



Kentuckiana Construction Education Foundation Trust Fund

1810 Taylor Avenue, Louisville, KY 40213 * 502-456-5200 * Fax 502-451-1700
2020 Liberty Road, Lexington, KY 40505 * 859-231-8453 * Fax 859-254-0552
1217 Broadway Avenue, Bowling Green, KY 42102 * 270-843-1866 * Fax 270-843-1963
1865 Old Calhoun Road, Owensboro, KY 42301 * 270-683-2558 * Fax 270-683-4623
www.kyanaabc.com

KCEF 2010 BOARD OF TRUSTEES

Chairman

Tim Hunt

Koetter Construction

812-923-9873

tim@thekoettergroup.com

Vice-Chairman

Joe Salsman

Kentuckiana Comfort Center

502-491-9880

jsalsman@kycomfort.com

Treasurer

Andrea Strange

Harding Shymanski & Co.

502-584-4142

astrange@hscpa.com

Tom Masterson

T.E.M. Electric

502-454-0101

tom@temelectric.com

Phil Plant

Art's Electric, Inc.

502-223-5754

pplant@artselectric.com

David Prewitt

Prewitt Mechanical Contractors, Inc.

859-255-9769

david.prewitt@prewittmechanical.com

President & CEO

William R. Parson

502-456-5200

bparson@kyanaabc.com

Apprenticeship Coordinator

Stephanie L. Coleman

502-400-2035

scolem@kyanaabc.com

Dear Apprenticeship Sponsor,

Enrollment for the 2010 – 2011 school year is under way. Enclosed you will find a packet of information necessary to complete the enrollment process this year.

➤ **Forms to be completed by New Apprentices only (copy as needed)**

1. Apprenticeship Training Registration Application
2. Apprentice Release Form (KCEF/ABC)
3. Registration and Release Form (NCCER)
4. Apprentice Responsibilities – Signature Page

➤ **Forms to be completed by the employer (copy as needed)**

1. Sponsoring Company Information (one copy needed)
2. Returning Apprentice Listing
3. Employer Acceptance Agreement
4. Employer Responsibilities – Signature Page
5. Apprenticeship Agreement – Required to Register with the Department of Labor (Copy as needed)

➤ **Information to be used for future reference**

1. Apprenticeship Policies & Procedures
2. Apprentice Drop Form
3. Testing Out Information
4. Apprentice Test Out Consent Form

Students will receive OJT information at orientation. Orientation will be from 5:30PM to 6:30PM on August 9th in Louisville, 10th in Lexington, 11th in Bowling Green and the 12th in Owensboro. Only 1st year students are required to attend. However, we encourage you to send all of your apprentices.

Should you have any questions you can contact me at 502-400-2035 or email me at scolem@kyanaabc.com

Please forward completed forms to the ABC office by August 25, 2010.

Thank you,

Stephanie L. Coleman

Stephanie L. Coleman
Apprenticeship Coordinator
Kentuckiana Construction Education Foundation Trust Fund



APPRENTICESHIP TRAINING REGISTRATION APPLICATION

SCHOOL YEAR 2010 - 2011

Member Company	1 st Semester - \$600.00	2 nd Semester - \$400.00
Non-Member Company	1 st Semester - \$700.00	2 nd Semester - \$500.00
1st Year Students	Additional \$25.00 per/student	10 Hour OSHA

APPRENTICE INFORMATION

Name: _____ **SSN:** _____ **DOB:** _____

Address: _____ **Phone:** _____ **Cell:** _____
Email: _____

Gender: Male Female **Race:** Caucasian African American Hispanic Other **Veteran:** Yes No

Trade:	Boilermaker	Masonry	Level:	1	Location:	Louisville	Registered with the state?	Yes
	Carpentry	Pipefitting		2		Lexington		No
	Electric	Plumbing		3		Bowling Green		
	Flooring	Sheet Metal		4		Owensboro		
	HVAC					Northern Kentucky		

SPONSORING COMPANY INFORMATION

Company Name: _____

Billing Address: _____ **Phone:** _____ **Fax:** _____

Education Contact: _____ **Phone:** _____ **Email:** _____

ENROLLMENT DEADLINE: AUGUST 25, 2010

PAYMENT DUE DATE: SEPTEMBER 30, 2010

Return completed forms to: KCEF, 1810 Taylor Avenue, Louisville, Kentucky 40213

Completed forms may also be faxed to: 502-451-1700

For questions or further information please contact:

Stephanie Coleman – 502-400-2035 – scoleman@kyanaabc.com

Don Jordan – 502-400-2033 – djordan@kyanaabc.com



APPRENTICE RELEASE FORM

SCHOOL YEAR 2010– 2011

I, _____ (Apprentice), release Associated Builders & Contractors of Kentuckiana, Inc.(ABC) and Kentuckiana Construction Education Foundation (KCEF) and their officers and representatives from any liabilities and damages in connection to class field trips and/or off school site instruction.

I recognize the apprenticeship program is a joint venture between my employer, ABC/KCEF and myself. I understand regular reports of attendance and academic progress will be released to my employer. As well, I authorize ABC/KCEF to send routine progress reports as prescribed.

Reports and information to be released include but are not limited to the following types of information: Participant information, test scores, training prescriptions, transcripts and attendance records.

This information should not be released without properly documented release from the apprentice.

Should I wish to challenge the recorded information, I may request a hearing to have the information modified and receive a copy of the attendance and progress information.

APPRENTICE SIGNATURE: _____ **DATE:** _____

Return completed forms to: KCEF, 1810 Taylor Avenue, Louisville, Kentucky 40213
Completed forms may also be faxed to: 502-451-1700
For questions or further information please contact:
Stephanie Coleman – 502-400-2035 – scoleman@kyanaabc.com
Don Jordan – 502-400-2033 – djordan@kyanaabc.com

REGISTRATION AND RELEASE FORM



Important: Type or print legibly. Any inaccuracies on this form may be reflected on trainee, participant, or instructor transcripts and training records.

ATS/AAC Name: _____

Check One: **Trainee** **Participant** **Instructor**

Name: _____

Social Security/ID #: _____ *(Numbers other than SS# must be obtained from the Registry Department.)*

Job Title: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

I hereby authorize the NCCER Registry Department to verify information in my training records to Sponsor Representatives upon request. I release and hold harmless NCCER for this verification process.

Signature: _____ Date: _____

OPTIONAL

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

NOTE: To be entered in NCCER's National Registry, you must complete this Registration and Release Form. This form must either be forwarded by your ATS to NCCER's Registry Department, or the ATS may choose to maintain the Release Forms locally and provide the Registry with a blanket release form letter. This letter must include the signature of the Sponsor Representative or other authorized Officer of the ATS.

Reports containing trainee/participant information, including score sheets, training prescriptions, and transcripts, should **NOT** be distributed without properly documented release information from the trainee/participant.

Return to: NCCER – Registry Department Phone 352-334-0911 ext. 116/117/118 • Fax 352-334-0929
Address: 3600 NW 43rd St. • Bldg. G • Gainesville FL 32606



APPRENTICE RESPONSIBILITIES

SCHOOL YEAR 2010 – 2011

Address and Telephone Numbers of Contacts

Stephanie L. Coleman, Apprenticeship Coordinator
Kentuckiana Construction Education Foundation
1810 Taylor Avenue
Louisville, Kentucky 40213

Direct Line: 502-400-2035
Fax: 502-451-1700
Email: scoleman@kyanaabc.com

Don Jordan, Director of Vocational Development
Kentuckiana Construction Education Foundation
1810 Taylor Avenue
Louisville, Kentucky 40213

Direct Line: 502-400-2033
Fax: 502-451-1700
Email: djordan@kyanaabc.com

APPRENTICES RESPONSIBILITIES

1. **THERE ARE NO EXCUSED ABSENCES.** Apprentices are allowed two (2) absences per/semester. There will be 1 make-up class 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 and give to them to have completed and returned. These forms are to be turned in with attendance and grade reports.
2. The first semester tuition payment for each apprentice is due by September 30, 2010. The second and final tuition payment for each apprentice is due by January 31, 2011. (Unless other payments have been arranged prior to the start of each semester with written approval by the Controller, ABC of Kentuckiana, Inc.)
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 same 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 5th day of the following month, regardless of that apprentice's registration status. 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 5TH 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 fourth week as designated on the class schedule. In the event of withdrawal from the program within this four week period a \$200.00 fee will be charged to cover the costs of books, materials and administrative fees.

Apprentice Signature: _____ Date: _____



SPONSORING COMPANY INFORMATION

SCHOOL YEAR 2010 – 2011

COMPANY NAME: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

TRAINING CONTACT: _____

PHONE NUMBER: _____

EMAIL: _____

A/P CONTACT: _____

PHONE NUMBER: _____

EMAIL: _____

SIGNED: _____ **DATE:** _____

PRINTED NAME: _____ **TITLE:** _____

Return completed forms to: KCEF, 1810 Taylor Avenue, Louisville, Kentucky 40213
Completed forms may also be faxed to: 502-451-1700
For questions or further information please contact:
Stephanie Coleman – 502-400-2035 – scoleman@kyanaabc.com
Don Jordan – 502-400-2033 – djordan@kyanaabc.com



Kentuckiana Construction Education Foundation



Returning Apprentice Listing - 2009 - 2010

	Apprentice Name	SSN	DOB	Address	Trade	Level	Location
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							



EMPLOYER ACCEPTANCE AGREEMENT

SCHOOL YEAR 2010 – 2011

PLEASE USE A SEPARATE FORM FOR EACH TRADE

***Must be returned to register students with the Department of Labor**

I, _____(Company Name) hereby agree to comply with the provisions of the Apprenticeship Standards formulated by Associated Builders and Contractors of Kentuckiana, Inc. I agree to carry out the intent and purpose of the said standards and abide by the rules and decisions of the Board of Trustees established under these standards by Associated Builders and Contractors of Kentuckiana, Inc.

I agree to accept financial responsibility for registration, tuition and book fees for all apprentices employed by _____(Company Name). I understand this agreement does not prevent me from making arrangements with my apprentices to reimburse _____(Company Name) for all or a set portion of their fee's.

I have been furnished a copy of the Apprenticeship Standards. I have read and understand these standards and do hereby request certification to train _____ (#of Apprentices) _____(List Trade) apprentices, under the provision of these standards, with all attendant rights and benefits thereof, until canceled voluntarily or revoked for good cause by the registration agency.

SIGNED: _____ **DATE:** _____

PRINTED NAME: _____ **TITLE:** _____

The total number of journeyman employed by our company in this trade is ____ (REQUIRED)
The average journeymen's rate for our company is this trade is \$____ per/hour (REQUIRED)

Return completed forms to: KCEF, 1810 Taylor Avenue, Louisville, Kentucky 40213
Completed forms may also be faxed to: 502-451-1700
For questions or further information please contact:
Stephanie Coleman – 502-400-2035 – scoleman@kyanaabc.com
Don Jordan – 502-400-2033 – djordan@kyanaabc.com



EMPLOYER RESPONSIBILITIES

SCHOOL YEAR 2010 – 2011

Address and Telephone Numbers of Contacts

Stephanie L. Coleman, Apprenticeship Coordinator
Kentuckiana Construction Education Foundation
1810 Taylor Avenue
Louisville, Kentucky 40213

Direct Line: 502-400-2035
Fax: 502-451-1700
Email: scoleman@kyanaabc.com

Don Jordan, Director of Vocational Development
Kentuckiana Construction Education Foundation
1810 Taylor Avenue
Louisville, Kentucky 40213

Direct Line: 502-400-2033
Fax: 502-451-1700
Email: djordan@kyanaabc.com

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 September 30, 2010. The second and final tuition payment for each apprentice is due by January 31, 2011. (Unless other payments have been arranged prior to the start of each semester with written approval by the Controller, ABC of Kentuckiana, Inc.)
3. **THERE ARE NO EXCUSED ABSENCES.** 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 1 make-up class provided at the end of each semester. 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 fourth week as designated on the class schedule. In the event of withdrawal from the program within this four 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 17, 2010.
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 152 hours per/level. This will be a 38 week schedule with each class lasting 4 hours per/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 by the employee and employer and returned to the instructor. The instructor will return this form to the KCEF staff. This form is required for them to participate in either of the 2 provided make-up days.
12. Monthly OJT sheets are due to the ABC Education Office no later than the 5th 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 take the form of combining classes or raising tuition costs.

Employer Signature: _____ Date: _____

APPRENTICESHIP AGREEMENT

APP-50

(PLEASE TYPE OR PRINT CLEARLY)

5/08

PROGRAM REGISTRATION NUMBER

SOCIAL SECURITY NUMBER

D.O.T. NUMBER

There shall be a period of probation of not more than four (4) months during which the apprenticeship agreement may be terminated by either party to the agreement upon written notice to the registration agency. After the probationary period, the agreement may be suspended, cancelled, or terminated by the supervisor by mutual agreement of the parties, or by the supervisor for good and sufficient reason, with due notice to the apprentice and reasonable opportunity for corrective action, and with written notice to the apprentice and to the sponsor of final action taken. All controversies or differences concerning the apprenticeship or on-the-job training agreement which cannot be adjusted by the parties shall be submitted to the supervisor for determination as provided in KRS 343.070.

The program sponsor and apprentice agree to the terms of apprenticeship standards as incorporated as part of this agreement.

1. AGREEMENT BETWEEN APPRENTICE AND: ("X" one) a. <input type="checkbox"/> Employer b. <input type="checkbox"/> Joint Committee c. <input checked="" type="checkbox"/> Non-Joint Committee		2. DATE OF AGREEMENT (Month, Day, Year)		3. NAME OF APPRENTICESHIP STANDARDS (NAME & ADDRESS) Associated Builders & Contractors 1810 Taylor Ave Louisville, KY 40213 (502) 400-2035			
4. NAME OF APPRENTICE (Last, First, Middle)				6. DATE OF BIRTH (MM/DD/YY)		7. SEX ("X" one) <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
5. APPRENTICE'S ADDRESS (Street, City, County, State, Zip Code)				8. RACE/ETHNIC GROUP ("X" one) a. <input type="checkbox"/> Caucasian b. <input type="checkbox"/> Black c. <input type="checkbox"/> American Indian d. <input type="checkbox"/> Hispanic e. <input type="checkbox"/> Asian f. <input type="checkbox"/> Other			
9. SIGNATURE OF APPRENTICE			DATE	10. SIGNATURE OF PARENT/GUARDIAN (If minor)			DATE
11. TRADE			12. TERM OF APPRENTICESHIP (Hours)		13. PROBATIONARY PERIOD (Hours) 90 Days		
14. CREDIT FOR PREVIOUS EXPERIENCE (Hours)		15. TERM REMAINING (Hours)		16. DATE APPRENTICESHIP BEGINS (MM/DD/YY)		17. RELATED INSTRUCTION TRAINING (No. Hrs/Yr.) 144/YR	
18. APPRENTICE WAGES FOR RELATED INSTRUCTION TRAINING ("X" One) a. <input type="checkbox"/> will be paid b. <input type="checkbox"/> will not be paid				19. PRESENT JOURNEYPERSON'S HOURLY WAGE RATE \$			
20. VETERAN STATUS ("X" One) <input type="checkbox"/> YES <input type="checkbox"/> NO							
21. APPRENTICE WAGES- The apprentice schedule of pay shall be listed after each advancement period. The work processes listed in the standards (item 3 above) are part of this agreement.							
PERIOD		TERM	%	PERIOD		TERM	%
		(Hours)				(Hours)	
A.		B.	C.	A.		B.	C.
1		6 mos	59%	2		6 mos	85%
4		6 mos	65%	5		6 mos	90%
7		6 mos	70%	8		6 mos	95%
10		6 mos	75%	11			
13		6 mos	80%	14			
22. SIGNATURE OF COMMITTEE (if applicable)				23. SIGNATURE OF AUTHORIZED OFFICIAL			
				DATE SIGNED		(Employer/Sponsor)	
SIGNATURE OF COMMITTEE (if applicable)				DATE SIGNED		DATE SIGNED	
25. NAME AND ADDRESS OF DESIGNEE TO RECEIVE INQUIRIES Associated Builders & Contractors 1810 Taylor Ave Louisville, KY 40213 (502) 400-2035				24. REGISTRATION AGENCY FOR STATE AND FEDERAL PURPOSES KENTUCKY LABOR CABINET DEPARTMENT OF WORKPLACE STANDARDS DIVISION OF EMPLOYMENT STANDARDS, APPRENTICESHIP AND MEDIATION IN COOPERATION WITH THE APPRENTICESHIP & TRAINING COUNCIL			
				26. SIGNATURE (Supervisor of Apprenticeship)		DATE REGISTERED	



APPRENTICESHIP POLICIES & PROCEDURES

SCHOOL YEAR 2010 – 2011

Address and Telephone Numbers of Contacts

Stephanie L. Coleman, Apprenticeship Coordinator
Kentuckiana Construction Education Foundation
1810 Taylor Avenue
Louisville, Kentucky 40213

Direct Line: 502-400-2035
Fax: 502-451-1700
Email: scoleman@kyanaabc.com

Don Jordan, Director of Vocational Development
Kentuckiana Construction Education Foundation
1810 Taylor Avenue
Louisville, Kentucky 40213

Direct Line: 502-400-2033
Fax: 502-451-1700
Email: djordan@kyanaabc.com

Definitions

1. “New apprenticeship classes” – first level classes that begin after August 1, 2010.
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 – June).
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 ADMINISTRATION3

ATTENDANCE POLICIES3

MAKE-UP POLICIES3

ABSENTEEISM POLICIES3

ABSENTEEISM FORMS3

APPRENTICE DROP/WITHDRAW INFORMATION3

ATTENDANCE REQUIREMENTS4

GRIEVANCE POLICY4

CLASSROOM ADMINISTRATION POLICIES4

FINANCIAL POLICIES4

ABC/KCEF STAFF RESPONSIBILITIES5

EMPLOYERS RESPONSIBILITIES6

EMPLOYERS RESPONSIBILITIES CONTINUED7

INSTRUCTORS RESPONSIBILITIES8

INSTRUCTORS RESPONSIBILITIES CONTINUED9

APPRENTICES RESPONSIBILITIES10



GENERAL INFORMATION AND CLASSROOM ADMINISTRATION

Attendance Policies

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

1. One make-up day will be provided at the end of each semester for a total of two days.
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.

Absenteeism Policies

1. There will be no excused absences. The make-up days provided allow for enough hours to complete the required 144 hours.
2. The following reasons will be accepted; Maternity/Paternity Leave, Military Duty, Jury Duty, Mandated Work by Employer and Death in the family.
3. 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.
4. Without the completed absenteeism form, the apprentice will not be allowed to attend either make-up class provided.

Absenteeism Forms

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

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



Attendance Requirements

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 152 hours per/level. This will be a 38 week schedule with each class lasting 4 hours per/week. The sessions will be split into two semesters. This schedule may be modified only with the consent of the Apprenticeship Coordinator.

Grievance Policy

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

1. The last day to enroll in class will be September 17, 2010.
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

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 fourth week of class. A fee of \$200 will be charged prior to the fourth week for book cost and administrative fees.
3. Tuition is billed per/semester and the 1st semester payment will be due by September 30, 2010.
4. Any apprentice with a balance at the end of the 1st semester will not be allowed to enroll into the 2nd semester until payment is satisfied.
5. Second semester payment will be due by January 31, 2011.
6. Any apprentice with a balance at the end of the 2nd 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.
7. Payment arrangements can be made prior to the start of each semester with written approval from the Controller of Associated Builders & Contractors of Kentuckiana, Inc.



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 September 30, 2010. The second and final tuition payment for each apprentice is due by January 31, 2011. (Unless other payments have been arranged prior to the start of each semester with written approval by the Controller, ABC of Kentuckiana, Inc.)
3. **THERE ARE NO EXCUSED ABSENCES.** 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 1 make-up class provided at the end of each semester. 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 fourth week as designated on the class schedule. In the event of withdrawal from the program within this four 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 17, 2010.
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 152 hours per/level. This will be a 38 week schedule with each class lasting 4 hours per/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 either of the 2 provided make-up days.



EMPLOYERS RESPONSIBILITIES CONTINUED

12. Monthly OJT sheets are due to the ABC Education Office no later than the 5th 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 take the form of combining classes or raising tuition costs.



INSTRUCTORS RESPONSIBILITIES

1. **THERE ARE NO EXCUSED ABSENCES.** Apprentices are allowed two (2) absences per/semester. There will be 1 make-up class 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 they 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 three 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.)*
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 at least a journeyman 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.
19. Complete a program evaluation in the last month of the level.



APPRENTICES RESPONSIBILITIES

1. **THERE ARE NO EXCUSED ABSENCES.** Apprentices are allowed two (2) absences per/semester. There will be 1 make-up class 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 September 30, 2010. The second and final tuition payment for each apprentice is due by January 31, 2011. (Unless other payments have been arranged prior to the start of each semester with written approval by the Controller, ABC of Kentuckiana, Inc.)
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 same 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 5th day of the following month, regardless of that apprentice's registration status. 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 5TH 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 fourth week as designated on the class schedule. In the event of withdrawal from the program within this four week period a \$200.00 fee will be charged to cover the costs of books, materials and administrative fees.



APPRENTICE DROP FORM
SCHOOL YEAR 2010 – 2011

Please complete this form and return to ABC when an apprentice has been terminated from your company's employment.

Company Name: _____

Phone Number: _____ Contact: _____

Apprentice Name: _____ SSN: _____

Termination Date: _____ Craft/Year/Location: _____

PLEASE MARK A REASON FOR APPRENTICE DROP

CANCELLATION CODES:

1. DISCHARGED/RELEASED
2. LEFT FOR RELATED EMPLOYMENT
3. ENTERED MILITARY SERVICE
4. TRANSFERRED
5. CANCELLED BY SPONSOR
6. VOLUNTARY QUIT
7. 3 CONSECUTIVE ABSENCES (FOR INSTRUCTORS)
8. UNKNOWN

CANCELLATION CODE # _____

SIGNED: _____ DATE: _____

TITLE: _____

Return completed forms to: KCEF, 1810 Taylor Avenue, Louisville, Kentucky 40213
Completed forms may also be faxed to: 502-451-1700
For questions or further information please contact:
Stephanie Coleman – 502-400-2035 – scoleman@kyanaabc.com
Don Jordan – 502-400-2033 – djordan@kyanaabc.com



TESTING OUT INFORMATION
SCHOOL YEAR 2010 – 2011

It is the employer's responsibility, and at their discretion, to notify apprentices of their test out opportunity.

ALL TEST OUTS MUST BE COMPLETED BY
AUGUST 30, 2010

COST: \$100.00 PER TEST
PAYABLE PRIOR TO OR AT THE TIME OF TESTING!!

NO TEST OUT WILL BE GIVEN WITHOUT THE SIGNED EMPLOYER CONSENT FORM ENCLOSED.

****Must pass each module with a 70% in order to pass the test****

TO SCHEDULE AN APPOINTMENT FOR A TEST-OUT
CONTACT STEPHANIE COLEMAN AT 502-400-2035

Return completed forms to: KCEF, 1810 Taylor Avenue, Louisville, Kentucky 40213
Completed forms may also be faxed to: 502-451-1700
For questions or further information please contact:
Stephanie L. Coleman – 502-400-2035 or scoleman@kyanaabc.com
Don Jordan – 502-400-2033 or djordan@kyanaabc.com



APPRENTICE TEST OUT CONSENT FORM
SCHOOL YEAR 2010 – 2011

I _____ (Employer Representative) do hereby grant consent to
 _____ (Apprentice) to take the Associated Builders & Contractors of
 Kentuckiana, Inc. test for _____ (Craft), level _____ (Level 1 or 2). I am aware there
 is a \$100 fee assessed for the test, which is the responsibility of _____ (Responsible
 Party) to pay prior to or on the day of the test.

An apprentice who passes the test and can prove their OJT hours will get credit for those hours.

Employer Signature: _____ Date: _____

Apprentice Signature: _____ Date: _____

TO SCHEDULE AN APPOINTMENT FOR A TEST-OUT
CONTACT STEPHANIE COLEMAN AT 502-400-2035

Return completed forms to: KCEF, 1810 Taylor Avenue, Louisville, Kentucky 40213
 Completed forms may also be faxed to: 502-451-1700
 For questions or further information please contact:
 Stephanie Coleman – 502-400-2035 – scoleman@kyanaabc.com
 Don Jordan – 502-400-2033 – djordan@kyanaabc.com