



Policies, Rules, and Regulations for Apprentices

Instructions: Initial, date, and sign where indicated

The following information has been compiled for the purpose of clarifying policies regarding apprentices under sponsorship. Every apprentice will receive a copy of this policy's rules and regulations and will be expected to comply. The telephone number for the CTMAA Apprenticeship Coordinator is (415) 828-9015 or (707) 246-4865 Website: <http://www.calmachinist.com/apprentice.html> **The rules and regulations that are to be followed during your period of apprenticeship are as follows:**

1. Apprenticeship Agreement

The DAS-1 Apprenticeship Agreement you have signed makes you directly responsible and accountable to the CTMAA Apprentice Committee. Your signature on this policy letter indicates your agreement to abide by the rules, policies, and decisions of the Apprenticeship Committee throughout your apprenticeship.

Initial _____

2. Your Employment

During your apprenticeship, you may not change your place of employment without first seeking approval from CTMAA. If you are terminated from employment for any reason, you must notify CTMAA via the Apprentice Program Coordinator and be removed as an active California apprentice.

Initial _____

3. On-the-Job Training

You will be expected to work diligently and cooperatively with your Employer and make regular progress toward journeyman status. A record of adverse reports from your Employer will be cause for explanation before the Committee (CTMAA) and possible action by the Committee. Should it develop that you are not suited for the Occupation/O*Net Code you registered under, the Committee will remove you from the apprenticeship program in fairness to you and your Employer.

Initial _____

4. Progress Record (Blue) Book

You are required to keep a daily log of your hours or work experience in the Apprentice Record Book (aka Blue Book), which is furnished to you for this purpose. This responsibility must be performed carefully and neatly on a daily basis throughout your apprenticeship. Your supervisor(s) will verify the description and the hours recorded of your experience, and your supervisor can also add written comments to the record book.

- When Blue Books are completed, they will be returned to CTMAA as an "Official" State auditable record. The apprentice will retain a copy for his/her records. The apprentice may review the original by request.
- On any occasion you appear before CTMAA, voluntarily or by request, you will be expected to present your up-to-date blue book. The progress book must be filled out and hours totaled properly, and signed by your supervisor when appearing before the Committee for advancement each Quarter or Semester.
- BlueBooks are a CA Div of Apprentice Standards (DAS) auditable document and must be completed accurately.

Initial _____

5. Related Instruction

Your apprenticeship agreement requires you to register for and regularly attend classes in related instruction. Classes are typically conducted one or two evenings a week during the regular school year. Accumulative hours of training provided total, on average, 144 hours per year or 576 hours for 4 years and 288 hours for a 2-year certificate. [Credit MAY be given to reduce hours but ONLY by prior agreement of CTMAA and the Employer.]

Apprentices are responsible for enrolling in their Community College courses – CTMAA does not handle

(College) tuition, books, fees, or enrollment. (Your EMPLOYER is required to reimburse you for these expenses).

Apprentices may miss no more than 2 class meetings per semester. If classes are missed due to work reasons, the apprentice must have pre-approval and work with his/her college instructor, and apprentice coordinator to have an agreed on plan to make up any missed class time and work.

Apprentices must sign weekly Employment Training Panel (ETP) Forms for each class attended with the Instructor's signature and return all to your Apprentice Coordinator at the end of each course.

Apprentices are expected to follow all the school rules and policies regarding behavior, COVID-19 safety requirements, and attendance. 'C' or better is considered a passing grade. Apprentices receiving a 'D' grade or worse in any semester may be required to repeat the semester before advancing.

Initial _____

6. Wage Minimum and Increases

Each apprentice is assured of a minimum wage of 50% of the current minimum rate for the Journeyman of the Occupation/O*Net Code for which he or she is registered AS PUBLISHED ON THE CTMAA WEB SITE. After each 6-months of training and a satisfactory report for on-the-job training and classroom instruction, the minimum wage shall increase by ACCORDING TO THE TABLE ON THE CTMAA WEB SITE. [Up to \$2.50/hr of employer-paid benefits may 'count' towards the minimum wage level.]

Initial _____

7. Problem Procedures

All problems regarding wages, training, working conditions, related class instruction, etc., should be brought to the attention of CTMAA if first they cannot be resolved by discussing the problem with your employer, supervisor, or Instructor.

Initial _____

8. National Institute of Metalworking Skills (NIMS) Certification(s)

NIMS Credentials are a Third-Party Skills Certification Program that the CTMAA uses to independently verify apprentices meet their Occupation/O*Net Code Standards. Each apprentice should complete 4 NIMS Credentials over their apprenticeship program(CNC Machine Technicians will complete two).

Initial _____

9. Apprentice Graduation

Apprentices who complete all CTMAA requirements – including certification by NIMS – shall be eligible for graduation upon completion of 8,000 hours on-the-job – according to your signed Blue Books – and successful completion of all required courses with a "C" grade or better.

Initial _____

10. Apprentice Contact Information

You must immediately notify the CTMAA Apprentice Coordinator if there is a change in your address or telephone number. Failure to do so may cause needless delays in important correspondence and communications.

Initial _____

I agree to read the Policies, Rules, and Regulations for Apprentices and acknowledge that I am to contact the Apprenticeship Office/Coordinator for clarification of any of these Rules and Regulations that I do not understand. This is to certify that I have received a copy of the CTMAA Policies, Rules, and Regulations for Apprentices adopted by the California Tooling and Machining Apprenticeship Association dated. I also understand and agree that apprentices must abide by the Rules and Regulations for Apprentices.

Apprentice Name -Please Print _____

Apprentice Name - Signature _____ **Date:** _____

Apprentice Supervisor Signature _____ **Date:** _____

Apprentice Coordinator Signature _____ **Date:** _____