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## APPRENTICESHIP POLICIES & PROCEDURES

### SCHOOL YEAR 2011 - 2012

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#### Definitions

1. “New apprenticeship classes” – first level classes that begin after August 1, 2011.
2. “Level” – the year of instruction (i.e., Carpentry 1 is the first level/year of the Carpentry curriculum). In most cases, the term of each level runs approximately concurrently with the school year of the public schools (i.e., August – March).
3. “Session” – any time an apprenticeship class meets. Apprenticeship class meetings include but are not limited to lecture, field trips, and performance evaluations.
4. “Lead instructor” – the primary instructor. This person delivers the lectures and is responsible for classroom administration.
5. “Support instructor(s)” – the instructor(s) who work with the lead instructors on the performance evaluations.
6. “AC” – KCEF /ABC Apprenticeship Coordinator



**TABLE OF CONTENTS**

**GENERAL INFORMATION AND CLASSROOM ADMINISTRATION .....3**

ATTENDANCE POLICIES .....3

MAKE-UP POLICIES & INCLIMATE WEATHER .....3

ABSENTEEISM POLICIES .....3

ABSENTEEISM FORMS .....3

APPRENTICE DROP/WITHDRAW INFORMATION .....4

ATTENDANCE REQUIREMENTS .....4

GRIEVANCE POLICY .....4

CLASSROOM ADMINISTRATION POLICIES .....4

FINANCIAL POLICIES .....4

**ABC/KCEF STAFF RESPONSIBILITIES.....5**

**EMPLOYERS RESPONSIBILITIES.....5**

**EMPLOYERS RESPONSIBILITIES CONTINUED .....6**

**INSTRUCTORS RESPONSIBILITIES .....7**

**INSTRUCTORS RESPONSIBILITIES CONTINUED.....8**

**APPRENTICES RESPONSIBILITIES.....9**



## GENERAL INFORMATION AND CLASSROOM ADMINISTRATION

### ***Attendance Policies***

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1. Absences will not exceed 8 hours per/semester, that is 2 classes per/semester.
2. Absences will be counted by semester, rather than by year.
3. It is the responsibility of the apprentice to make sure they have signed the attendance sheet.
4. It is the responsibility of the apprentice to be on time for class.
5. Any apprentice late by 10 minutes or more will be counted absent.

### ***Make-Up Policies & Inclimate Weather***

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1. Two make-up days will be provided at the end of each semester for a total of four days. The make-up days provided allow for enough hours to complete the required 144 hours.
2. There will be no additional make-up provided. An appeal can be requested by the apprentice to the Apprenticeship Coordinator, Board of Trustees and their employer in writing to ask for an exception.
3. In the event of Inclimate weather i.e. (snow, ice) classes will be cancelled if the local school system is cancelled, for example Louisville will follow Jefferson County Public Schools and (Lexington) follows Fayette County School System, the same for Owensboro and Bowling Green.
4. It is the apprentice's responsibility to know this information and if there is doubt you can contact the Apprenticeship Coordinator.
5. Classes canceled to due weather will be made up at the end of the year unless rescheduled by the instructor for another date.

### ***Absenteeism Policies***

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1. The following reasons will be accepted; Maternity/Paternity Leave, Military Duty, Jury Duty, Mandated Work by Employer and Death in the family other than that there will be no excused absences.
2. Each apprentice will be required to sign an absenteeism form, provided by their instructor, give a reason for missing class and return to their instructor. The form will then be faxed to their employer by KCEF staff.
3. Without the completed absenteeism form, the apprentice will not be allowed to attend either make-up class provided.

### ***Absenteeism Forms***

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1. Instructors are required to complete (Apprentice Name, Instructor Name, Date of Absence, Module Missed, Test Missed and Signature) their section of this form each time a student is absent from class.
2. The form will be given to the apprentice the next time they attend class.
3. The apprentice will need to sign it, provide a reason and return to their instructor that night.
4. The form is then to be returned to KCEF staff.
5. KCEF staff will fax this form to the sponsoring company for confirmation of the absence.
6. This form will be required for attendance in either of the make-up classes provided at the end of each semester.



### ***Apprentice Drop/Withdraw Information***

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An apprentice drop form is required when an apprentice is being dropped from class, has three consecutive absences or is withdrawing from class regardless of the reason. This form is included with the packet sent out prior to classes beginning. As well it can be found on the web-site at [www.kyanaabc.com](http://www.kyanaabc.com)

### ***Attendance Requirements***

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Apprentices must attend a minimum of 144 hours of classroom instruction for each level. In order to accomplish this, all apprenticeship classes will be scheduled for 160 hours per/level which includes two make up days per semester. This will be a 27 week schedule with each class lasting 3 hours per night/ twice a week. The sessions will be split into two semesters. This schedule may be modified only with the consent of the Apprenticeship Coordinator.

### ***Grievance Policy***

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Instructors, apprentices and employers with grievances should contact the Apprenticeship Coordinator, either in writing or via telephone, as soon as it is practical for them. Should discussions with the Apprenticeship Coordinator not satisfy the instructor, apprentice or employer, the Apprenticeship Coordinator will promptly schedule an appointment for the parties with grievances at the next KCEF Trustee's meeting so they may seek satisfaction. Grievances should be submitted in writing to the Trustee's prior to the meeting.

### ***Classroom Administration Policies***

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1. The last day to enroll in class will be August 26, 2011.
2. There will be no smoking or sleeping at any time in the classroom.
3. No cell phone usage is permitted during class time.
4. The Apprenticeship Coordinator must be notified of all changes to class meeting times and frequencies.
5. Apprentices will be able to retake written and performance exams they miss or fail. A score of 70 or better is required on written exams to pass. Apprentices must retake written exams at the convenience of the instructor, preferably prior to class-time. Apprentices failing their retake exam must contact the Apprenticeship Coordinator to discuss any resolution.

### ***Financial Policies***

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1. Apprenticeship classes will not be offered at a loss. Every effort will be made to recoup all costs. Possible avenues available to recoup cost may include but are not limited to combining classes and raising tuition.
2. No tuition or fees will be refunded if an apprentice is withdrawn after the second week of class. A fee of \$200 will be charged prior to the second week for book cost and administrative fees.
3. Tuition is billed per/semester and the 1<sup>st</sup> semester payment will be due by August 29, 2011.
4. Any apprentice with a balance at the end of the 1<sup>st</sup> semester will not be allowed to enroll into the 2<sup>nd</sup> semester until payment is satisfied.
5. Second semester payment will be due by January 2, 2011.



6. Any apprentice with a balance at the end of the 2<sup>nd</sup> semester will not be allowed to enroll in the next year classes until payment is satisfied. They will not receive their final grades, attendance or certificate of completion until payment is satisfied.

### **ABC/KCEF STAFF RESPONSIBILITIES**

1. Run a quality apprenticeship program.
2. Promptly inform all employers via an interactive media (i.e., fax, telephone call or personal discussion) each time one of their employees misses a class.
3. Supply all instructors with the administrative materials (i.e., grade books, attendance sheets, instructor's manuals, etc.) they will need to perform their job.
4. Supply all apprentices with one (1) copy of the appropriate Contren trainee manual and one (1) Apprentice Handbook each year. Apprentices must purchase from the ABC any additional trainee manuals or Apprentice Handbooks they need. The price of Contren manuals is established by the National Center for Construction Education and Research.
5. Maintain a separate file for each instructor and apprentice. Instructor files will include summaries of student evaluations, correspondence, training records, and other materials as needed. Apprentice files will include Apprenticeship Agreements; monthly OJT reports; correspondence; a one-page summary sheet that shows attendance, grades on individual modules, and which OJT sheets have been turned in; and other materials as needed.
6. Train instructors and apprentices on how to properly complete all required paperwork (i.e., grade sheets, OJT sheets, etc.).

### **EMPLOYERS RESPONSIBILITIES**

1. It is the employer's responsibility to ensure their apprentices are paid the appropriate percentage of that company's journeyman's rate. ABC will supply a copy of each registered apprentice's paperwork from the state to the employer at the time of application.



2. The first semester tuition payment for each apprentice is due by August 29, 2011. The second and final tuition payment for each apprentice is due by January 2, 2012.
3. It is the employer's responsibility to ensure their employees are allowed to leave the job site early enough to get to class on time. Apprentices who are late by 10 minutes or more will be counted absent. Apprentices are allowed two (2) absences per/semester. There will be 2 make-up classes provided at the end of each semester. The following reasons will be accepted; Maternity/Paternity Leave, Military Duty, Jury Duty, Mandated Work by Employer and Death in the family other than that there will be no excused absences. If they exceed those guidelines they must contact the Apprenticeship Coordinator.
4. Abide by all federal and state regulations governing apprenticeship.
5. Employers must sign and agree to support/follow the guidelines in this document before their employees will be allowed to participate in the ABC Apprenticeship Program.
6. Make a diligent effort to ensure their apprentices receive the wide range of work experiences that corresponds to the material being taught in class. These work experiences are outlined further in the Apprenticeship Handbook.
7. All participating employers must submit an updated journeyman's list to the Apprenticeship Coordinator prior to the beginning of each school year. Kentucky Law administered through the Labor Cabinet, require the KCEF / ABC to maintain on file an updated journeyman's list for each participating company. This list must be provided upon request.
8. No tuition or fees will be refundable in the event of withdrawal from the program after the end of the second week as designated on the class schedule. In the event of withdrawal from the program within this second week period a \$200.00 fee will be charged to cover the costs of books, materials and administrative fees.
9. No apprentices will be admitted to class after September 2, 2011.
10. Apprentices must attend a minimum of 144 hours of classroom instruction for each level. In order to accomplish this, all apprenticeship classes will be scheduled for 160 hours per/level. This will be a 27 week schedule with each class lasting 3 hours night, twice a week. The sessions will be split into two semesters. This schedule may be modified only with the consent of the Apprenticeship Coordinator.
11. Each time an apprentice is absent, the instructor will give them an absenteeism form (the next time they attend) to be signed and a reason provided. The apprentice will return it to their instructor that night. The instructor will return this form to the KCEF staff and it will be faxed to the sponsoring company for confirmation. This form is required for them to participate in any of the 4 provided make-up days.

### **EMPLOYERS RESPONSIBILITIES CONTINUED**

12. Monthly OJT sheets are due to the ABC Education Office no later than the 5<sup>th</sup> day of the following month. For example, all September OJT sheets are due to the ABC Education office by October 5. OJT sheets may be delivered via fax or mail, or they may be delivered in the in-box at each location.



13. Employers will not solicit another employer's apprentice(s) participating in this program. Employers who solicit another employer's apprentices must appear before the KCEF Board of Trustees.
14. KCEF will not offer new apprenticeship classes at a loss and every effort will be made to recoup all costs before a class is cancelled. This may raise tuition costs.

### **INSTRUCTORS RESPONSIBILITIES**

1. Apprentices are allowed two (2) absences per/semester. The following reasons will be accepted; Maternity/Paternity Leave, Military Duty, Jury Duty, Mandated Work by Employer and Death in the family other than that there will be no excused absences. There will be 2 make-up classes provided at the end of each semester. If they exceed those guidelines they must contact the Apprenticeship Coordinator. You are required to complete an absenteeism form for each apprentice absent. This form is returned to the apprentice the next night the attend to be signed, a reason provided and returned to the instructor that night. These forms are to be turned in with attendance and grade reports.
2. Take very seriously the security of written tests. a) all written exams must be collected once the students have completed them, b) tests may be returned to apprentices for their review once the tests have been graded, and c) all completed tests that have been reviewed by the students must be returned to the appropriate ABC office as soon as is practical. **AT NO TIME, AND UNDER NO CIRCUMSTANCES, IS IT APPROPRIATE FOR STUDENTS TO BE IN POSSESSION OF EITHER ORIGINAL OR DUPLICATES OF TESTS OUTSIDE OF THE CLASSROOM.**
3. Forward attendance reports to the local ABC office via fax or deposit in the in-box at each location the **day of each class session**. Roll is to be called prior to the start of each class and updated with any variances. *(These attendance sheets will be used for payroll as well. Anyone missing attendance sheets will not be paid until they are received.)*
4. Contact the Apprenticeship Coordinator at least one week in advance when they need materials, equipment, or supplies for their class.
5. Count absent any apprentice who arrives at any session more than 10 minutes after class has begun.
6. Dismiss apprentices who are disrupting class and count dismissed apprentices as absent, even if the session is almost complete. We need instructors who dismiss an apprentice from class because the apprentice is behaving inappropriately to call the Apprenticeship Coordinator as soon as is practical so the AC may inform the apprentice's employer promptly.
7. Submit a properly completed grade sheet to the local ABC office via fax, mail, or in person within one weeks of the apprentice completing the exam. *(A properly completed grade sheet must list the module(s) covered, the numerical score each apprentice received on the written test covering that module, and an indication of whether the apprentice passed or failed the performance evaluation and a date the exams was given.)* Please submit all performance tests to the ABC office as well.
8. Ensure all modules in each level are taught and every apprentice attains **a score of at least 70 on the written exam** that accompanies each module. **All apprentices must also pass all performance**



**evaluations.** Apprentices who do not earn a 70 or higher on any written exam **must be allowed one retest.** This retest must occur at the instructor's convenience. Make-up performance evaluations may occur during the same session as the initial performance evaluation.

9. All classroom work, module exams, and performance evaluations an apprentice misses must be made up within a reasonable amount of time. However, completing that make-up work **DOES NOT** reduce the number of classroom hours that apprentice missed.

### **INSTRUCTOR RESPONSIBILITIES CONTINUED**

10. Successfully complete the Instructor Certification Training Program.
11. All instructors must meet the following criteria: a) be a least a journeyperson in their craft, or b) have a minimum of three years experience as a certified teacher in a vocational/technical construction or maintenance related training program, and they must: c) be approved by KCEF / ABC, and d) successfully complete the NCCER Instructor Certification Training Program conducted by a NCCER-certified master trainer. In other words, all instructors must meet either criterion "a" or "b" plus s/he must meet criteria "c" and "d."
12. Have a signed copy of these guidelines in their individual file. By signing this document, instructors agree to support and enforce the points contained within it. Instructors not supporting and enforcing the guidelines established in this document will be counseled. Should the counseling not gain the instructor's support and enforcement, the instructor will be terminated.
13. Use the ABC's Contren curricula as the foundation of their class. All instructors are encouraged to supplement the Contren curricula with texts and materials that have been approved by the ABC Apprenticeship Coordinator.
14. Come to class prepared to teach and free of intoxicating substances.
15. Coordinate with support instructors so the support instructor knows when and where performance evaluations will occur. The lead instructor must let the support instructor know when and where to arrive, for what tasks s/he must be prepared to perform, and any personal tools the support instructor will need.
16. Coordinate all irregular class sessions (i.e., field trips) with the Apprenticeship Coordinator.
17. **Make sure all classroom facilities are tidy (i.e., chairs rearranged, wrappers and cans thrown away, etc.) at the end of the class.**
18. Administer instructor and program evaluations in the last month of the level.

Complete a program evaluation in the last month of the level.

### **APPRENTICES RESPONSIBILITIES**

1. Apprentices are allowed two (2) absences per/semester. The following reasons will be accepted; Maternity/Paternity Leave, Military Duty, Jury Duty, Mandated Work by Employer and Death in the family



other than that there will be no excused absences. There will be 2 make-up classes provided at the end of each semester. If they exceed those guidelines they must contact the Apprenticeship Coordinator.

2. The first semester tuition payment for each apprentice is due by August 29, 2011. The second and final tuition payment for each apprentice is due by January 2, 2012.
3. Participate in a minimum of 144 hours of classroom instruction per level.
4. Know they will be withdrawn from class when they have been counted as absent for three (3) classroom sessions within the semester. Apprentices who have been withdrawn from the program may appeal their withdrawal to the Apprenticeship Coordinator. To do so, the apprentice must inform the Apprenticeship Coordinator of his/her intent to appeal.
5. Have a signed copy of the guidelines presented in this document in their individual file. By signing this document, the apprentice agrees to abide by the points contained within it.
6. File monthly OJT reports by the 5<sup>th</sup> day of the following month if registered with the Kentucky Department of Labor, for example, all September OJT reports must be submitted to the ABC Education Staff in Louisville by October 5. OJT reports document the work the apprentice has performed each month. IT IS EACH APPRENTICE'S RESPONSIBILITY TO ENSURE THAT THE ABC EDUCATION STAFF AND THE APPRENTICE'S EMPLOYER RECEIVE HIS/HER OJT REPORT BY THE 5<sup>TH</sup> DAY OF THE FOLLOWING MONTH. OJT reports may be faxed, mailed, or personally delivered in the local in-box at their location.
7. Pass all modules with a score of 70 or higher. Apprentices also must pass all performance evaluations.
8. Make up all missed or failed classroom work and performance evaluations. However, completing that make-up work **DOES NOT** reduce the number of classroom hours that apprentice missed. Make-up exams must be scheduled at the instructor's convenience.
9. Any apprentice who arrives at any session more than 10 minutes after class has begun is encouraged to stay for the class but s/he will be counted as absent.
10. Know that signing this document entitles the ABC Education Staff to release appropriate information to the apprentice's employer (s). "Appropriate information" includes but is not limited to grades, attendance, and discipline issues.
11. Come to class prepared to learn and free of intoxicating substances.
12. No tuition or fees will be refundable in the event of withdrawal from the program after the end of the second week as designated on the class schedule. In the event of withdrawal from the program within this two week period a \$200.00 fee will be charged to cover the costs of books, materials and administrative fees.