTAL HOURS	718

Additional classes for a well-rounded HVAC Journeyworker:

- HVA143 Load Calc & Duct Design
- HVA235 Air & Water Balance
- HVA235LL Air & Water Balance Lab
- HVA103 Refrigeration Applications & Components II with HVA103LL

APPRENTICE WAGES:

The workday and workweek for apprentices shall be the same as that for journey/craftworkers, and shall be subject to the same conditions. Each apprentice shall receive progressively increasing wages in accordance with the following schedule:

- 80% of current crafts salary schedule at Grade 10/next to the highest step for 1<sup>st</sup> year
- 85% of current crafts salary schedule at Grade 10/next to the highest step for 2<sup>nd</sup> year
- 90% of current crafts salary schedule at Grade 10/next to the highest step for 3<sup>rd</sup> year
- 95% of current crafts salary schedule at Grade 10/next to the highest step for 4<sup>th</sup> year

APPENDIX B  
MAINTENANCE HEATING, VENTILATING & AIR CONDITIONING  
WORK PROCESS

<u>WORK PROCESS</u>	<u>HRS/DAY</u>	<u>HRS/WEEK</u>	<u>HRS/YEAR</u>	<u>COMPLETION</u>
Safety	15 min.	1 1/4 hrs.	60 hrs	240 hrs.
Blue Print Reading & Planning	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Labor & Material Estimating	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Hand Tools & Equipment				
1. Identification & Use	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
2. Proper Care	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Power Tools & Equipment				
1. Identification & Use	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
2. Proper Care	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Welding, Soldering & Bracing Equipment	15 min.	1 1/4 hrs	60 hrs.	240 hrs.
Instrument & Gauges	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Compression Systems	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Condensers	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Refrigeration Controls	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Motor Controls	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Electric Motors	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Semihermetic Systems	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Commercial Refrigeration	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
A.C. Systems	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Heating Equipment	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Boiler Room Piping	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Heaters	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
<u>Heating Systems</u>	<u>15 min.</u>	<u>1 1/4 hrs.</u>	<u>60 hrs.</u>	<u>240 hrs.</u>
<b>TOTAL</b>	<b>7 1/2 hrs.</b>	<b>37 1/2 hrs.</b>	<b>1800 hrs.</b>	<b>7200 hrs.</b>

Maricopa Community College District  
 Crafts Apprenticeship Program

HVAC Apprentice  
 Monthly Hours Report

Apprentice Name		Period of Training			
Month of Ja Fe Ma Ap Ma Ju	Month of Ju Au Se Oc No De	A. Planning	B. Tools & Equipment	C. Heating	D. Air Conditioning
		Year	1. Safety 2. Blueprint Reading 3. Labor & Material Estimating 4. Compressions Sys. 5. Semihermetric Sys. 6. Energy Mgmt. Sys.	<b>Hand Tools &amp; Equipment</b> 1. Identify and Use 2. Proper Care  <b>Power Tools &amp; Equipment</b> 1. Identify and Use 2. Proper Care  <b>Welding, Soldering, &amp; Brazing Equipment</b>	1. Heating Equipment 2. Boiler Room Piping 3. Heaters 4. Heating Systems 5. Motor Controls 6. Electric Motors
		1440	2160	1440	2160
Total of Previous Hours					
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
This Month's Hours					
Accumulated Hour Totals	<b>A.</b>	<b>B.</b>	<b>C.</b>	<b>D.</b>	

(Total of columns A+B+C+D)

Maricopa Community College District

Apprentice Signature

Coordinator's Signature

Date

**MAINTENANCE CARPENTER**

**COURSE AND WORK PROCESS**

**REQUIREMENTS**

APPENDIX “C”

This “Appendix” shall be considered a part of the Apprenticeship Standards for the MCCCD Crafts Apprenticeship Program approved by and registered with the Arizona Department of Economic Security. This Appendix identifies the specifics to areas addressed in the attached Standards with regards to the following:

OCCUPATIONAL CLASSIFICATION: Maintenance Carpenter

DOT CODE: 860-281-010

AIMS CODE: 0068

TERM OF APPRENTICESHIP:

The term of apprenticeship for the above named classification shall be 7200 hours, of reasonably continuous employment. The first 1000 hours (approximately 6 months) of which shall be a probationary period.

WORK PROCESS SCHEDULE:

The Apprentice shall receive instructions and experience in all processes of the trade or craft to be learned in accordance with the following [PERFORMANCE/TIME BASED] schedule:

APPRENTICE SHALL RECEIVE APPROXIMATELY

PROCESS	APPROXIMATE HOURS
a. Safety	480
b. Blue Print Reading & Planning	480
c. Labor & Material Estimating	480
d. Hand Tools & Equipment Identification and Use	960
e. Power Tools & Equipment Identification and Use	960
f. Cabinetry – Counter Tops – Finish Work	2160
g. Wall Systems – Grid Ceiling – Concrete – Flooring	<u>1680</u>
TOTAL HOURS:	7200

RELATED TRAINING OUTLINE:

**In accordance with these registered program standards, each apprentice shall participate in related theoretical training in the areas and subjects identified below. The following related instruction program is identified as a [TIME/PERFORMANCE BASED] program.**

	SUBJECTS/COURSES/CLASSES	APPROXIMATE HOURS
<u>FIRST YEAR:</u>	Intro to Carpentry Trade	40
	First Aid CPR OSHA/SSTA	40
	Carpentry Math Basic	40
	Carpentry Math Application and Metrics	40
<u>SECOND YEAR:</u>	Basic Blueprint Reading	40
	Advanced Blueprint Reading	40
	Concrete Form Work Footings, Walls, Slab Ongrade	40
	Concrete Form Work Heavy, Highway Pilings	40
<u>THIRD YEAR:</u>	Framing: Basic Parts Basic Wall Layout and Practical Applications	40
	Framing: Trusses Conventional Roof Framing Decks and Overhangs	40
	Scaffold: Erection and Dismantling	40
	Rigging: Building Layout Transit and Level	40
<u>FOURTH YEAR:</u>	Interior Systems: Metal Stud Framing and Drywall Application	40
	Interior Systems: Acoustical Ceilings, Pedestal Floors and Clean Rooms	40
	Interior Finish: Jambs Sills Casing Windows Doors/Door Hardware	40
	Interior Finish: Cabinets, Shelving Molding and Plastic Laminates	<u>40</u>
	TOTAL HOURS	640

APPRENTICE WAGES:

The workday and workweek for apprentices shall be the same as that for journey/craftworkers, and shall be subject to the same conditions. Each apprentice shall receive progressively increasing wages in accordance with the following schedule:

- 80% of current crafts salary schedule at Grade 10/next to the highest step for 1<sup>st</sup> year
- 85% of current crafts salary schedule at Grade 10/next to the highest step for 2<sup>nd</sup> year
- 90% of current crafts salary schedule at Grade 10/next to the highest step for 3<sup>rd</sup> year
- 95% of current crafts salary schedule at Grade 10/next to the highest step for 4<sup>th</sup> year

APPENDIX C  
MAINTENANCE CARPENTER  
WORK PROCESS

<u>WORK PROCESS</u>	<u>HRS/DAY</u>	<u>HRS/WEEK</u>	<u>HRS/YEAR</u>	<u>COMPLETION</u>
Planning				
1. Safety	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
2. Blueprints Reading	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
3. Labor & Material Estimating	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Tools & Equipment				
1. Hand Tools & Equipment Identify and Use	60 min.	5 hrs.	240 hrs.	960 hrs.
2. Power Tools & Identify and Use	60 min.	5 hrs.	240 hrs.	960 hrs.
Cabinetry / Countertops / Finish Work				
1. Layout	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
2. Machining	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
3. Assembly	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
4. Installation	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
5. Doors	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
6. Grid Ceiling	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Wall Systems / Concrete / Flooring				
1. Metal Studs	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
2. Wood Frame	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
3. Drywall	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
4. Layout	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
5. Forms	7.5 min.	37.5 min.	30 hrs.	120 hrs.
6. Tile	7.5 min.	37.5 min.	30 hrs.	120 hrs.
<b>TOTAL</b>	7 1/2 hrs.	37 1/2 hrs.	1800 hrs.	7200 hrs.

Maricopa Community College District  
 Crafts Apprenticeship Program

Carpenter Apprentice  
 Monthly Hours Report

Apprentice Name \_\_\_\_\_

Period of Training \_\_\_\_\_

<b>Month of</b> Ja    Ju Fe    Au Ma    Se Ap    Oc Ma    No Ju    De	<b>A. Planning</b>  1. Safety 2. Blueprints Reading 3. Labor & Material Estimating	<b>B. Tools &amp; Equipment</b>  <b>Hand Tools &amp; Equipment</b> 1. Identify and Use 2. Proper Care  <b>Power Tools &amp; Equipment</b> 1. Identify and Use 2. Proper Care	<b>C. Cabinetry Countertops Finish Work</b>  1. Layout 2. Machining 3. Assembly 4. Installation 5. Doors 6. Grid Ceiling	<b>D. Wall System/ Concrete/ Flooring</b>  1. Metal Studs 2. Wood Studs 3. Drywall 4. Layout 5. Forms 6. Tile	_____ Year
					1440
Total of Previous Hours					
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
This Month's Hours					
Accumulated Hour Totals	<b>A.</b>	<b>B.</b>	<b>C.</b>	<b>D.</b>	

**(Total of columns A+B+C+D)**

Maricopa Community College District

\_\_\_\_\_  
 Apprentice Signature

\_\_\_\_\_  
 Coordinator's Signature

\_\_\_\_\_  
 Date

**MAINTENANCE PAINTER**

**COURSE AND WORK PROCESS**

**REQUIREMENTS**

## Appendix D

### OCCUPATION SCHEDULE FOR: Maintenance Painter

**DOT CODE: 840381010**

**O\*NET/SOC CODE: 47-2141.00**

**RAIS CODE: 0379**

This schedule is attached to and a part of these Standards for the above identified occupation.

#### 1. TERM OF APPRENTICESHIP

The term of the occupation shall be four (4) years with an OJL attainment of 7200 hours supplemented by the required hours of related instruction.

#### 2. RATIO OF APPRENTICES TO JOURNEYWORKERS

**One journeyworker to one apprentice**

#### 3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate.

##### **4 Year Term Example:**

1 <sup>st</sup>	6 months + hours = 2.5%	5 <sup>th</sup>	6 months + hours = 2.5%
2 <sup>nd</sup>	6 months + hours = 2.5%	6 <sup>th</sup>	6 months + hours = 2.5%
3 <sup>rd</sup>	6 months + hours = 2.5%	7 <sup>th</sup>	6 months + hours = 2.5%
4 <sup>th</sup>	6 months + hours = 2.5%	8 <sup>th</sup>	6 months + hours = 2.5%

#### 4. SCHEDULE OF WORK EXPERIENCE (See attached Occupation Schedule)

The Sponsor may modify to the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

#### 5. SCHEDULE OF RELATED INSTRUCTION (See attached Course Outline)

**Appendix D****WORK PROCESSES AND RELATED INSTRUCTION OUTLINE****APPROXIMATE  
HOURS****First Year**

Basic Training Manual	PNT101/102	24
Ladder Scaffolding Capsule	PNT101/102	24
Red Cross First Aid and CPR	PNT101/102	24
Comet	PNT101/102	24
OSHA 10	PNT101/102	24
Trade Related Safety	PNT 101/102	<u>24</u>
	<b>Total</b>	<b>144</b>

**Second Year**

Wood Finishing Capsule	PNT 103/104	24
Color Mixing and Matching Capsule	PNT 103/104	24
Special Decorative Finishes	PNT 103/104	24
Special Coating	PNT 103/104	24
Spray Painting	PNT 103/104	24
Trade Related Safety	PNT 103/104	<u>24</u>
	<b>Total</b>	<b>144</b>

**Third Year**

Dry Wall Finishing	PNT 201/202	28.8
Blue Print Reading	PNT 201/202	28.8
Wall Covering	PNT 201/202	28.8
Abrasive Blasting	PNT 201/202	28.8
Trade Related Safety	PNT 201/202	<u>28.8</u>
	<b>Total</b>	<b>144</b>

**Fourth Year**

Computer Usage and Application	BPC	56
Introduction to Interior Design	INT105	48
Color and Design	INT 150	<u>48</u>
	<b>Total</b>	<b>152</b>

## Appendix D

	<u>HOURS</u>
A. Safety	240
B. Blue Print Reading and interpretation	240
C. Labor and Material Estimating	480
D. Hand Tools and Equipment	
1. Identification and use	480
2. Proper Care	480
E. Power Tools and Equipment	
1. Identification and use	480
2. Proper Care	480
F. Rigging and Scaffolding	240
G. Interior Repair – Priming/Finishing	
1. Masonry	240
2. Wood	240
3. Stucco	240
4. Brick	240
5. Metal	240
6. Wallboard (taping and texturing)	480
H. Exterior Repair – Priming/Finishing	
1. Masonry	240
2. Wood	240
3. Stucco	240
4. Brick	240
5. Metal	240
I. Cabinetry and Furniture Finishing	
1. Sand Papering, Puttying wood surfaces	240
2. Cleaning and preparing metal surfaces	240
3. Glazing, staining, bleaching, filling & graining natural wood	<u>480</u>
<b>Total</b>	<b>7200</b>

**APPENDIX D  
PAINTER  
WORK PROCESS**

<u>WORK PROCESS</u>	<u>HRS/DAY</u>	<u>HRS/WEEK</u>	<u>HRS/YEAR</u>	<u>COMPLETION</u>
Planning				
Safety	15 min.	1 1/4 hrs.	60 hrs	240 hrs.
Blue Print Reading & Planning	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Labor & Material Estimating	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Hand Tools & Equipment				
1. Identification & Use	60 min.	5 hrs.	240 hrs.	960 hrs.
Power Tools & Equipment				
2. Identification & Use	60 min.	5 hrs.	240 hrs.	960 hrs.
3. Rigging & Scaffolding	15 min.	1 1/4 hrs	60 hrs.	240 hrs.
Repair – Priming & Finishing				
Interior Repair				
1. Masonry	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
2. Wood	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
3. Stucco	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
4. Brick	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
5. Metal	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
6. Wallboard (Taping & Texturing)	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Exterior Repair				
1. Masonry	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
2. Wood	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
3. Stucco	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
4. Brick	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
5. Metal	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Cabinetry & Furniture Finishing				
1. Sand papering , putting wood surfaces	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
2. Cleaning & preparing metal surfaces	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
3. Glazing, staining, bleaching, filling & graining natural wood	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
4. Miscellaneous	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
<b>TOTALS</b>	<b>7 1/2 hrs.</b>	<b>37.5 hrs.</b>	<b>1800 hrs.</b>	<b>7200 hrs.</b>

Maricopa Community College District  
 Crafts Apprenticeship Program

Painter Apprentice  
 Monthly Hours Report

Apprentice Name		Period of Training		
<b>Month of</b> Ja Ju Fe Au Ma Se Ap Oc Ma No Ju De  <hr/> Year	<b>A. Planning</b>  4. Safety 5. Blueprints Reading 6. Labor & Material Estimating  960	<b>B. Tools &amp; Equipment</b>  <b>Hand Tools &amp; Equipment</b> 1. Identify and Use 2. Proper Care  <b>Power Tools &amp; Equipment</b> 1. Identify and Use 2. Proper Care  <b>Rigging &amp; Scaffolding</b>  2160	<b>C. Repair – Priming/ Finishing</b>  <b>Interior Repair</b> 1. Masonry 2. Wood 3. Stucco 4. Brick 5. Metal 6. Wallboard (taping & texturing)  <b>External Repair</b> 1. Masonry 2. Wood 3. Stucco 4. Brick 5. Metal  2880	<b>D. Cabinetry &amp; Furniture Finishing</b>  1. Sand papering, puttying wood surfaces 2. Cleaning and preparing metal surfaces 3. Glazing, staining, bleaching, filling and graining natural wood  960
Total of Previous Hours				
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
This Month's Hours				
Accumulated Hour Totals	<b>A.</b>	<b>B.</b>	<b>C.</b>	<b>D.</b>

**(Total of columns A+B+C+D)**

Maricopa Community College District

Apprentice Signature

Coordinator's Signature

Date

**MAINTENANCE PLUMBER**

**COURSE AND WORK PROCESS**

**REQUIREMENTS**

## Appendix E

### OCCUPATION SCHEDULE FOR: Maintenance Plumber

DOT CODE: N/A  
O\*NET/SOC CODE: N/A  
RAIS CODE: 9991

This schedule is attached to and a part of these Standards for the above identified occupation.

#### 1. TERM OF APPRENTICESHIP

The term of the occupation shall be four (4) years with an OJL attainment of 7200 hours supplemented by the required hours of related instruction.

#### 2. RATIO OF APPRENTICES TO JOURNEYWORKERS

**One journey worker to one apprentice**

#### 3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate.

##### **4 Year Term Example:**

1 <sup>st</sup>	6 months + hours = 2.5%	5 <sup>th</sup>	6 months + hours = 2.5%
2 <sup>nd</sup>	6 months + hours = 2.5%	6 <sup>th</sup>	6 months + hours = 2.5%
3 <sup>rd</sup>	6 months + hours = 2.5%	7 <sup>th</sup>	6 months + hours = 2.5%
4 <sup>th</sup>	6 months + hours = 2.5%	8 <sup>th</sup>	6 months + hours = 2.5%

#### 4. SCHEDULE OF WORK EXPERIENCE (See attached Occupation Schedule)

The Sponsor may modify to the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

#### 5. SCHEDULE OF RELATED INSTRUCTION (See attached Course Outline)

## **Appendix E**

### **WORK PROCESSES AND RELATED INSTRUCTION OUTLINE**

	<b><u>APPROXIMATE HOURS</u></b>
<b>First Year</b>	
Use and care of tools	36
Job Safety and Health	36
Related mathematics	36
Basic piping and applications	<u>36</u>
<b>Total</b>	<b>144</b>
<b>Second Year</b>	
Science and rigging	96
Beginning Isometric drawing	<u>48</u>
<b>Total</b>	<b>144</b>
<b>Third Year</b>	
Drainage Systems	72
Gas and Water systems	<u>72</u>
<b>Total</b>	<b>144</b>
<b>Fourth Year</b>	
Drawing Blueprints and Specifications	72
Uniform Plumbing Code	<u>72</u>
<b>Total</b>	<b>144</b>

## Appendix E

	<u>HOURS</u>
J. Safety	240
K. Blue Print Reading and interpretation	240
L. Labor and Material Estimating	480
M. Hand Tools and Equipment	
1. Identification and use	480
2. Proper Care	480
N. Power Tools and Equipment	
1. Identification and use	480
2. Proper Care	480
O. Rigging	240
P. Underground Piping	
1. Cast Iron (drainage)	240
2. ABS – PVC (drainage)	240
3. Steel (gas/chilled water)	240
4. Copper (water)	240
5. ACP (water)	240
6. VCP (drainage)	240
Q. Rough In	
1. Copper (water – air- DWV)	480
2. ABS- Cast Iron	480
3. Gas Piping (steel – PE)	240
4. Acid Waste (acid resistant pipe)	240
R. Finish	
1. Toilets	240
2. Sinks	120
3. Urinals	240
4. Water Heaters	120
5. Miscellaneous (Photo labs, Science labs, Sculpture)	<u>240</u>
<b>Total</b>	<b>7200</b>

**APPENDIX E  
PLUMBER  
WORK PROCESS**

<u>WORK PROCESS</u>	<u>HRS/DAY</u>	<u>HRS/WEEK</u>	<u>HRS/YEAR</u>	<u>COMPLETION</u>
Safety	15 min.	1 1/4 hrs.	60 hrs	240 hrs.
Blue Print Reading & Planning	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Labor & Material Estimating	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Hand Tools & Equipment				
1. Identification & Use	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
2. Proper Care	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Power Tools & Equipment				
1. Identification & Use	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
2. Proper Care	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Welding, Soldering & Bracing Equipment	15 min.	1 1/4 hrs	60 hrs.	240 hrs.
Rigging				
Underground Rigging	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Cast Iron	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
ABS-PVC-Steel	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Copper	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
ACP-VCP	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Rough-in				
Gas Piping Steel	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Copper (Air Water DWV)	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
ABS-Cast Iron (vents-drains)	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Acid Waste	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Finish				
Toilets	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Sinks	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Urinals	15 min.	1 1/4 hrs.	60 hrs.	240 hrs.
Water heaters	30 min.	2 1/2 hrs.	120 hrs.	480 hrs.
Photo Science				
Sculpture Labs				
<b>TOTAL</b>	7 1/2 hrs.	37 1/2 hrs.	1800 hrs.	7200 hrs.

Maricopa Community College District  
 Crafts Apprenticeship Program

Plumber Apprentice  
 Monthly Hours Report

Apprentice Name		Period of Training		
<b>Month of</b> Ja Ju Fe Au Ma Se Ap Oc Ma No Ju De  <hr/> <b>Year</b>	<b>A. Planning</b>  1. Safety 2. Blueprints Reading 3. Labor & Material Estimating	<b>B. Tools &amp; Equipment</b>  <b>Hand Tools &amp; Equipment</b> 1. Identify and Use 2. Proper Care  <b>Power Tools &amp; Equipment</b> 3. Identify and Use 4. Proper Care  <b>Rigging</b>	<b>C. Underground Piping</b> 1. Cast Iron (drainage) 2. ABS – PVC (drainage) 3. Steel (gas/chilled water) 4. Copper (water) 5. ACP (water) 6. VCP (drainage)  <b>D. Rough In</b> 1. Copper (water-air-DWV) 2. ABS-Cast Iron 3. Gas Piping (steel – PE) 4. Acid Waste (acid resistant pipe)	<b>E. Finish</b>  1. Toilets 2. Sinks 3. Urinals 4. Water Heaters 5. Miscellaneous (Photo labs, Science labs, Sculpture)
	960	2160	3120	960
Total of Previous Hours				
Week 1				
Week 2				
Week 3				
Week 4				
Week 5				
This Month's Hours				
Accumulated Hour Totals	<b>A.</b>	<b>B.</b>	<b>C.</b>	<b>D.</b>

**(Total of columns A+B+C+D)**

Maricopa Community College District

\_\_\_\_\_  
 Apprentice Signature

\_\_\_\_\_  
 Coordinator's Signature

\_\_\_\_\_  
 Date

**CRAFTS APPRENTICESHIP PROGRAM  
ON-SITE VISITATION  
FORMS**

**CRAFTS APPRENTICESHIP PROGRAM  
PERFORMANCE-BASED EVALUATION FORM  
APPRENTICE**

*(Apprentice completes this form and returns to the Apprenticeship Program Coordinator)*

Apprentice \_\_\_\_\_ Location \_\_\_\_\_

Mentor \_\_\_\_\_ Date \_\_\_\_\_

1. Apprentice/mentor relationship

Fair \_\_\_\_\_ Good \_\_\_\_\_ Excellent \_\_\_\_\_

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2. Coursework progress

None \_\_\_\_\_ Good \_\_\_\_\_ Excellent \_\_\_\_\_

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3. How would you rate your mentor in providing training and assistance?

Poor \_\_\_\_\_ Fair \_\_\_\_\_ Good \_\_\_\_\_ Excellent \_\_\_\_\_

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4. Are you ever asked to do work other than what you are being trained for?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what is or was the circumstance?

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CRAFTS APPRENTICESHIP PROGRAM

APPRENTICE CON'T

5. Are you satisfied with your relationship with:

Apprenticeship Committee? \_\_\_\_\_

\_\_\_\_\_

Buildings & Grounds Director? \_\_\_\_\_

\_\_\_\_\_

6. What suggestions do you have to improve your training?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. What kind of projects have you been working on?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Do you want to meet with the Apprenticeship Committee? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Apprentice/Evaluator Signature

\_\_\_\_\_  
Date

## SKILLS-BASED EVALUATION FORM Carpenter

\_\_\_\_\_  
Apprentice Name

Score the mentee below as to how competent they are in the areas listed. This will assist the next mentor to know what areas are strong or may need more work in. Please rate the mentee as follows:  
**5=Excellent, 4=Good, 3=Average, 2=Poor, 1=Needs work, 0=didn't use this skill**

### A. Planning

<b>College</b>								
<b>Date</b>								
1. Safety								
2. Blueprint Reading								
3. Labor & Material Estimating								
Comments:								

### B. Tools & Equipment

<b>College</b>								
<b>Date</b>								
<b>Hand Tools &amp; Equipment</b>								
1. Identify & Use								
2. Proper Care								
<b>Power Tools &amp; Equipment</b>								
1. Identify & Use								
2. Proper Care								
Comments:								

### C. Cabinetry Countertops Finish Work

College								
Date								
1. Layout								
2. Machining								
3. Assembly								
4. Installation								
5. Doors								
6. Grid Ceiling								
Comments:								

### D. Wall System/Concrete/Flooring

College								
Date								
1. Metal Studs								
2. Wood Studs								
3. Drywall								
4. Layout								
5. Forms								
6. Tile								
Comments:								

What projects did the mentee work on while at your college?

What areas do you see that they may need more help in?

College: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 College: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 College: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 College: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 College: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 College: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 College: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 College: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SKILLS-BASED EVALUATION FORM Maintenance Electrician

Apprentice Name \_\_\_\_\_

Score the mentee below as to how competent they are in the areas listed. This will assist the next mentor to know what areas are strong or may need more work in. Please rate the mentee as follows:

**5=Excellent, 4=Good, 3=Average, 2=Poor, 1=Needs work, 0=didn't use this skill**

### A. Planning

<b>College</b>								
<b>Date</b>								
1. Safety								
2. Blueprints								
3. Code Handbook								
4. Labor & Material Estimating								
Comments:								

### B. Tools & Equipment

<b>College</b>								
<b>Date</b>								
<b>Hand Tools &amp; Equipment</b>								
1. Identify & Use								
2. Proper Care								
<b>Power Tools &amp; Equipment</b>								
1. Identify & Use								
2. Proper Care								
Comments:								

**C. Raceways**

College								
Date								
1. Piping- Thinwalls Rigid-PVC								
2. Duct Bank- Busways Wireways								
3. W.T. Flex- Flex								
4. Rigid Intermediate Explosion Proof Tube								
5. Motor Controls- Electric Motors								
Comments:								

**D. Wiring**

College								
Date								
1. Circuit/ Panel (Breakers) Makeup								
2. Fishing Wires Light & Fixture Wiring								
3. Outlet Switches & Machinery Wiring								
Comments:								

What projects did the mentee work on while at your college?

What areas do you see that they may need more help in?

College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____

## SKILLS-BASED EVALUATION FORM

### Heating Ventilation & Air Conditioning Technician

Apprentice Name \_\_\_\_\_

Score the mentee below as to how competent they are in the areas listed. This will assist the next mentor to know what areas are strong or may need more work in. Please rate the mentee as follows:  
**5=Excellent, 4=Good, 3=Average, 2=Poor, 1=Needs work, 0=didn't use this skill**

#### A. Planning

<b>College</b>								
<b>Date</b>								
1. Safety								
2. Blueprint Reading								
3. Labor & Material Estimating								
4. Compressions Systems								
5. Semihhermetric Systems								
6. Energy Mgmt. Systems								
Comments:								

#### B. Tools & Equipment

<b>College</b>								
<b>Date</b>								
<b>Hand Tools &amp; Equipment</b>								
1. Identify & Use								
2. Proper Care								
<b>Power Tools &amp; Equipment</b>								
1. Identify & Use								
2. Proper Care								
Welding, Soldering & Brazing Equipment								
Comments:								

C. Heating

College								
Date								
1. Heating Equipment								
2. Boiler Room Piping								
3. Heaters								
4. Heating Systems								
5. Motor Controls								
6. Electric Motors								
Comments:								

D. Air Conditioning

College								
Date								
1.Refrigeration Controls								
2. Commercial Refrigeration								
3. AC Systems								
4. Condensers								
5. Instruments & Gauges								
Comments:								

What projects did the mentee work on while at your college?

What areas do you see that the mentee may need more help in?

College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____

## SKILLS-BASED EVALUATION FORM Maintenance Painter

Apprentice Name \_\_\_\_\_

Score the mentee below as to how competent they are in the areas listed. This will assist the next mentor to know what areas are strong or may need more work in. Please rate the mentee as follows:

**5=Excellent, 4=Good, 3=Average, 2=Poor, 1=Needs work, 0=didn't use this skill**

### A. Planning

College								
Date								
1. Safety								
2. Blueprints								
3. Labor & Material Estimating								
Comments:								

### B. Tools & Equipment

College								
Date								
<b>Hand Tools &amp; Equipment</b>								
1. Identify & Use								
2. Proper Care								
<b>Power Tools &amp; Equipment</b>								
1. Identify & Use								
2. Proper Care								
Rigging & Scaffolding								
Comments:								

### C. Repair – Priming/Finishing

<b>College</b>								
<b>Date</b>								
<b>Interior Repair</b>								
1. Masonry								
2. Wood								
3. Stucco								
4. Brick								
5. Metal								
6. Wallboard (taping & texturing)								
<b>Exterior Repair</b>								
1. Masonry								
2. Wood								
3. Stucco								
4. Brick								
5. Metal								
Comments:								

### D. Cabinetry & Furniture Finishing

<b>College</b>								
<b>Date</b>								
1. Sand-papering, puttying wood surfaces								
2. Cleaning and preparing metal surfaces								
3. Glazing, staining, bleaching, filling & graining natural wood								
Comments:								

What projects did the mentee work on while at your college?

What areas do you see that they may need more help in?

College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____
College: _____	Signature: _____	Date: _____

## SKILLS-BASED EVALUATION FORM Maintenance Plumber

Apprentice Name \_\_\_\_\_

Score the mentee below as to how competent they are in the areas listed. This will assist the next mentor to know what areas are strong or may need more work in. Please rate the mentee as follows:

**5=Excellent, 4=Good, 3=Average, 2=Poor, 1=Needs work, 0=didn't use this skill**

### A. Planning

College								
Date								
1. Safety								
2. Blueprints								
4. Labor & Material Estimating								
Comments:								

### B. Tools & Equipment

College								
Date								
<b>Hand Tools &amp; Equipment</b>								
1. Identify & Use								
2. Proper Care								
<b>Power Tools &amp; Equipment</b>								
1. Identify & Use								
2. Proper Care								
Rigging								
Comments:								

### C. Underground Piping

College								
Date								
1. Cast Iron (drainage)								
2. ABS – PVC (drainage)								
3. Steel (gas/chilled water)								
4. Copper (water)								
5. ACP (water)								
6. VCP (drainage)								
Comments:								

### D. Rough In

College								
Date								
1. Copper (water-air-DWV)								
2. ABS – Cast Iron								
3. Gas Piping (steel – PE)								
4. Acid Waste (acid resistant pipe)								
Comments:								

E. Finish

College								
Date								
1. Toilets								
2. Sinks								
3. Urinals								
4. Water Heaters								
5. Misc. (Photo labs, science labs, sculpture)								
Comments:								

What projects did the mentee work on while at your college?

What areas do you see that they may need more help in?

College: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 College: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 College: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 College: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 College: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 College: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 College: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 College: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CRAFTS APPRENTICESHIP PROGRAM**  
**Performance-Based Evaluation Form**  
**MENTOR**

*(Mentor completes this form and returns to the Apprenticeship Program Coordinator)*

Apprentice \_\_\_\_\_ Location \_\_\_\_\_

Mentor \_\_\_\_\_ Date \_\_\_\_\_

- 1. a. What is the overall behavior of the apprentice at the work site (i.e. reports to work on time, prepared with the proper tools and supplies, takes initiative, asks questions, etc.)?

Fair \_\_\_\_\_ Good \_\_\_\_\_ Excellent \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b. Does the apprentice follow directions and carry out assignments satisfactorily? (Please explain)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. Is the apprentice advancing as you would expect in the general knowledge of the maintenance program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3. What can the Committee do to improve the relationships between you and the apprentice?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CRAFTS APPRENTICESHIP PROGRAM

MENTOR CON'T

4. What assistance can the Committee give to you or the apprentice to improve the program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. a. In what areas does the apprentice show "strengths?"

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. In what areas does the apprentice show improvement needs?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Mentor/Evaluator Signature

\_\_\_\_\_  
Date