

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

**ALASKA TEAMSTER – EMPLOYER SERVICE TRAINING TRUST
520 East 34th Avenue, Suite 201
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FOR ALL OCCUPATIONS REGISTERED



**APPROVED BY
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

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FOREWORD

These Alaska Teamster-Employer Service Training Trust Apprenticeship Standards have as their objective, the training of journey workers skilled in all phases of the transportation and construction industry. The Sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these Standards of Apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the Sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

SECTION I - PROGRAM ADMINISTRATION

Program Sponsors are responsible for the administration of all aspects of a Registered Apprenticeship program. Sponsor means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. The Sponsor will establish a Joint Apprenticeship Training Committee (JATC) to carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship.

Structure of the Joint Apprenticeship Training Committee (JATC)

- A. The JATC shall be composed of an equal number of members from the contractors' association and from the local union.
- B. Members of the JATC shall be selected by the groups they represent.

Administrative Procedures

- A. The JATC will elect a Chairperson and a Secretary, and will determine the time and place of regular meetings which will take place every three (3) month(s).
- B. The Chairperson and Secretary will have the power to vote on all questions affecting apprenticeship.
- C. The Chairperson and Secretary should rotate among members of the JATC.

Responsibilities of the Joint Apprenticeship and Training Committee

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that all apprentices are under written apprenticeship agreements.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish the minimum standards of education and experience required of apprentices.
- E. Register the local apprenticeship standards with the Registration Agency.
- F. Hear and resolve all complaints of violations of apprenticeship agreements.
- G. Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.
- H. Maintain records of all apprentices, showing their education, experience, and progress in learning the occupation.
- I. Certify to the Registration Agency that apprentices have successfully completed their apprenticeship program.
- J. 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.
- K. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed. Cooperate with public and private agencies, which can be of assistance in obtaining publicity to

develop public support of apprenticeship. Keep in contact with all parties concerned, including apprentices, employers, and journeyworkers.

- L. Provide each apprentice with a copy of these standards, along with any applicable written rules and policies. Require the apprentice to sign an acknowledgment receipt of same. Follow this procedure whenever revisions or modifications are made to the rules and policies.
- M. When notified that an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the sponsor will 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. Should it be found in the course of this determination that 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).
- N. The sponsor will provide each registered apprentice with continuous employment sufficient to provide the opportunity for completion of his or her apprenticeship program. If the sponsor 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 registered sponsor for completion of the apprenticeship.

Business conditions may 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) and 30.3(5)(c)

The program sponsor will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. 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.

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

Sponsors with five (5) or more registered apprentices are required to adopt an affirmative action plan (Appendix C) and selection procedures (Appendix D), which will become part of these standards of apprenticeship. However, the Office of Apprenticeship encourages the development of these two plans for all programs regardless of apprentice numbers. For programs with fewer than five (5) apprentices, these plans are not required, 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)

The Sponsor shall establish minimum qualifications for entry into the apprenticeship program. The Appendix-A occupation schedule(s) that are attached to and made a part of these apprenticeship standards list the minimum qualifications for reasonable expectation of success in the occupation. Qualifications must be clearly stated and directly related to job performance and include qualifications related to minimum age, education, and physical ability to perform essential functions of the occupation, etc. (See Appendix A)

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, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written apprenticeship agreement (Appendix B) which can be submitted electronically through the RAPIDS, using the Apprentice Electronic Registration process by the sponsor and the apprentice and approved by and registered with the Registration Agency.

Such 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 shall provide a copy of the apprenticeship agreement to the apprentice, the Registration Agency, the employer, and the union. An additional copy will be provided to the veteran's state approving agency for those veteran apprentices desiring access to any benefits to which they are entitled.

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, the apprenticeship agreement, and the sections of the collective bargaining agreement (CBA) that pertain to apprenticeship.

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

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

No apprentice shall work without proper or adequate supervision of the journeyworker.

For the purpose of these apprenticeship standards, adequate or 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 OJL, and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

The sponsor shall establish a numeric ratio of apprentices to fully proficient workers (journeyworkers) consistent with proper supervision, training, safety, continuity of employment,

and applicable provisions in CBAs, except where such ratios are expressly prohibited by the CBAs.

The ratio language must be specific and clearly described as to its application to the jobsite, workforce, department, or plant. The ratio of apprentices to fully proficient workers (journeyworkers) will be as noted in Appendix A.

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

The minimum term of the occupations shall be the specified hours of on-the-job learning (OJL) that is supplemented by the required hours of related technical instruction, as stated on the Occupation Schedules (Appendix A).

Occupation	RAPIDS Code	O*Net Code	Term
Construction Driver	1032	53-3032.01	4000 Hours
Surveyor Assistant	0551	17-3031.01	4000 Hours
Logistic Technician	0856	43-5061.00	4000 Hours

SECTION VIII - PROBATIONARY PERIOD - 29 CFR §§ 29.5(b)(8), and 29.5(b)(20)

Every applicant selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25 percent of the length of the program or one-year, whichever is shorter. The probationary period will be 1,000 OJL hours.

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 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 OJL 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. Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until they have accrued the required number of hours of training.

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

Apprentices shall be paid a progressively increasing schedule of wages and fringe benefits during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. 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 OJL and in related instruction courses. 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 and fringe benefits will be an increasing percentage of the fully proficient or journeyworker wage rate as established in the Collective Bargaining Agreement. The percentages that will be applied to the applicable fully proficient or journeyworker rate are shown on the attached Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law that may be applicable.

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

The JATC may grant credit toward the term of 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 JATC must submit the request at the time of application and furnish such records, affidavits, and other verifiable documents 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 JATC 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 shall receive such on-the-job learning and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The on-the-job learning shall be under the direction and guidance of apprentice's supervisor.

SECTION XIII - RELATED INSTRUCTION - 29 CFR § 29.5(b)(4)

During each segment of training each apprentice is required to participate in coursework related to the job as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will include no less than 144 hours of related instruction for the apprentice for each year of the apprenticeship. Apprentices agree to take such courses as the JATC deems advisable. The JATC will secure the instructional aides and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational school or other schools that can furnish related instruction; the apprentice may be required to take an alternate form of instruction that meets the approval of the Sponsor and the Registration Agency.

Apprentices will not be paid for hours spent attending related instruction classes.

If applicable, the JATC will inform each apprentice of the availability of college credit.

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 JATC 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 JATC will monitor and document the apprentice's progress in related instruction classes.

The JATC 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) or state regulations.

SECTION XIV - SAFETY AND HEALTH TRAINING - 29 CFR § 29.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices both on the job and in related instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, or state standards that have been found to be at least as effective as the federal standards.

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

Program sponsors are 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;
- the original application;
- records of each apprentice's OJL;
- related instruction reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and

- any other actions pertaining to the apprenticeship

Program sponsors 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 under 29 CFR § 30, please refer to 29 CFR § 30.8.

All such records are the property of the JATC and will be maintained for a period of 5 years from the date of last action. They will be made available to the Registration Agency upon request.

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

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the JATC will so certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using the Registered Apprenticeship Partners Information Data System (RAPIDS) or in writing using the supplied U. S. Department of Labor, ETA, Office of Apprenticeship, Application for Certification of Completion of Apprenticeship Form, accompanied by the appropriate documentation for both on-the-job learning and the related instruction as may be required by the Registration Agency.

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

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

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

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

The JATC 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 of any decision to cancel the program.

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.

The JATC will notify each apprentice of the cancellation of the program and the effect of same. If the apprenticeship program is cancelled at the sponsor's request, the JATC will notify the apprentice(s)

within 15 days of the date of the Registration Agency's acknowledgment of the sponsor's request.

If the Registration Agency orders the deregistration of the apprenticeship program, the JATC will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements of 29 CFR § 29.8.

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

These standards may be amended or modified at any time by the JATC 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 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), and 30.11

The JATC will have full authority to enforce these standards. Its 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:

29 CFR § 29.7(k)

For issues regarding wages, hours, working conditions, and other issues covered by the Collective Bargaining Agreement (CBA), apprentices may seek resolution through the applicable grievance and arbitration procedures contained in the CBA.

The JATC will hear and resolve all complaints of violations concerning the apprenticeship agreement or standards for which written notification is received within 15 days of the alleged violations. The JATC 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: Program Administrator, Alaska Teamster-Employer Service Training Trust; 520 E. 34th Avenue, Suite 201; Anchorage, Alaska 99503.

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, or sex 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, with the

private review body established by the program sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor and employer 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 180 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.

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

SECTION XXI - COLLECTIVE BARGAINING AGREEMENTS (CBA) - 29 CFR § 29.11

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- i. Any apprenticeship provision in any CBA between employers and employees establishing higher apprenticeship standards; or
- ii. Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, executive order, or authorized regulation.

SECTION XXII - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - 29 CFR § 29.5(13)

The JATC 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:

- i. The transferring apprentice must be provided a transcript of related instruction and OJL by the committee or program sponsor;
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.
- iv. The apprentice must receive credit from the new sponsor for the training already satisfactorily completed.

SECTION XXIII - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these standards formulated by the sponsor, agree to all the terms and conditions contained herein and agree to abide by the sponsor's rules and policies, including any amendments, and to serve such time, perform such manual training, and study such subjects as the sponsor may deem necessary to become a skilled journeyworker.

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the JATC and the employer in accordance with the provisions of these Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer.
- C. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Standards.
- D. 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.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- F. The apprentice will be provided with a copy of the written rules and policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

SECTION XXIV - TECHNICAL ASSISTANCE

Technical assistance, such as that from the U.S. Department of Labor's Office of Apprenticeship, recognized state apprenticeship agencies, and vocational schools, may be requested to advise the sponsor.

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

SECTION XXV - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS

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

SECTION XXVI - DEFINITIONS

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 ELECTRONIC REGISTRATION (AER): An electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides program sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

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 COMMITTEE (COMMITTEE): Apprenticeship Committee (Committee) means those persons designated by the sponsor to act as an agent for the Sponsor in the administration of the program. A Joint Apprentice Training Committee (JATC) is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s). Local joint sub-committees may be established to oversee implementation of the program, respecting all approved Standards, documents, rules and policies adopted by the Sponsor.

APPRENTICESHIP COORDINATOR/DIRECTOR: Means the person designated by the local JATC to perform the duties stated in the standards of apprenticeship, and who is responsible for the day-to-day management and coordination of program operations.

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.

COLLECTIVE BARGAINING AGREEMENT: The negotiated agreement between the signatory union and signatory employer(s) that sets forth the terms and conditions of employment.

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.

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.

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.

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, state, and local levels.

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.

PRE-APPRENTICESHIP: Pre-apprenticeship services and programs are designed to prepare individuals to enter and succeed in Registered Apprenticeship programs. Quality pre-apprenticeship programs contribute to the development of a diverse and skilled workforce by preparing participants to meet the basic qualifications for entry into one or more Registered Apprenticeship programs. Through a variety of unique designs and approaches, pre-apprenticeship programs can be adapted to meet the needs of differing populations being trained, the various employers and sponsors they serve, and specific opportunities within the local labor market.

PROVISIONAL REGISTRATION: The 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in 29 CFR § 29.3(g) and (h).

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY: Means the U.S. Department of Labor, Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments. U.S. Department of Labor, Office of Apprenticeship; 605 West 4th Avenue, Anchorage, Alaska 99501.

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.

SPONSOR: The Sponsor in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program: Alaska Teamster-Employer Service Training Trust; 520 E. 34th Avenue, Suite 201; Anchorage, Alaska 99503.

STANDARDS OF APPRENTICESHIP: This entire document, including all appendices and attachments hereto, and any future modifications and additions approved by the Registration Agency.

SUPERVISOR OF APPRENTICE(S): An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

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.

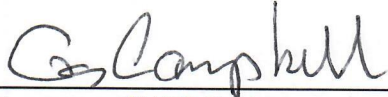
TRANSFER: A shift of apprenticeship registration from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.

UNION: Means the General Teamsters Local 959, State of Alaska, and any of its affiliated Local Unions party to an appropriate labor agreement between the parties.

SECTION XXVII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The Alaska Teamster-Employer Service Training Trust JATC hereby adopts these Standards of Apprenticeship on this 15 day of February, 2019.

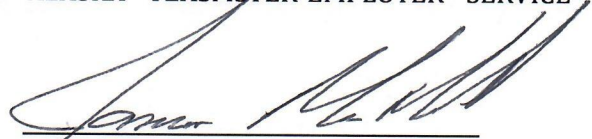
LABOR & MANAGEMENT REPRESENTING THE ALASKA TEAMSTER-EMPLOYER SERVICE TRAINING TRUST:



Signature of JATC Chairperson

Greg Campbell

Printed Name



Signature of JATC Secretary

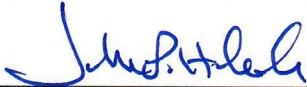
James McMillan

Printed Name

REGISTRATION

Registered as by U.S. Department of Labor's Office of Apprenticeship as required by Title 29 of the Federal Code of Regulations, parts 29 and 30.

On behalf of U.S. Department of Labor, Office of Apprenticeship:



John P. Hakala
Alaska State Director

Registration Date: July 21, 2000

Revised: February 15, 2019

Appendix A

CONSTRUCTION DRIVER

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE CONSTRUCTION DRIVER

O*NET-SOC CODE: 53-3032.00

RAPIDS CODE: 1032

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

1. QUALIFICATIONS FOR APPRENTICESHIP

Applicants accepted and registered as Apprentices shall meet the following basic qualifications:

1. **WorkKeys Assessments:** Applicant must complete the WorkKeys Assessments; Applied Math, Graphic Literacy, and Workplace Documents, and obtain a National Career Readiness Certificate (NCRC) minimum Score of 4 (Silver NCRC) or better. A copy must be included in their application packet. Tests are timed (55 min. per test) at designated DOL Job Centers or authorized facility *Career Ready 101 scores will be accepted for individuals not connected to the AK Highway System that do not have WorkKeys testing facilities in their rural community.
2. **Age:** Applicants shall be at least 18 years of age upon submission of the application. They shall be at least 19 years of age upon date of indenture.
3. **Education:** Shall possess sufficient educational knowledge to satisfactorily complete the on-the-job training and related technical instruction. A high school diploma or GED equivalency is required.
4. **Physical:** Shall be physically capable of performing the essential functions of the occupation, with or without reasonable accommodation, without endangering the health and safety of the individual or others.
 - i) Shall complete a Post Offer Health Questionnaire (POHQ) to be reviewed by the Occupational Health Medical Review Officer (**Only if selected into the apprenticeship program.** Approximate cost to applicant is \$40).
 - ii) Shall pass and obtain a medical examiners certificate in accordance with the requirements of the U.S. Department of Transportation, USDOT (**Only if selected into the apprenticeship program.** Approximate cost to applicant is \$110 depending on location).
 - iii) Shall pass a Post-offer Pre-placement Functional Fit Test performed by our affiliate clinic to determine if the person exhibits the abilities to perform the minimum functional demands of the job safely. (**Only if selected into the apprenticeship program.**)
5. **Drug & Alcohol:** Shall obtain and pass drug and alcohol screening (includes UA and Hair Follicle) test in accordance with the USDOT standards and remain in the random screening program. (**Only if selected into the apprenticeship program.** Approximate cost to applicant is \$233 depending on location).
6. **Security Threat Assessment:** Shall be able to obtain and pass a federal background check in accordance with Hazmat Endorsement (HME) Threat Assessment Program (HTAP) and Transportation Worker Identification Credential (TWIC) to obtain those credentials and

maintain them in the program.

7. **Driver License:** Shall have a minimum of one (1) year licensed driving experience, and possess a minimum class “D” Alaska driver license for at least thirty (30) days prior to application and maintain that license and any other obtained in the program.
8. **Alaska Resident:** Must be an Alaska resident for 30 days prior to the application period and intend to make Alaska your permanent home.
9. **Clean Driving Record:** Applicant must provide an Alaska Department of Motor Vehicle, Full Individual Driver Record, with application that indicates a clean driving history (Be certain to obtain the correct report from DMV. Approximate cost to applicant is \$10.). Any one of the following list of violations, from date of conviction on a driving record to date of application, will disqualify you as an applicant for the apprenticeship program.
 - A total of 10 points on your driving record in the last two years.
 - A total of three citations in the last three years.
 - A citation for driving while using a wireless phone in the last three years.
 - Two traffic citations, 10 mph over the posted speed limit in a three-year period.
 - Any citation for 15 mph over the speed limit in a five-year period.
 - A suspension or revocation within a five-year period.
 - Any driving under-the-influence conviction within the last five years.
 - Any leaving the scene of injury/property damage/accident, racing, reckless driving, failure to submit to a breath test, or using a vehicle to commit a felony within the last five years.

Note: *If accepted into the program, all violations are subject to prospective employer hiring policy discretion prior to offer of employment. Many employers require a minimum 5-year clean driver history.*

2. TYPE OF OCCUPATION

- Time-based Competency-based Hybrid

3. TERM OF APPRENTICESHIP

The term of the occupation is approximately three years with an on the job learning (OJL) attainment of 4,000 hours and supplemented by the required hours of related instruction.

4. RATIO OF APPRENTICES TO JOURNEYWORKERS

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers employed in each shop, and/or job site shall be as follows:

- 1:1 when there is one (1) Teamster Journeyworker employed
- 1:5 when there are five (5) Journeyworkers employed

- On hiring the sixth (6th) Teamster Journeyworker, the employer may hire one (1) additional Apprentice. The ratio shall not exceed 1:5 through the remainder of the job.
- When the employer reduces the force at the conclusion of the job, the employer may elect to return to the 1:1 ratio allowed at the beginning of the job.

5. APPRENTICE WAGE SCHEDULE

Apprentices are paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction courses. Before an apprentice is advanced to the next segment of training or to journeyworker completion status, the program sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their on-the-job learning (OJL) and in related instruction courses. In determining whether satisfactory progress has been made, the sponsor shall be guided by the work experience and related instruction records and reports.

Period	Wage Percentage	On-the-Job Hours
1 st	60%	0 - 1000 Hours
2 nd	70%	1001 - 2000 Hours
3 rd	80%	2001 - 3000 Hours
4 th	90%	3001 - 4000 Hours

The current Construction Driver journeyworker wage rate is \$32.55* per hour.

*The current journey worker wage rates may vary and depend upon the rates contained in the collective bargaining agreement for the particular segment of the construction industry they are working in. The current journeyworker wage rate shall be modified on any prevailing wage project to comply with the applicable wage rate when the prevailing wage is higher than the journeyworker rate specified in the standards.

6. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

7. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)

Appendix A

**WORK PROCESS SCHEDULE
CONSTRUCTION DRIVER**

O*NET-SOC CODE: 53-3032.00

RAPIDS CODE: 1032

During the term of apprenticeship, the Apprentice shall receive such instruction and experience, in all branches of the occupation, as is necessary to develop a practical and versatile worker. Major processes in which Apprentices will be trained (although not necessarily in the order listed) and approximate hours (not necessarily continuous) to be spent in each are as follows:

LEVEL 1 BASIC DRIVING

Must possess a Class “A” Commercial Driver’s License (CDL) for vehicles in excess of 26,001 lbs. with all endorsements to include Hazardous Materials and Passenger Bus. Receives on the job training in multiple trucks listed below, in on or off road conditions to include construction sites coping with steep terrain and both controlled and uncontrolled traffic.

The term of the apprenticeship shall be 4,000 hours of on-the-job learning (OJL) learning and supplemented by the required hours of related technical instruction. The apprentice will receive a minimum of 1,200 OJL hours of the Level-1 Core Equipment; 400 OJL hours on any combination of the Level-1 Non-Core Equipment areas; and 2,000 – 2,400 OJL hours on any combination of the Level-2 Advanced Equipment. Up to 400 hours of Level-3 Optional Equipment may be substituted for Level 2 Advanced Equipment hours.

WORK PROCESSES CONSTRUCTION DRIVER		APPROXIMATE HOURS
Level-1 Core Equipment		
A.	Commercial Semi-Tractor	400
B.	Articulating Truck/B-70/Water Tanker (Gator/Buffalo)	800
Level-1 Non-Core Equipment		400
A.	Crew Bus	
B.	Straight Truck	
C.	Flat Bed Truck	
D.	Snow/Tundra Groomer	
Level-2 Advanced Equipment		2,000 – 2,400
A..	Mixer/Ready Mix Truck	
B.	Stringer Truck	
C.	Side Dump Truck	
D.	Semi-Dump, Maxi-Haul	
E.	End Dump Truck/ Pup Trailer	
F.	Equipment Transport Truck or Low Boy	
G.	Water Truck/Water Maxi/Big Barrel	
H.	Fuel and Lube Truck	
I.	Truck-Mounted Crane/Boom	
J.	Roll-on/Hook Truck	
K.	Vacuum Truck	

Level-3 Optional Equipment		400
A.	Loaders	
B.	Tire Repair Truck	
C.	Fork Lifts	
D.	Rolligon/Pump Truck	
Total Hours		4,000

Appendix A

RELATED INSTRUCTION OUTLINE CONSTRUCTION DRIVER

O*NET-SOC CODE: 53-3032.00

RAPIDS CODE: 1032

Source: Program Sponsor
Method: Classroom Study and Practical

Alaska Teamster-Employer Service Training Trust
Cheri Lipps, Apprenticeship Coordinator
520 East 34th Avenue, Suite 201
Anchorage, AK 99503
Phone: 800-478-4233
E-mail: c.lipps@acsalaska.net
Website: www.akteamsterstraining.com

The related instruction outlines the courses that provide the technical ability that supplements the on-the-job training. It is through the combination of both the on-the-job training and the related technical instruction that the apprentice can reach the skilled level of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship.

YEAR ONE - TOTAL 431 HOURS

CONSTRUCTION DRIVER RELATED INSTRUCTION

This program is based upon a related instruction curriculum of approximately 431 hours of technical instruction during the first year. This includes 265 hours of basic CDL driver training which meets the Professional Truck Driving Institutes Tractor-Trailer Driver curriculum standards. The apprentice would be assigned approximately 82 hours of additional related instruction in industry specific construction hazard and safety technical instruction. The apprentice will complete approximately 84 hours of additional related instruction during the term of apprenticeship on other specific construction equipment as shown below.

BASIC DRIVER TRAINING

265 HOURS

Related instruction would conform to the Professional Truck Driving Institute's Tractor Trailer Driver curriculum standards. Program would include 126 hours of classroom/lab and 139 hours of vehicle training.

BASIC OPERATIONS

- Orientation to Trucking
- Read and Interpret Control Systems
- Perform Vehicle Inspections
- Exercise Basic Control
- Execute Shifting
- Backing and Docking Tractor-Trailer
- Coupling and Uncoupling Tractor-Trailer

SAFE OPERATING PRACTICES FOR BASIC OPERATION

- Visual Search
- Vehicle Communication
- Speed Management
- Space Management

ADVANCED OPERATING PROCEDURES

- Night Operations
- Extreme Driving Conditions
- Hazard Perception
- Emergency Maneuvers/Skid Avoidance
- Skid Control and Recovery
- Railroad Crossing

VEHICLE SYSTEMS AND REPORTING PROBLEMS

- Vehicle Systems - Identification and Maintenance
- Diagnosing and Reporting Malfunctions

NON-VEHICLE ACTIVITIES

- Handle and Document Cargo
- Environmental Issues
- Hours of Service Requirements
- Accident Reporting Procedures/Scene of an Accident
- Manage Life on the Road/Personal Resources
- Trip Planning
- Public and Employer Relations

GENERAL, HEALTH, AND SAFETY

- Defensive Driving for the Professional Truck Driver
- DOT 49 CFR 172.704 Transportation Awareness for HazMat
- First Aid/CPR
- Forklift
- Entry Level Driver Training

OTHER SPECIFIC INDUSTRY SPECIALIZED TRAINING

Introduction to the Construction/Pipeline Industry	82 HOURS (10 hours)
OSHA Safety, Construction/General Industry	(30 hours)
Mine Safety and Health Administration (MSHA)	(10 hours)
North Slope Training Cooperative (NSTC)	(8 hours)
North Slope Training Cooperative (NSTC) Driving Alaska	(8 hours)
ATSSA Flagger/Pilot Car Program	(4 hours)
Load Securement: Tie Down, Chains and Binders	(8 hours)

OTHER SPECIFIC CONSTRUCTION EQUIPMENT**84 HOURS**

Side Dump Trailer	(8 hours)
Mixer/Ready Mix Basic	(8 hours)
B-70	(8 hours)
Water Truck	(8 hours)
Articulating Truck	(8 hours)
Qualified Rigger/Signalperson	(16 hours)
Crew Bus	(8 hours)
Truck, Stringer Trailer	(12 hours)
Truck, Low-Boy Trailer	(8 hours)

YEAR TWO – TOTAL 92 HOURS

This year will provide required refresher or recertification courses.

Hazardous Waste Operations and Emergency Response (HAZWOPER)		(40 hours)
Mine Safety and Health Administration (MSHA)	Refresher	(8 hours)
Tractor-Trailer Driver Refresher		(20 hours)
Truck Mounted Crane/Boom		(24 hours)

YEAR THREE – TOTAL 56 HOURS

This year will provide required refresher or recertification courses.

Hazardous Waste Operations and Emergency Response (HAZWOPER) (Annual Refresher)		(8 hours)
Mine Safety and Health Administration (MSHA)	Refresher	(8 hours)
DOT 49 CFR 172.704 Transportation Awareness for HazMat		(4 hours)
First Aid/CPR		(8 hours)
Forklift		(8 hours)
Tractor-Trailer Driver Refresher		(20 hours)

Appendix A

SURVEYOR ASSISTANT

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE SURVEYOR ASSISTANT, INSTRUMENTS O*NET-SOC CODE: 17-3031.00 RAPIDS CODE: 0551

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

1. QUALIFICATIONS FOR APPRENTICESHIP

Applicants accepted and registered as Apprentices shall meet the following basic qualifications:

1. **WorkKeys Assessments:** Applicant must complete the WorkKeys Assessments; Applied Math, Graphic Literacy, and Workplace Documents, and obtain a National Career Readiness Certificate (NCRC) minimum Score of 5 (Gold NCRC) or better. A copy must be included in their application packet. Tests are timed (55 min. per test) at designated DOL Job Centers or authorized facility *Career Ready 101 scores will be accepted for individuals not connected to the AK Highway System that do not have WorkKeys testing facilities in their rural community.
2. **Age:** Applicants shall be at least 18 years of age.
3. **Education:** Shall possess sufficient educational knowledge to satisfactorily complete the on-the-job training and related technical instruction. A high school diploma or GED equivalency is required.
4. **Physical:** Shall be physically capable of performing the essential functions of the occupation, with or without reasonable accommodation, without endangering the health and safety of the individual or others.
 - i) Shall complete a Post Offer Health Questionnaire (POHQ) to be reviewed by the Occupational Health Medical Review Officer (**Only if selected into the apprenticeship program.** Approximate cost to applicant is \$40).
 - ii) Shall pass and obtain a medical examiners certificate in accordance with the requirements of the U.S. Department of Transportation, USDOT (**Only if selected into the apprenticeship program.** Approximate cost to applicant is \$110 depending on location).
 - iii) Shall pass a Post-offer Pre-placement Functional Fit Test performed by our affiliate clinic to determine if the person exhibits the abilities to perform the minimum functional demands of the job safely. (**Only if selected into the apprenticeship program.**)
5. **Drug & Alcohol:** Shall obtain and pass drug and alcohol screening (includes UA and Hair Follicle) test in accordance with the USDOT standards and remain in the random screening program. (**Only if selected into the apprenticeship program.** Approximate cost to applicant is \$233 depending on location).
6. **Security Threat Assessment:** Shall be able to obtain and pass a federal background check in accordance with the Transportation Worker Identification Credential (TWIC) to obtain that credential and maintain it in the program.

7. **Driver License:** Shall have a minimum of one (1) year licensed driving experience, and possess a minimum class “D” Alaska driver license for at least thirty (30) days prior to application and maintain that license and any other obtained in the program.
8. **Alaska Resident:** Must be an Alaska resident for 30 days prior to the application period and intend to make Alaska your permanent home.
9. **Clean Driving Record:** Applicant must provide an Alaska Department of Motor Vehicle, Full Individual Driver Record, with application that indicates a clean driving history (Be certain to obtain the correct report from DMV. Approximate cost to applicant is \$10.). Any one of the following list of violations, from date of conviction on a driving record to date of application, will disqualify you as an applicant for the apprenticeship program.
 - A total of 10 points on your driving record in the last two years.
 - A total of three citations in the last three years.
 - A citation for driving while using a wireless phone in the last three years.
 - Two traffic citations, 10 mph over the posted speed limit in a three-year period.
 - Any citation for 15 mph over the speed limit in a five-year period.
 - A suspension or revocation within a five-year period.
 - Any driving under-the-influence conviction within the last five years.
 - Any leaving the scene of injury/property damage/accident, racing, reckless driving, failure to submit to a breath test, or using a vehicle to commit a felony within the last five years.

Note: *If accepted into the program, all violations are subject to prospective employer hiring policy discretion prior to offer of employment. Many employers require a minimum 5-year clean driver history.*

2. TYPE OF OCCUPATION

- Time-based Competency-based Hybrid

3. TERM OF APPRENTICESHIP

The term of the occupation is approximately three years with an on the job learning (OJL) attainment of 4,000 hours and supplemented by the required hours of related instruction.

4. RATIO OF APPRENTICES TO JOURNEYWORKERS

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers employed in each shop, and/or job site will be one (1) apprentice to one (1) journeyworker.

5. APPRENTICE WAGE SCHEDULE

Apprentices are paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction courses.

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

Period	Wage Percentage	On-the-Job Hours
1 st	60%	0 - 1000 Hours
2 nd	70%	1001 - 2000 Hours
3 rd	80%	2001 - 3000 Hours
4 th	90%	3001 - 4000 Hours

The current surveyor journeyworker wage rate is \$31.57* per hour.

*The current journey worker wage rates may vary and depend upon the rates contained in the collective bargaining agreement for the particular segment of the construction industry they are working in. The current journeyworker wage rate shall be modified on any prevailing wage project to comply with the applicable wage rate when the prevailing wage is higher than the journeyworker rate specified in the standards.

6. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

7. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)

Appendix A

**WORK PROCESS SCHEDULE
SURVEYOR ASSISTANT, INSTRUMENTS
O*NET-SOC CODE: 17-3031.00 RAPIDS CODE: 0551**

During the term of apprenticeship, the Apprentice shall receive such instruction and experience, in all branches of the occupation, as is necessary to develop a practical and versatile worker. Major processes in which Apprentices will be trained (although not necessarily in the order listed) and approximate hours (not necessarily continuous) to be spent in each are as follows:

WORK PROCESSES SURVEYOR ASSISTANT	APPROXIMATE HOURS
A. Safety Meetings / Traffic Control / First-Aid /Tailgate Safety	100
B. Equipment Maintenance, Calibrate and adjust field equipment	100
C. Finding Monumentation (E.G., boundary, underground utilities, control points)	200
D. Leveling – Rod	200
E. Leveling – Instrument	200
F. Traversing – Rod/Helper	200
G. Traversing – Total Station	200
H. Staking – Rod/Hammer	200
I. Staking – Instrument	200
J. Topographic Survey or As-Built Survey (side shots) Total Station	200
K. Topographic Survey or As-Built Survey – Rod	200
L. GPS – Horizontal or Vertical	200
M. Calculations / computations manual – math/unit conversions, etc.	400
N. Calculations / computations / CADD / Survey Software / Data Collector	800
O. Obtain and process data from Construction Plans or Boundary Survey Plats	200
P. Research, Field work, or Computations – Higher Level	400
Total Hours	4,000

Appendix A

RELATED INSTRUCTION OUTLINE SURVEYOR ASSISTANT, INSTRUMENTS O*NET-SOC CODE: 17-3031.00 RAPIDS CODE: 0551

Source: Program Sponsor
Method: Classroom Study and Practical

Alaska Teamster-Employer Service Training Trust
Cheri Lipps, Apprenticeship Coordinator
520 East 34th Avenue, Suite 201
Anchorage, AK 99503
Phone: 800-478-4233
E-mail: c.lipps@acsalaska.net
Website: www.akteamsterstraining.com

The related instruction outlines the courses that provide the technical ability that supplements the on-the-job training. It is through the combination of both the on-the-job training and the related technical instruction that the apprentice can reach the skilled level of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship.

FIRST YEAR APPRENTICE INSTRUCTION AND TRAINING

1. SAFETY
 - a. Attitude
 - b. First Aid/CPR (8-hour)
 - c. Defensive Driving (8-hour)
 - d. NSTC (8-hour) and list of recommended gear for surveyors on the North Slope
 - e. Chainsaw Safety
 - f. Traffic Control
 - g. Job Hazard Analysis – daily tailgate safety meetings
 - h. Wildlife - Bear, Moose, Arctic Fox (rabies), other

2. CARE OF FIELD EQUIPMENT/ADJUSTMENTS
 - a. Peg Test – adjustment of automatic levels
 - b. Total Station – distance check
 - c. Total Station – PPM and Prism Constant settings
 - d. Check and adjust tribrachs
 - e. Check and adjust rod bulls-eye levels
 - f. Proper method of transporting equipment in the vehicle and on the job-site
 - g. Proper care, charging, and disposal of batteries

3. FIELD SEARCH – SURVEY MONUMENTS
 - a. Find monumentation from datasheets or field notes
 - b. Use a metal detector to find survey monuments

4. SURVEY COMPUTATIONS
 - a. Review of basic math, algebra, geometry, and trigonometry
 - b. Unit Conversions
 - c. Working with angles
 - d. Perimeter, Area, Volume
 - e. Coordinate Geometry
 - f. Bearings and Azimuths
 - g. Slope and Grade
 - h. Differential Leveling
 - i. Trigonometric Leveling
 - j. Introduction to Horizontal and Vertical Curves
 - k. Slope Staking

5. LEVELING AND LEVEL NOTES
 - a. Definitions and Terminology
 - b. Leveling Noteforms
 - c. Level loop using automatic level, compute misclosure, adjust
 - d. Level loop – 3-wire, compute precision, adjust
 - e. Profile Leveling
 - f. Cross-Section Leveling
 - g. Hand Level use
 - h. Slope Staking

6. DISTANCE MEASUREMENTS AND TRAVERSING
 - a. Definitions and Terminology
 - b. Chaining
 - c. Total Station, single interior angles, angular adjustment
 - d. Total Station, double angles, close the horizon, angular adjustment
 - e. Total Station with Data Collector, double angles – adjust angles and distances

7. TOPOGRAPHIC SURVEY/AS-BUILT SURVEY
 - a. Definitions and Terminology
 - b. Topographic or As-Built Survey with Total Station and Data Collector
 - c. Download, Plot, and Draw

8. STAKING AND GRADE CHECKING
 - a. Stake Points
 - b. Slope Stake
 - c. Blue-Tops
 - d. Grade Checking

9. INTRODUCTION TO MAPS AND PLANS
 - a. Definitions and Terminology
 - b. Draw Plan and Profile sheets
 - c. Types of Maps and Plans
 - d. Basics of US Public Land Survey System

SECOND YEAR APPRENTICE INSTRUCTION AND TRAINING

1. SAFETY
 - a. Attitude
 - b. Job Hazard Analysis – Daily Tailgate Safety Meetings
 - c. Weekly Safety Meetings conducted by apprentices

2. CARE OF FIELD EQUIPMENT/ADJUSTMENTS
 - a. Total Station – Calibration Routine (if available)
 - b. Digital Level Calibration Routine
 - c. Proper care, checks, and adjustments of all equipment (from Year One)

3. FIELD SEARCH – SURVEY MONUMENTS
 - a. Finding monumentation from datasheets or field notes - independently
 - b. Use of GPS to aid field search

4. SURVEY COMPUTATIONS
 - a. Review of basic math, algebra, geometry, and trigonometry
 - b. Horizontal and Vertical Curves
 - c. Slope Staking
 - d. Coordinate Geometry
 - e. Azimuths and Bearings

5. LEVELING AND LEVEL NOTES
 - a. Run Control Level Loop – Automatic Level
 - b. Run Control Level Loop – Digital Level
 - c. Profile Leveling – Automatic Level and Digital Level
 - d. Slope Staking
 - e. Compute Cut and Fill

6. DISTANCE MEASUREMENTS AND TRAVERSING
 - a. Run Control Traverse, adjust (Data Collector)
 - b. Use GPS to run Control for a job
 - c. Perform a Site Calibration using the Total Station Traverse and GPS

7. TOPOGRAPHIC SURVEY/AS-BUILT SURVEY
 - a. Topographic Survey using GPS and Total Station
 - b. Download, Design Road – Horizontal and Vertical alignments, template

8. STAKING
 - a. Stake Road centerline using uploaded alignment
 - b. Slope Stake using uploaded alignment
 - c. Stake curb and gutter
 - d. Blue-Tops

9. MAPS AND PLANS

- a. Mapping and scale
- b. Contours
- c. Stationing
- d. Interpret data from construction plans

10. SURVEY THEORY

- a. Datums and Projections
- b. State Plane Coordinates
- c. Basics of the US Public Land Survey System
- d. Basics of GPS/Geodetic Surveying
- e. Basics of Boundary Surveying
- f. Data sources – BLM, DNR, NGS, etc.

Appendix A

LOGISTIC TECHNICIAN

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE LOGISTIC TECHNICIAN

O*NET-SOC CODE: 43-5061.00

RAPIDS CODE: 0856 (Material Coordinator)

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

1. QUALIFICATIONS FOR APPRENTICESHIP

Applicants accepted and registered as Apprentices shall meet the following basic qualifications:

1. **WorkKeys Assessments:** Applicant must complete the WorkKeys Assessments; Applied Math, Graphic Literacy, and Workplace Documents, and obtain a National Career Readiness Certificate (NCRC) minimum Score of 4 (Silver NCRC) or better. A copy must be included in their application packet. Tests are timed (55 min. per test) at designated DOL Job Centers or authorized facility *Career Ready 101 scores will be accepted for individuals not connected to the AK Highway System that do not have WorkKeys testing facilities in their rural community.
2. **Age:** Applicants shall be at least 18 years of age upon submission of the application. They shall be at least 19 years of age upon date of indenture.
3. **Education:** Shall possess sufficient educational knowledge to satisfactorily complete the on-the-job training and related technical instruction. A high school diploma or GED equivalency is required.
4. **Physical:** Shall be physically capable of performing the essential functions of the occupation, with or without reasonable accommodation, without endangering the health and safety of the individual or others.
 - i) Shall complete a Post Offer Health Questionnaire (POHQ) to be reviewed by the Occupational Health Medical Review Officer (**Only if selected into the apprenticeship program.** Approximate cost to applicant \$40).
 - ii) Shall pass and obtain a medical examiners certificate in accordance with the requirements of the U.S. Department of Transportation, USDOT (**Only if selected into the apprenticeship program.** Approximate cost to applicant \$110 depending on location).
 - iii) Shall pass a Post-offer Pre-placement Functional Fit Test performed by our affiliate clinic to determine if the person exhibits the abilities to perform the minimum functional demands of the job safely. (**Only if selected into the apprenticeship program.**)
5. **Drug & Alcohol:** Shall obtain and pass drug and alcohol screening (includes UA and Hair Follicle) test in accordance with the USDOT standards and remain in the random screening program. (**Only if selected into the apprenticeship program.** Approximate cost to applicant is \$233 depending on location.)
6. **Security Threat Assessment:** Shall be able to obtain and pass a federal background check in accordance with Hazmat Endorsement (HME) Threat Assessment Program (HTAP) and Transportation Worker Identification Credential (TWIC) to obtain those credentials and

maintain them in the program.

7. **Driver License:** Shall have a minimum of one (1) year licensed driving experience, and possess a minimum class “D” Alaska driver license for at least thirty (30) days prior to application and maintain that license and any other obtained in the program.
8. **Alaska Resident:** Must be an Alaska resident for 30 days prior to the application period and intend to make Alaska your permanent home.
9. **Clean Driving Record:** Applicant must provide an Alaska Department of Motor Vehicle, Full Individual Driver Record, with application that indicates a clean driving history (Be certain to obtain the correct report from DMV. Approximate cost to applicant \$10.). Any one of the following list of violations, from date of conviction on a driving record to date of application, will disqualify you as an applicant for the apprenticeship program.
 - A total of 10 points on your driving record in the last two years.
 - A total of three citations in the last three years.
 - A citation for driving while using a wireless phone in the last three years.
 - Two traffic citations, 10 mph over the posted speed limit in a three-year period.
 - Any citation for 15 mph over the speed limit in a five-year period.
 - A suspension or revocation within a five-year period.
 - Any driving under-the-influence conviction within the last five years.
 - Any leaving the scene of injury/property damage/accident, racing, reckless driving, failure to submit to a breath test, or using a vehicle to commit a felony within the last five years.

Note: *If accepted into the program, all violations are subject to prospective employer hiring policy discretion prior to offer of employment. Many employers require a minimum 5-year clean driver history.*

2. TYPE OF OCCUPATION

Time-based Competency-based Hybrid

3. TERM OF APPRENTICESHIP

The term of the occupation is approximately two years with an on the job learning (OJL) attainment of 4,000 hours and supplemented by the required hours of related instruction.

4. RATIO OF APPRENTICES TO JOURNEYWORKERS

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers employed in each shop, and/or job site will be one (1) apprentice to one (1) journeyworker.

5. APPRENTICE WAGE SCHEDULE

Apprentices are paid a progressively increasing schedule of wages during their apprenticeship based

on the acquisition of increased skill and competence on the job and in related instruction courses. Before an apprentice is advanced to the next segment of training or to journeyworker completion status, the program sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their on-the-job learning (OJL) and in related instruction courses. In determining whether satisfactory progress has been made, the sponsor shall be guided by the work experience and related instruction records and reports.

Period	Wage Percentage	On-the-Job Hours
1 st	60%	0 - 1000 Hours
2 nd	70%	1001 - 2000 Hours
3 rd	80%	2001 - 3000 Hours
4 th	90%	3001 - 4000 Hours

The current Logistic Technician journeyworker wage rate is \$30.93* per hour.

*The current journey worker wage rates may vary and depend upon the rates contained in the collective bargaining agreement for the particular segment of the construction industry they are working in. The current journeyworker wage rate shall be modified on any prevailing wage project to comply with the applicable wage rate when the prevailing wage is higher than the journeyworker rate specified in the standards.

6. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

7. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)

Appendix A

**WORK PROCESS SCHEDULE
LOGISTIC TECHNICIAN**

O*NET-SOC CODE: 43-5061.00

RAPIDS CODE: 0856 (Material Coordinator)

During the term of apprenticeship, the Apprentice shall receive such instruction and experience, in all branches of the occupation, as is necessary to develop a practical and versatile worker. Major processes in which Apprentices will be trained (although not necessarily in the order listed) and approximate hours (not necessarily continuous) to be spent in each are as follows:

WORK PROCESSES LOGISTIC TECHNICIAN		APPROXIMATE HOURS
A.	Basic Job Operations <ol style="list-style-type: none"> 1. Safety 2. Identification of Hazardous Conditions 3. Care & Use of Material Handling Equipment 	500
B.	Inventory Management & Record Keeping <ol style="list-style-type: none"> 1. Shipping & receiving 2. Material familiarization: specific to venue, but should include the following; chemicals/MSDS issues, safety items for the work environment, hardware and consumables, and other items that pertain to the field involved (equipment, electrical, piping, building trades). 3. Identify type, quality & quantity of stock 4. Input data, computerized inventory management system 5. Rotation of time dated stocked goods 6. Proper storage of goods (heavy items on lower shelves, temp sensitive indoors, flammables & corrosives in separate cabinets) 7. Examine documents, materials, and products, and monitor work processes, in order to assess completeness, accuracy, and conformance to standards and specifications. 8. Confer with established personnel, vendors, and customers to coordinate production and shipping activities, and to resolve complaints or eliminate delays. 9. Record production data, including volume produced, consumption of raw materials, and quality control measures. 10. Requisition and maintain inventories of materials and supplies necessary to meet production demands. (as a result of conferring with project managers, supervisors, foremen and other customers) 11. Compile information, such as production rates and progress, materials inventories, materials used, and customer information, so that status reports can be completed. 12. Retain Cheater lists of items repetitively purchased, folders of product info, cut sheets, manufacturer catalogs, and 	1,500

	<p>informational charts in order to avoid duplicating research work.</p> <p>13. Maintain vendor contacts for manufactured goods, repairs, rentals and other services as needed.</p> <p>14. Familiarization with various manufacturer catalogs and internet layout; ability to open a catalog or website and seek the desired information.</p> <p>15. Relationships with vendors; cultivating sources of information and advice regarding best material, tool, or PPE practices, and new products and technologies.</p>	
C.	<p>Material Acquisition, Purchasing, Pickup & Delivery</p> <ol style="list-style-type: none"> 1. Familiarization & use of purchase order forms 2. Coordination with department heads to identify 3. shortages or surplus 4. Establish and prepare product construction directions and locations, and information on required tools, materials, and equipment, numbers of workers needed, and cost projections. 5. Provide documentation and information to account for delays, difficulties in material deliveries and changes to cost estimates. 6. Determination of customer's needs through dialog and anticipation 	1,200
D.	<p>Tool Room</p> <ol style="list-style-type: none"> 1. Familiarization with tools: <ol style="list-style-type: none"> a. Electric: grounded tools, double insulated tools, side grinder guards (see OSHA requirements), electrical cords, GFCIs (see OSHA requirements), certified measuring tools (torque wrenches, pressure gauges) b. Cordless, pneumatic, hydraulic c. Overhead lifting equipment (see OSHA requirements): slings, hoists, shackles and hooks d. Water pumps and hoses 2. Safety and PPE <ol style="list-style-type: none"> a. OSHA worksite regulations that apply, company worksite requirements, PPE overview, fire resistant coveralls & raingear, safety footwear 3. Eye Protection: safety glasses, face shields, goggles 4. Hearing Protection: ear plugs, ear muffs 5. Respiratory protection: particle masks, disposable masks; masks with cartridges, supplied air 6. Hand Protection: cut resistant, nitrile-PVC (hydrocarbon resistant), anti-vibration, chemical-acid resistant 7. Fall Protection (see OSHA requirements): harnesses, lanyards, self-retracting lanyards, beam clamps 8. Energy isolation issues (see OSHA requirements): lockout padlocks, tags and signage 	800

	<ul style="list-style-type: none"> 9. Air Monitoring devices: Industrial Scientific ITX meters, DSS console program to monitor ITX meters 10. Consumables: material goods (visqueen, garbage bags, sorbent pads, etc.) 11. Tool wear items: drill bits, reciprocating saw blades, circular saw blades, side grinder discs, flapper discs, wire wheels, (grinder guards, see OSHA requirements), end grinder carbide burrs & stones (blades, bits, belts) 12. Chemicals: lubricants, cleaners, sealants, adhesives, paints, secondary container labels (see OSHA requirements) 13. Air hose 	
	Total Hours	4,000

Appendix A

RELATED INSTRUCTION OUTLINE LOGISTIC TECHNICIAN

O*NET-SOC CODE: 43-5061.00

RAPIDS CODE: 0856 (Material Coordinator)

Source: Program Sponsor
Method: Classroom Study and Practical

Alaska Teamster-Employer Service Training Trust
Cheri Lipps, Apprenticeship Coordinator
520 East 34th Avenue, Suite 201
Anchorage, AK 99503
Phone: 800-478-4233
E-mail: c.lipps@acsalaska.net
Website: www.akteamsterstraining.com

The related instruction outlines the courses that provide the technical ability that supplements the on-the-job training. It is through the combination of both the on-the-job training and the related technical instruction that the apprentice can reach the skilled level of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship.

YEAR ONE - TOTAL 218 HOURS

Receiving hazardous materials and shipping of hazardous materials are critical areas for Logistic Material Technicians. Safety in the handling of these products is an essential area of responsibility. Hazardous materials incidents are not uncommon in warehouses or storage areas, which is why the following subjects are included in the first year of classroom.

Basic Warehousing Phase I	40 Hours
OSHA 10 hour General Industry Safety	10 Hours
Warehouse Safety	8 Hours
Shipping of Hazardous Materials	32 Hours
Power Industrial Truck	8 Hours
First Aid /CPR/AED	8 Hours
Professional Truck Driver Defensive Driving Course	8 Hours
CDL-A Accelerated Fast Track	80 Hours
Cargo Securement	8 Hours
Qualified Rigger/Signalperson	16 Hours

YEAR TWO - TOTAL 152 HOURS

This year will introduce to inventory management programs and tracking of shipments. This year apprentices will be introduced to shipping of hazardous materials by air and sea.

Basic Warehousing Phase II	40 Hours
International Maritime Dangerous Goods (IMDG)	24 Hours
International Air Transportation Association (IATA)	24 Hours
Hazardous Waste Operations and Emergency Response	40 Hours
Boom Truck	24 Hours

Appendix C

AFFIRMATIVE ACTION PLAN

ADOPTED BY

**ALASKA TEAMSTER – EMPLOYER SERVICE TRAINING TRUST
520 East 34th Avenue, Suite 201
Anchorage, Alaska 99503**



AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30

**DEVELOPED IN COOPERATION WITH THE
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

APPROVAL DATE: January 11, 2019 – FINAL DRAFT

PROGRAM REGISTRATION NUMBER: AK000000007

SECTION I - INTRODUCTION

The sponsor enters this affirmative action plan (AAP) in good faith to promote equality of opportunity in its registered apprenticeship program. If women and/or minorities are underutilized in the apprenticeship program, the sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program. The sponsor hereby adopts the equal opportunity pledge located in Section II and the AAP.

This AAP is a supplement to the apprenticeship standards. Any changes made by the sponsor to the AAP will become part of this written AAP, once approved by the Registration Agency.

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

The sponsor commits to the following equal opportunity pledge:

Alaska Teamster-Employer Service Training Trust (ATESTT) will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The ATESTT 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.

SECTION III - ANALYSES AND GOALS

To ensure full utilization of minorities and women in the apprenticeship program, the sponsor will conduct analyses to determine whether minorities and/or females are being underutilized and, if they are, will establish appropriate goals for the full utilization of minorities and/or women in apprenticeship. To determine whether underutilization exists, the sponsor will analyze at least the following five factors:

- (1) The size of the working age minority and female (minority and nonminority) population in the program sponsor's labor market area;
- (2) The size of the minority and female (minority and nonminority) labor force in the program sponsor's labor market area;
- (3) The percentage of minority and female (minority and nonminority) participation as apprentices in the particular occupation as compared with the percentage of minorities and women (minority and nonminority) in the labor force in the program sponsor's labor market area;
- (4) The percentage of minority and female (minority and nonminority) participation as journeyworkers employed by the employer or employers participating in the program as compared with the percentage of minorities and women (minority and nonminority) in the sponsor's labor market area and the extent to which the sponsor should be expected to correct any deficiencies through the achievement of goals for the selection of apprentices; and
- (5) The general availability of minorities and women (minority and nonminority) with present or potential capacity for apprenticeship in the program sponsor's labor market area.

Underutilization exists if there are fewer minorities and/or women in the registered occupation(s) in the sponsor's apprenticeship program than would reasonably be expected in view of all relevant factors. If the sponsor detects underutilization of minorities and/or women in its apprenticeship program in the registered occupation(s), it will establish goals for the selection of minority and/or female applicants. (For further instructions, see the attached affirmative action plan workforce analysis worksheet.) The sponsor will make good-faith efforts to meet its goals.

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT- 29 CFR § 30.4(c)

The sponsor will undertake appropriate outreach and positive recruitment efforts that would reasonably be expected to increase minorities' and women's participation in apprenticeship by expanding the opportunities of minorities and women to become eligible for apprenticeship selection. The sponsor will set forth the specific steps it intends to take under each selected effort below. The sponsor will undertake a significant number of activities to enable it to meet its obligations under 29 CFR § 30.4(c).

- A. The sponsor will disseminate information concerning the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and its equal opportunity policy to the following:
- Registration Agency
 - Women's centers
 - Local schools
 - Employment service offices
 - Other outreach programs and community organizations, including those that can effectively reach minorities and women
 - Newspapers, including those that are circulated in minority communities and among women
 - Social media outlets (Facebook, Twitter, Instagram, LinkedIn, etc.)
1. Sponsors of programs accepting applications only at specified intervals must disseminate the above information at least 30 days in advance of the earliest date for application at each interval.
2. Sponsors of programs customarily receiving applications throughout the year must disseminate the above information regularly, not less than semiannually.
- B. The sponsor will participate in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service, and other appropriate personnel with the apprenticeship program and current opportunities.
- C. The sponsor will cooperate with local school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D. The sponsor will communicate its equal opportunity policy internally in such a manner as to foster understanding, acceptance, and support of the policy among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid in meeting its obligation under 29 CFR § 30.

- E. The sponsor will engage in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pretesting experience and training. In initiating and conducting these programs, the sponsor may be required to work with other sponsors and appropriate community organizations. The sponsor will also initiate programs to prepare women and encourage women to enter traditionally male programs.
- F. The sponsor will encourage the establishment and utilization of programs of pre-apprenticeship, preparatory occupational training, or others designed to afford related work experience or prepare candidates for apprenticeship. The sponsor will make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G. The sponsor will utilize journeyworkers to assist in the implementation of its AAP.
- H. The sponsor will grant advance standing or credit based on previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. The sponsor will take other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc.; use of present minority and women apprentices and journeyworkers as recruiters; career counseling; periodic auditing of AAPs and activities; and development of reasonable procedures to ensure equal employment opportunity, including reporting systems, on-site reviews, and briefing sessions).

For each item checked in Section IV, describe in detail each specific step that the sponsor will undertake to fulfill that outreach and recruitment step:

The sponsor works directly with entities such as Alaska Apprenticeship & Training Coordinators Association (AATCA), Alaska Works Partnership (AWP) – Helmets to Hard Hats (H2H), Women in the Trades (WIT) & Construction Academies for the recruitment of minority and female applicants by hosting qualified pre-apprenticeship courses and participating in or represented by such entities for statewide job/career fairs. The sponsor also regularly uses the marketing and advertising firm, William Fraser to create and disseminate applicable marketing materials, television, radio, website, and social media content which is also disseminated to the entities listed in box A on an annual basis as well as prior to an advertised application opening. The Apprenticeship Coordinator is also a Board member of the AATCA and the Director is a Board member of the AWP.

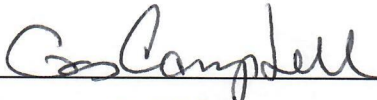
SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The sponsor will make an annual review of its current AAP and its overall effectiveness and will institute any revisions or modifications warranted. The review will analyze the affirmative action steps (independently and collectively) taken by the sponsor to evaluate their effectiveness in ensuring equal opportunity in all aspects of apprenticeship, including recruitment, selection, employment, and training. The sponsor will continually monitor these processes in order to identify and address any barriers to equal opportunity. This may require that the sponsor identify the need for new affirmative action efforts and/or deletion of ineffective existing activities. All changes to the AAP must be submitted to the Registration Agency for approval.

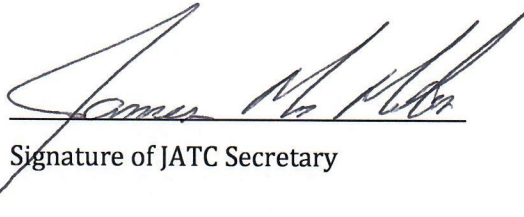
SECTION VI - OFFICIAL ADOPTION OF AFFIRMATIVE ACTION PLAN

The Alaska Teamster-Employer Service Training Trust JATC hereby adopts this Affirmative Action Plan on this 15 day of February, 2019.

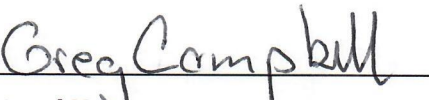
LABOR & MANAGEMENT REPRESENTING THE ALASKA TEAMSTER-EMPLOYER SERVICE TRAINING TRUST:



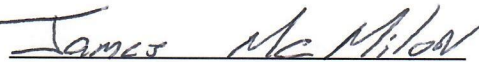
Signature of JATC Chairperson



Signature of JATC Secretary



Printed Name



Printed Name

REGISTRATION

Registered as by U.S. Department of Labor's Office of Apprenticeship as required by Title 29 of the Federal Code of Regulations, parts 29 and 30.

On behalf of U.S. Department of Labor, Office of Apprenticeship:



John P. Hakala
Alaska State Director

Approval Date: February 15, 2019

**AFFIRMATIVE ACTION PLAN
WORKFORCE ANALYSIS WORKSHEET**

A. SPONSOR INFORMATION

Program Number:	AK000000007	
Name of Sponsor:	Alaska Teamster-Employer Service Training Trust	
Address:	520 East 34 th Avenue, Suite 201	
City/State/Zip Code:	Anchorage, AK 99503	
Contact Person:	Cheri Lipps	
Phone Number: 907-278-3674	Fax Number: 907-279-6088	
E-Mail Address:	c.lipps@acsalaska.net	

B. OCCUPATIONAL INFORMATION

Occupation Title: Construction Driver	
RAPIDS Code: 1032	O*NET-SOC Code: 53-3032.01
Occupation Title: Surveyor Assistant	
RAPIDS Code: 0551	O*NET-SOC Code: 17-3031.01
Occupation Title: Logistic Technician	
RAPIDS Code: 0856	O*NET-SOC Code: 43-5061.00
Type of Selection Method Used: <input type="checkbox"/> Selection on basis of rank from pool of eligible applicants <input type="checkbox"/> Random selection from pool of eligible applicants <input type="checkbox"/> Selection from pool of current employees <input checked="" type="checkbox"/> Alternative selection	
Labor Market Area Description: <input checked="" type="checkbox"/> State <input type="checkbox"/> SMA <input type="checkbox"/> County	

C. LABOR MARKET AREA AND OCCUPATIONAL PARTICIPATION DATA

C.1. Total Labor Force in Labor Market Area (U.S. Census Data, 2010)		
Total:	710,231	
Number of women:	340,603	48% of labor force
Number of minorities:	224,029	32% of labor force
C.2. Working Age Population in Labor Market Area (Alaska Department of Labor, 2017)		
Total:	503,812	
Number of women:	242,540	48% of labor force
Number of minorities:	167,856	33% of labor force
C.3. Apprentice Participation in Occupation in National Apprenticeship System*		
Number of women:	N/A	% of apprentices
Number of minorities:	N/A	% of apprentices
C.4. General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in relevant Labor Market Area**		
Number of women:	242,540	48% of labor force
Number of minorities:	167,856	33% of labor force

D. SPONSOR'S WORKFORCE DATA

D.1. Total Number of Journeyworkers		
Construction Driver:	396	
Number of women:	27	7% of work force
Number of minorities:	90	23% of work force
Surveyor Assistant:	70	
Number of women:	8	11% of work force
Number of minorities:	22	31% of work force
Logistic Technician:	13	
Number of women:	2	15% of work force
Number of minorities:	5	38% of work force
D.2. Total Number of Apprentices		
Construction Driver:	6	
Number of women:	2	33% of work force
Number of minorities:	2	33% of work force
Surveyor Assistant:	2	
Number of women:	1	50% of work force
Number of minorities:	1	50% of work force
Logistic Technician:	0	
Number of women:	0	0% of work force
Number of minorities:	0	0% of work force

E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS

Industry Source Data	Minority rate of participation	Female rate of participation
E.1. Registered Apprenticeship Partners Information Data System (RAPIDS)***	N/A	N/A
E.2. EEOC Occupational Employment Data****	N/A	N/A

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Construction Driver		
Minority underutilization:	X	
Female underutilization:		X
Surveyor Assistant		
Minority underutilization:		X
Female underutilization:		X
Logistic Technician		
Minority underutilization:	N/A	N/A
Female underutilization:	N/A	N/A

G. SPONSOR'S GOALS

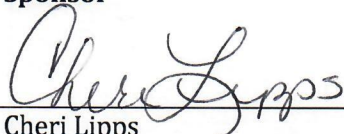
The program sponsor proposes and agrees to make a good-faith effort to attain the goal of selecting 20% minorities and/or 20% women during the next EEO review cycle. These goals will not be used to discriminate against any qualified applicant based on race, color, religion, national origin, or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be:

Occupation	New Apprentices (Estimate)
Construction Driver	6
Surveyor Assistant	3
Logistic Technician	0

H. REGISTRATION AGENCY APPROVAL

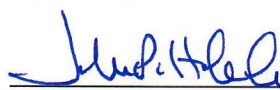
Sponsor



Cheri Lipps
Apprenticeship Coordinator

February 15, 2019
Date

Registration Agency



John P. Hakala
State Director

February 15, 2019
Date

Resources for obtaining labor market information:

- * <http://bls.gov>
- ** *Program sponsors may use any reasonable method to propose the entries for "The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship," including relying on the data recorded in Section C.1 for "Total Labor Force," C.2 for "Working Age Population," and C.3 for "Apprentice Participation in Occupation."*
- *** *RAPIDS data available from Registration Agency.*
- **** <http://www.census.gov/eo2000/index.html>

Instructions for Completing This Worksheet

The purpose of this workforce analysis worksheet is to establish a benchmark against which the demographic composition of the sponsor's apprenticeship program can be compared. The sponsor must separately determine the availability of minorities and women for each occupational title represented by the program. In determining availability, the sponsor must consider, at the very least, the factors identified at 29 CFR § 30.4(e) in order to determine whether barriers to equal employment opportunity may exist within a particular occupational title.

Part A The sponsor information section may be prepared by the sponsor representative or servicing Registration Agency representative.

Part B Occupational information must be taken from the registered program standards and may be prepared by the sponsor representative or servicing Registration Agency representative. A workforce analysis worksheet must be completed for each occupational title identified.

Part C The sponsor must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified in Part B. Census data is one example of an appropriate source of statistical information. Other sources include data from local job service offices and data from colleges and other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For the purpose of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 16 years and over whether or not they are currently in the labor force or looking for employment.

Part D The program sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either selection method 29 CFR § 30.5(b)(1) or (2), the data in D.2 must reflect the pool of eligible applicants from which selections are made. If the sponsor utilizes either selection method 29 CFR § 30.5(b)(3) or (4), the data in D.2 must reflect the apprentices currently registered in the program.

Part E Additional resource data for consideration in establishing reasonable goals will be provided by the Registration Agency. These data will provide a snapshot of the national labor force for the given occupation title.

Part F Utilizing the data found in Parts C, D, and E, the sponsor will determine and record whether minorities and/or women are underutilized.

Part G If the sponsor's analyses determine that minorities and/or women are underutilized, the sponsor, utilizing the resource data found in Parts C, D, and E, will establish goals that are reasonable in consideration of the results that could be expected from its good-faith efforts to make its overall affirmative action program successful. The Registration Agency will assess the proposed goals for minorities and/or women and, if they are found to be reasonable and attainable, will approve the sponsor's goals. The Registration Agency will not approve proposed goals for minorities and/or women that are lower than the current participation rates in the program.

Appendix D

**QUALIFICATIONS AND SELECTION
PROCEDURES**

ADOPTED BY

**ALASKA TEAMSTER – EMPLOYER SERVICE TRAINING TRUST
520 East 34th Avenue, Suite 201
Anchorage, Alaska 99503**



**DEVELOPED IN COOPERATION WITH THE
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

APPROVAL DATE: December 28, 2018 DRAFT

PROGRAM REGISTRATION NUMBER: AK000000007

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR § 60-3) or 29 CFR § 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.

SECTION I - MINIMUM QUALIFICATIONS

The Alaska Teamster-Employer Service Training Trust shall establish minimum qualifications for entry into the Apprenticeship Program. The Appendix-A Occupation Schedules are attached to and made a part of the approved Apprenticeship Standards and list the minimum qualifications for each occupation. Qualifications must be clearly stated and directly related to job performance and include qualifications related to minimum age, education, and physical ability to perform essential functions of the occupation, etc.

SECTION II - APPLICATION PROCEDURES

- A. Applicants will be accepted at specified intervals in the geographic jurisdictions specified in the applicable collective bargaining agreement. An announcement of specific apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the agencies/organizations outlined in the approved Affirmative Action Plan. All persons requesting an application will have one made available upon being recorded in the applicant log that corresponds to the geographic jurisdiction recruitment area. The period for accepting applications as established by the JATC is ten (10) business days.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the JATC.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate, drug & alcohol screening results, or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview.

SECTION III - SELECTION PROCEDURES

- A. The JATC will schedule the interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewers will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application and required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his/her judgment of the applicant derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score. A separate ranking list will be maintained for each geographic jurisdiction recruitment area.
- A. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the JATC informed of their current mailing address and telephone number.
- F. Selected applicants must respond to the notice of selection within 48 hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) - year period that were on the ranking list, will be required to reapply.
- H. During the two (2)-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

SECTION IV - DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The JATC will award credit for previous experience in accordance with Section XI of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The available methods for direct entry are as follows:

- A. A Military Veteran who is registered with the Helmets to Hardhats program or has completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the Transportation or Logistics Industries may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- B. Technical School Graduate: Individuals who graduate from an accredited Technical Training School that has been reviewed and approved by the Program Sponsor and Registration Agency, in recognition of the relevant training they have already received for occupations registered in these Standards, may be given direct entry into the apprenticeship program. With the approval of the sponsor, such a new apprentice may start at the recommended apprentice wage rate for graduates of that particular program. The JATC will determine what additional training requirements are needed to ensure that the new apprentice(s) receive all the necessary training for completion of the apprenticeship program. Entry of technical training school graduates shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- C. An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory will be evaluated by the JATC in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program by this method shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- D. An individual who signs an authorization card during an organizing effort wherein 51% or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the sponsor at the appropriate period of

apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

For such an applicant to be considered, he or she must meet the following requirements:

1. Be employed in the sponsor's jurisdiction when the authorization card is signed;
 2. Have been employed by the employer before the organizational effort commenced;
 3. Have been offered the opportunity to sign an authorization card and be evaluated along with all other employees of the employer; and
 4. Provide reliable documentation to the sponsor to show he or she was an employee performing Transportation or Logistics work prior to signing the authorization card.
- G. An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The Quality Pre-Apprenticeship Program will be reviewed and approved by the JATC and attached to the approved Selection Procedures. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements. The JATC will evaluate the training received to grant appropriate credit on the term of apprenticeship. Entry of pre-apprenticeship candidates shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

SECTION V - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or that the equal opportunity standards with respect to his or 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, with the private review body established by the sponsor (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. In the case of a complaint filed directly with the review body designated by the 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.

- D. 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 as set forth above.
- E. The sponsor will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION VI - MAINTENANCE OF RECORDS

The sponsor will keep adequate records, including a summary of the qualifications of each applicant; the basis for evaluation and for selection or rejection of each applicant; the records pertaining to interviews of applicants; the original application for each applicant; information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination; rates of pay or other forms of compensation or conditions of work; hours including hours of work and, separately, hours of training provided; and any other records pertinent to a determination of compliance with 29 CFR § 30, as may be required by the U.S. Department of Labor.

The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and nonminority) participants.

Each sponsor must retain a statement of its affirmative action plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analyses made pursuant to the requirements of 29 CFR § 30.4. Each sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR § 30.5(b).


If applicants are interviewed during the selection process, adequate records include a brief summary of each interview and the conclusions on each of the specific factors - e.g., motivation, ambition, and willingness to accept direction - that are part of the total judgment.

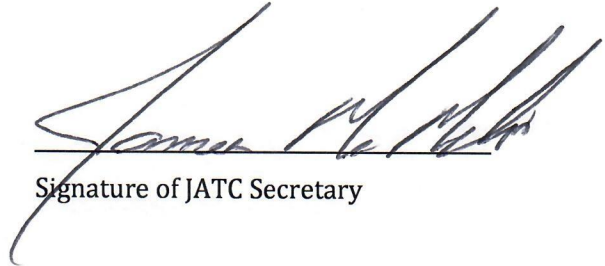
Records will be maintained for five (5) years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VII - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The Alaska Teamster-Employer Service Training Trust JATC hereby adopts these Selection Procedures on this 15 day of February, 2019.

LABOR & MANAGEMENT REPRESENTING THE ALASKA TEAMSTER-EMPLOYER SERVICE TRAINING TRUST:


Signature of JATC Chairperson


Signature of JATC Secretary


Greg Campbell
Printed Name

James McMillon
Printed Name

REGISTRATION

Registered as by U.S. Department of Labor's Office of Apprenticeship as required by Title 29 of the Federal Code of Regulations, parts 29 and 30.

On behalf of U.S. Department of Labor, Office of Apprenticeship:


John P. Hakala
Alaska State Director

Approval Date: February 15, 2019