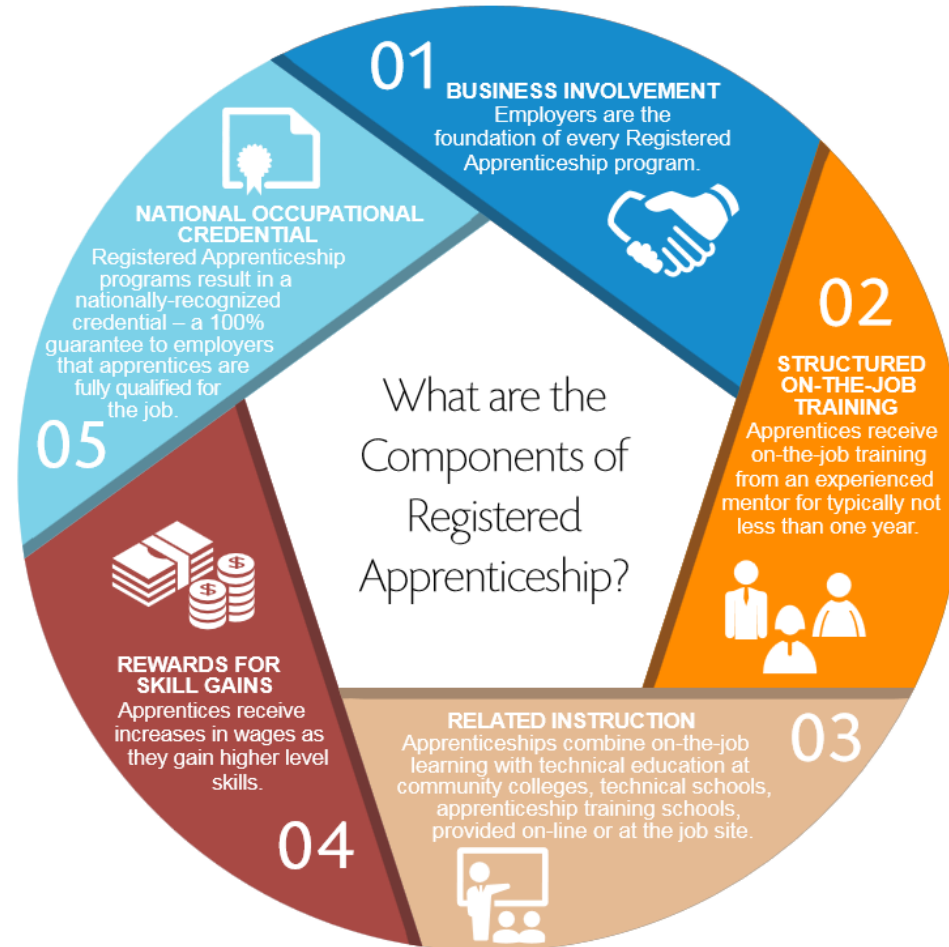




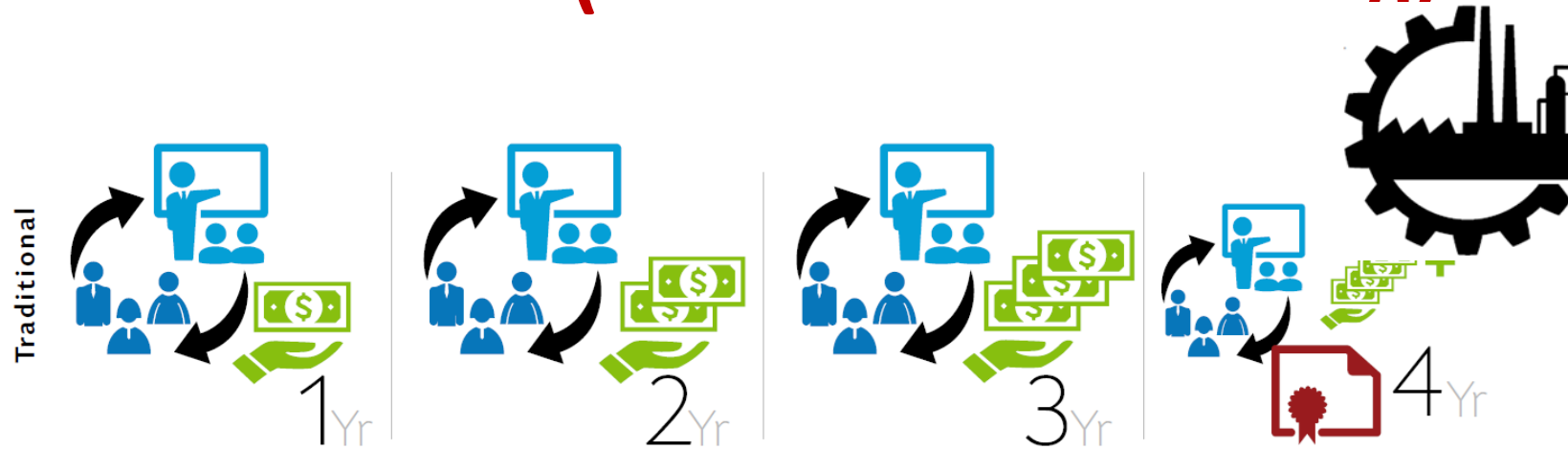
Introduction to Registered Apprenticeship (Plumbing & Electrical)

Registered Apprenticeship

Adaptable, Flexible & Customizable

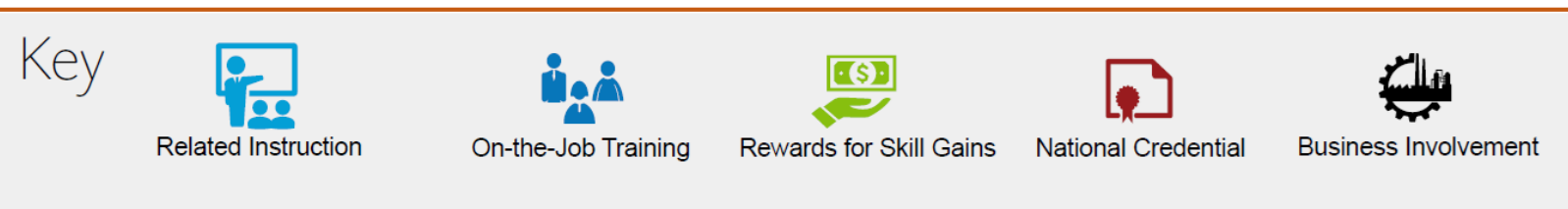


Registered Apprenticeship Model: Traditional (Electrical & Plumbing)



In a traditional apprenticeship model, apprentices receive both related instruction and on-the-job learning concurrently throughout the program.

This example shows a four-year program; however, program length varies and is driven by industry needs.



An Apprentice

An apprentice is a worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation.

Responsibilities of an apprentice include:

- Attendance/active learning while on the job
- Attendance/active learning while in classroom training
- Health and safety of self and others
- Completing an USDOL Apprenticeship Agreement (Form 671) if in a USDOL registered program
- Following the policies, procedures and guidance of the sponsoring company and the related training provider.

Did You Know...

- Apprentices are **paid_employees**?
- Apprentices are expected to attend work and school each day they are scheduled? In case of emergency, an apprentice should notify the sponsor/school ASAP.
- Apprentices must register with either the NH Electricians Board or USDOL before starting their program?
- Apprentices must carry a State of NH issued apprenticeship card while on all jobs?
- Apprentices are assigned a mentor who monitors progress throughout the entire apprenticeship?
- Apprentices begin working with very little or no debt?

An Apprentice Should Know...

- Every Apprentice must complete **8,000 hours of on-the-job training**. This is equivalent to 50 weeks working 40 hours per week for four years.
- Every apprentice must complete **600 hours of related instruction**. This is equivalent to 150 hours each year for four years.
- All USDOL apprentices must receive a copy of the **Standards of Apprenticeship** from their Sponsor.
- All USDOL apprentices should complete an **Apprenticeship Agreement (form 671)** with their Sponsor and apply for an **apprenticeship card** before beginning to work as an apprentice in NH.
- All USDOL apprentices should provide evidence of **prior on-the-job learning** as a plumber or **prior related instruction** for plumbing received **BEFORE** signing the Apprenticeship Agreement (form 671) with your Sponsor.
- Your Sponsor has until the **end of your probationary period** to evaluate your performance before granting hours for prior learning.
- Every apprentice should **maintain their own records**. This prevents confusion or misunderstandings about your progress in the program. You will want to document job records and test/assignment scores at school.

A Program Sponsor

An USDOL apprenticeship sponsor is any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

Responsibilities of a Sponsor include:

- Follows USDOL Standards of Apprenticeship and NH Electrician Board Guidelines
- Assigns Mentors for Apprentices
- Monitors Safety and Health
- Issues USDOL Apprenticeship Agreements (Form 671)
- Maintains Records and OJT Hours
- Adheres to Americans with Disabilities Act
- Ensures Equal Employment Opportunity (EEO)

Talk to Sponsors about...

- Registering a Program with USDOL
- USDOL Apprenticeship Agreements
- Wage and Benefit Issues
- Credit for Previous Experience
- Safety and Health Concerns
- Apprenticeship Learning Goals and Objectives
- Performance Progress and Evaluations
- Self-Disclosed Disabilities Requiring Accommodations
- Registering and/or Transferring to Another Sponsor
- Troubles with Mentor or Co-workers
- Certificates of Completion

A Program Mentor

A program mentor is a worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation.

Responsibilities of a Mentor Include:

- **Apprentice Success!**
- Monitoring Work Sites for Health and Safety
- Assessing Work Assignments for Learning Opportunities
- Apprentice On-the-Job Learning and Guidance
- Apprentice Attendance and Progress at School
- Helping the Apprentice Navigate Difficult Social Interactions with Customers and Co-workers

Talk to Mentors about...

- Company Policy and Procedures
- Attendance Issues at Work or School
- Health and Safety While on the Job
- Difficult situations with co-workers
- “Tricks of the Trade”
- Troubles Keeping up with School-work
- Things You Would Like to Learn on the Job
- Topics you Don’t Understand at School
- Ways to Improve Your Performance
- Opportunities to Try New Hands-on Skills
- Disability Accommodations under ADA

US Department of Labor

Office of Apprenticeship-NH

A Registered Apprenticeship Program (RAP) is a proven model of apprenticeship that has been validated by the U.S. Department of Labor.

*Registered Apprenticeships are **optional** in NH.*

*Some electrical apprenticeships are registered apprenticeships; **OTHERS ARE NOT.***

Be sure you know which program you are enrolled in.

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www.apprenticeship.gov

Call us About...

- USDOL Registered Apprenticeship Programs
- USDOL Standards of Apprenticeship
- Registering a New USDOL Apprentice
- USDOL Apprenticeship Agreements
- Change of Program or Apprentice Status
- Credit for Previous Experience
- Self-Disclosure of a Disability
- Resources for Accommodations under ADA
- EEO Requirements, Issues, and Training
- Davis-Bacon Certification

The background of the slide features a detailed, metallic industrial piping system. It includes various types of pipes, elbows, tees, and flanges, all rendered in a realistic, slightly weathered metal texture. The pipes are arranged in a complex, interconnected network, typical of a factory or refinery setting. The lighting creates highlights and shadows, giving the pipes a three-dimensional appearance.

US Department of Labor Program Registration

- **Your sponsor** will call the USDOL Office of Apprenticeship.
- **We** will send a Program Application.
- **Your sponsor** will fill out basic information.
- **Your sponsor** will select an approved training provider.
- **Your sponsor** will tell us your wage progression.
- **We** develop Standards of Apprenticeship.
- **Your sponsor** will read (very carefully) and sign.
- **We** sign the Standards of Apprenticeship
- **We** send a Certificate of Registration to your sponsor to verify they are a registered program.



NH INSTRUCTION Registration

- **Instruction Providers** each have their own registration process. Call them directly to get registered.
- **You** should complete the registration process prior to the first date of class.
- **You** should complete the voluntary disclosure of a disability prior to the first day of class.
- **Attendance is mandatory.** Skipping class will lead to an incomplete year of study and you will be required to retake the year.
- **Grades matter.** Every assignment and every test must be completed for successful completion. Do your best to get the best grades possible.
- **Zeros** deeply affect your grades and successful completion of the course.

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NH Office of Apprenticeship

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