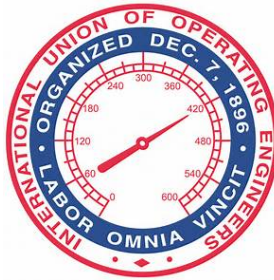


STANDARDS OF APPRENTICESHIP

DEVELOPED BY

**ALASKA OPERATING ENGINEERS/EMPLOYERS
TRAINING TRUST**

FOR ALL OCCUPATIONS REGISTERED



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

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**REGISTERED AS PART OF THE NATIONAL APPRENTICESHIP PROGRAM
IN ACCORDANCE WITH THE BASIC STANDARDS OF APPRENTICESHIP
ESTABLISHED BY THE SECRETARY OF LABOR**

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FOREWORD

These Alaska Operating Engineers / Employers Training Trust (AOEETT) Apprenticeship Standards have as their objective, the training of Operating Engineers skilled in all phases of the 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.

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 Joint Apprenticeship & Training Committee (JATC) providing for training and related instruction under these Standards, and who is registered with the Registration Agency.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the local JATC 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 ADMINISTRATOR/COORDINATOR: Individual(s) designated by the Program Sponsor to supervise or have charge and direction of administering the Apprenticeship Program, and overseeing apprentices.

APPRENTICE ELECTRONIC REGISTRATION (AER): Is 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 of their submissions and access to their apprenticeship program data.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship

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

COMPETENCY-BASED OCCUPATION: An occupation using an apprenticeship approach that requires the attainment of manual, mechanical, or technical skills and knowledge, as specified by an occupation standard and demonstrated by an appropriate written and hands-on proficiency measurement.

ELECTRONIC MEDIA: Media that utilize electronics or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the Internet, extranet, 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.

EMPLOYER SPONSORED APPLICANT: One who is gainfully employed by a Signatory Employer, who applies as an applicant into the apprenticeship program, and meets the minimum qualifications as described in these standards, thereby qualifying for immediate registration into the apprenticeship program.

HYBRID OCCUPATION: The hybrid approach measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job-learning and the successful demonstration of competency as described in a work process schedule.

JOB CORPS CENTERS: Any of the Federally-funded Job Corps Centers throughout the U.S. and Puerto Rico. Job Corps annually serves approximately 65,000 youth and young adults between 16-24 years of age. Sponsors who wish to hire Job Corps graduates trained in any occupation covered under these Standards, and who meets the minimum qualifications for apprenticeship, may do so via the Direct Entry provision described in Appendix D Selection Procedures.

JOINT APPRENTICESHIP & TRAINING COMMITTEE (JATC): A JATC comprised of an equal number of representatives appointed by the Union and by the Employer in whose name these Standards of Apprenticeship will be registered. Sub-committees, as defined above, may also be established under these Standards, within the same geographical area, and shall be subject to the parent committee.

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 code. 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 (OJL): 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.

PROGRAM SPONSOR: The JATC 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 Operating Engineers/Employers Training Trust (AOEETT); P.O. Box 0989; Palmer, AK 99645.

REGISTERED APPRENTICESHIP INFORMATION DATA SYSTEM (RAPIDS): The Federal system which 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, Room G30; Anchorage, Alaska 99501.

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with the 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 electronic media or other forms of self-study approved by the Registration Agency.

STANDARDS OF APPRENTICESHIP: This entire document including all appendices and attachments hereto, and any future modifications or 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 agreement 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 committee or program sponsor

UNION: Any of the Local Unions affiliated with the International Union of Operating Engineers Local No. 302, State of Alaska, and which is party to an appropriate labor agreement with employer(s).

WORKKEYS:* The WorkKeys® assessment system is a comprehensive employability skills assessment tool designed by the American College Testing program (ACT) to help employers and individuals develop better workplace skills. WorkKeys® assessments match an individual's employability skills with the demands of a particular occupation. Employability skills are those skills that an individual will need to be successful in the workplace. The fit between skills and the demands of the job has a direct impact on a person's ability to gain and retain employment.

SECTION I. - PROGRAM ADMINISTRATION

The Local Joint Apprenticeship & Training Committee (JATC) in whose name these Standards of Apprenticeship are registered shall be composed of an equal number of representatives appointed by the employer and the union.

Responsibilities of the Local JATC:

- A. Establishing and registering Standards of Apprenticeship with the Registration Agency, and ensuring adherence to them.
- B. Establishing and maintaining rules and requirements governing the policies, administration, supervision, and training of apprentices. The rules and requirements shall be in conformity with the collective bargaining agreement and with these Apprenticeship Standards. A copy of such rules and requirements, and any changes to them, shall be provided to the Registration Agency and the apprentice.
- C. Determining the need for new apprentices, including when apprenticeship openings will be available and selecting apprentices in accordance with the Selection Procedures attached hereto and made a part of the Apprenticeship Standards.
- D. Initiating and signing all Apprenticeship Agreements for apprentices and forwarding them to the Registration Agency for approval and registration. In addition, the local JATC will notify the Registration Agency and other appropriate parties of the cancellation, suspension, extension, reinstatement, or completion of apprentices.
- E. Arranging for apprentices to get the required on-the-job learning and related technical instruction that will provide them with the diversity of training delineated in the attached Work Process Schedule and Related Instruction Outline.
- F. Monitoring and evaluating apprentices' progress, including the review of apprentices' records to insure apprentices are fulfilling their responsibilities under the program. The local JATC will review, approve and document all apprentice actions including hours, content, and progress of training on the job and in related instruction; step progressions; disciplinary actions; poor evaluations; corrective action plans; successful completions; cancellations; and any other performance or attendance-related issues. Written minutes of the meeting will be kept.
- G. Hearing and adjusting complaints regarding Apprenticeship Agreement violations.

- I. Certifying the apprentice has completed both the required on-the-job learning and related technical instruction, and submitting such certification to the Registration Agency with request for issuance of the Certificate of Completion of Apprenticeship.
- J. Annually reviewing the Affirmative Action Plan, good faith efforts, and Selection Procedures, updating the Affirmative Action Plan and goals/timetables, and modifying the Affirmative Action Plan and Selection Procedures as a result of the review, when appropriate. Such review will include an analysis of the Local JATC's success in meeting its goals, the good faith efforts made, and the impact each element of the Affirmative Action Plan and Selection Procedure had on meeting its goal.
- K. Maintaining all records relating to the recruitment, selection, employment and training of apprentices for a minimum of five years from the last date of action.
- L. Transfer apprentices when one employer is unable to provide diversified training or fulfill the obligations under the apprenticeship agreement to another employer under the same program, with consent of all parties to the Agreement.
- M. Notifying the appropriate Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason reinstatements, extensions, completions and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.
- N. 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.

Responsibilities of the Participating Employers:

All employers of apprentices must satisfy the Sponsor that they can meet the following qualifications:

- A. Be financially responsible.
- B. Have the necessary facilities to assure safe and effective training.
- C. Assure that apprentices work under the direct supervision of qualified journeyworkers/mentors.
- D. Meet the ratio requirements as set within these standards.
- E. Employers will designate a "supervisor of apprentices" who is responsible for coordinating training and education of apprentices with the Sponsor and to provide records of training progress to the Sponsor.

- F. To see that the apprentices are rotated from job process to job process in accordance with the intent of these standards and in accordance with the schedule of work experience included in these Standards.
- G. Notify the Sponsor within 45 days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.
- H. Agree to adhere to the program as administered by the Sponsor, including the selection of apprentices and all Equal Employment Opportunity and Affirmative Action provisions.

Employers who do not meet the above qualifications for participation in the apprenticeship program will not employ apprentices registered under these Standards.

SECTION II. - EQUAL OPPORTUNITY PLEDGE – Title 29 CFR 29.5(b)(21) and 30.3(5)(C)

The Alaska Operating Engineers/Employers Training Trust 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 Alaska Operating Engineers/Employers Training Trust 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 – Title 29 CFR 29.5(b)(21) and 30.4

If the Sponsor employs five or more apprentices, the local JATC will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR part 30. It will be attached as Appendix C.

SECTION IV. - QUALIFICATIONS FOR APPRENTICESHIP – Title 29 CFR 29.5(b)(10)

Applicants will meet the following minimum qualifications:

A. Age

Apprentices must be 18 years of age by the time of registration as an apprentice.

B. Education

A high school diploma or GED equivalency is required, or an associate or bachelor degree from an accredited college.

An applicant who is seventeen (17) years of age and is participating in a school-to-work program or equivalent and who otherwise meets all qualifications may be rated and ranked and placed on the list of eligible applicants. Such an applicant must be eighteen (18) years of age prior to being registered into the apprenticeship program.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others. Applicants will be screened for the current illegal use of drugs on acceptance into the program and prior to being employed. Applicants may be required to pass a physical agility test and fitness test.

D. Driver's License

A valid driver's license is required to apply with no DUI (driving under the influence) convictions in the previous three years. For those areas of Alaska with no road system, verification of passing a driver's license written test is required with the application and a valid license must be attained prior to start of training. If accepted as an apprentice, a valid Alaska driver's license is required prior to start of training.

E. Background Check

Applicants must provide a five-year criminal background history report.

F. Work Keys Assessment

Applicants must complete a Work Keys assessment through one of the Alaska Job Centers and provide assessment results at time of application, with a minimum level of four (4) in the areas of reading for information, applied mathematics and locating information.

Required Documentation: Birth certificate copy, driver's license or proof of passing written test (for rural applicants with no road system), 5-year Department of Motor Vehicles (DMV) history report, 5-year criminal background check, DD-214 (if applicable), education transcripts and diplomas, GED scores, social security card, and applicable training certificates, and Work Keys assessment results.

SECTION V. - SELECTION OF APPRENTICES – Title 29 CFR 30.5

Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these Standards (Appendix D).

SECTION VI. - APPRENTICESHIP AGREEMENT – Title 29 CFR 29.3(d) and (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) signed by the local JATC 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. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the local JATC, the Registration Agency, and the employer and the union, if appropriate.

An additional copy of the Apprenticeship Agreement 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 local JATC’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 forty-five (45) days of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

SECTION VII. - RATIO OF APPRENTICES TO JOURNEYWORKERS- Title 29 CFR 29.5(b)(7)

A numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant.

The employer shall utilize apprenticeship ratios of a minimum of one (1) apprentice for every one to five (1 to 5) journeyworkers regularly employed, as follows:

Apprentice	Journeyman
1	1-5
2	6-10
3	11-15
And so on...	

SECTION VIII. - TERM OF APPRENTICESHIP – Title 29 CFR 29.5(b)(2)

The term of the occupations registered in these Standards of Apprenticeship and the required hours of related instruction will be specified below and as stated in the Work Processes and Related Instruction Outlines (Appendix A). Full credit will be given for the probationary period.

Occupation	RAPIDS Code	Term of Training	Related Instruction
Heavy Equipment Operator	0365HY	4,000 to 6,000 Hours	640 Hours
Heavy Duty Mechanic	0022	8,000 Hours	640 Hours
Lubrication Servicer / Materials Disposal Technician	1050	5,000 Hours	456 Hours

SECTION IX. - PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(20)

All applicants selected for apprenticeship will serve a probationary period of not less than 1,250 hours of OJL. The probationary period cannot exceed twenty-five (25) percent of the length of the program, or one-year (1), whichever is shorter.

During the probationary period either the apprentice or the local JATC 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 canceled at the request of the apprentice, or may be suspended or canceled by the JATC for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the JATC will provide written notice to the apprentice and to the Registration Agency of the final action taken.

SECTION X. - HOURS OF WORK

Apprentices will generally work the same hours as 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 the required number of hours of training are accrued.

SECTION XI. - APPRENTICE WAGE PROGRESSION – Title 29 CFR 29.5(b)(5)

Apprentices will be 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. Before an apprentice is advanced to the next segment of training or to journeyworker status, the local JATC will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the JATC will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the journeyworker wage rate as established in the CBA. The percentages that will be applied to the applicable 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 which may be applicable.

SECTION XII. - CREDIT FOR PREVIOUS EXPERIENCE – Title 29 CFR 29.5(b)(12) and 30.4(c)(8)

The JATC may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the local JATC must submit the request at the time of application and furnish such records, affidavits, and other (insert requirements) to substantiate the claim. Applicants requesting such credit 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 local 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 XIII. - WORK EXPERIENCE – Title 29 CFR 29.5(b)(3) and 30.8

During the apprenticeship, the apprentice will receive such OJL (seat time) and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of qualified journeyworkers.

SECTION XIV. - RELATED INSTRUCTION – Title 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 divided between 40 hours related technical instruction and 104 hours practical training (skill training or seat-time) at the facility dedicated to training each apprentice for each year of the apprenticeship. Apprentices agree to take such courses as the JATC deems advisable.

The local JATC will secure the instructional aids 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 JATC and 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 classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJL) training without due cause, the local 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 local JATC will monitor and document the apprentice's progress in related instruction classes.

The local JATC will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. If applicable, when possible, the local JATC may require the instructors to attend instructor training classes.

SECTION XV. - SAFETY AND HEALTH TRAINING – Title 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 Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or State Standards that have been found to be at least as effective as the Federal Standards.

Apprentices will be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

SECTION XVI. - SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b)(14)

The local JATC and employer will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the employer and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of apprentice(s) designated by the employer shall, with the advice and assistance of the local JATC be responsible for the apprentice's work assignments ensuring the apprentice is working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the local JATC.

No apprentice will be allowed to work without direct journeyworker supervision.

SECTION XVII. - RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b)(6)

Each apprentice may be responsible for maintaining a record of his/her work experience/training on-the-job and in related instruction and for having this record verified by his/her supervisor at the end of each week. The apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the local JATC. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by and will be the property of the local JATC. This record will be included in each apprentice's record file maintained by the local JATC.

Before each period of advancement, or at any other time when conditions warrant, the local JATC will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the local JATC may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage

classification. In such cases, the local JATC will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the local JATC will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

SECTION XVIII. - MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(23) and 30.8(e)

The local JATC will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request to the Registration Agency.

SECTION XIX. - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 29 CFR 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the local JATC will so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

SECTION XX. - NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.3(2)(d) and (e) and 29.5(b)(19)

The Registration Agency will be notified within forty-five (45) days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

SECTION XXI. - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(18)

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

The Alaska Operating Engineers/Employers Training Trust reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by the Registration Agency for failure of the local JATC to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the local JATC will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.8.

SECTION XXII. - AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b)(18)

These Standards may be amended or modified at any time by joint agreement between the Local Union and Management Representatives 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 local JATC for approval and will then 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 XXIII. - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE - Title 29 CFR 29.5(b)(22), 29.7(k) and 30.11

The local JATC will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the union, 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, relief may be sought through one or more of the following avenues, based on the nature of the issue:

Title 29 CFR 29.7(k)

For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable Grievance and Arbitration procedures contained in the Articles of the CBA.

The local JATC will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The local JATC will make such rulings as it deems necessary in each individual case and within thirty (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 make disposition of complaints is:

Apprenticeship Program Administrator
Alaska Operating Engineers/Employers Training Trust
P.O. Box 0989
Palmer, AK 99645

Title 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 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 program sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than one hundred eighty (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 thirty (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 harassment in the apprenticeship program may be filed and processed under Title 29, CFR, part 30, and the procedures as set forth above.

The local JATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION XXIV. - COLLECTIVE BARGAINING AGREEMENT (CBA) – Title 29 CFR 29.11

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

- a. Any apprenticeship provision in any collective bargaining agreement between employers and employees establishing higher apprenticeship standards; or
- b. 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 XXV. - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - Title 29 CFR 29.5(13)

The 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 on-the-job learning by the committee or program sponsor;
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when a permanent transfer occurs between the program sponsors.

If the local JATC is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Standards the local JATC will make every effort to refer the apprentice with his/her consent to another signatory employer for interim or permanent placement with another registered apprenticeship program. This will provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program. The apprentice must receive credit from the JATC for the training already satisfactorily completed.

SECTION XXVI. - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these Standards formulated by the local JATC and signed an Apprenticeship Agreement with the JATC, agree to all the terms and conditions contained therein and agree to abide by the JATC's rules and policies, including any amendments, serve such time, perform such manual training, and

study such subjects as the Committee may deem necessary to become a skilled Operating Engineer.

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, union and the local JATC.
- 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 local JATC.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.
- F. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the local JATC.
- G. Conduct themselves at all times in a creditable and ethical manner, realizing that much time, money, and effort are spent to afford them an opportunity to become a skilled journeyworker.
- H. 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 XXVII. – TECHNICAL ASSISTANCE

Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools--may be requested to advise the local JATC.

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

SECTION XXVIII. - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The Alaska Operating Engineers / Employers Training Trust hereby adopts these Standards of Apprenticeship on this 20th Day of February, 2020.

REPRESENTING THE ALASKA OPERATING ENGINEERS / EMPLOYERS TRAINING TRUST

Signature (Chairperson)

Jason Alward

Printed Name

Signature (Secretary)

Derek Betts

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

Date of Revision: February 20, 2020

Appendix A

OCCUPATION SCHEDULE: HEAVY EQUIPMENT OPERATOR
O*NET/SOC CODE: 47-2073-02
RAPIDS CODE: 0365HY (OPERATING ENGINEER)

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

1. TERM OF APPRENTICESHIP

The term of hybrid apprenticeship shall consist of 4,000 to 6,000 hours of on-the-job learning (OJL), as well as the successful completion of practical and written competencies. The program will be supplemented with the required hours of related technical instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

A numeric ratio of apprentices to journeymen consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant.

The employer shall utilize apprenticeship ratios of a minimum of one (1) apprentice for every one to five (1 to 5) journeymen regularly employed, as follows:

Apprentice	Journeymen
1	1-5
2	6-10
3	11-15
And so on...	

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate, as follows, or as per the applicable collective bargaining agreement.

School-to-Apprentices will be paid 30 percent of journeyworker hourly wage for Equipment Operator and Mechanic trades for a maximum of 2,000 hours.

Period	Wage	OJL Hours	Related Training Component
1 st	60%	1,000 Hours	Satisfactory Progress
2 nd	65%	1,000 Hours	Complete 1 st Year
3 rd	70%	1,000 Hours	Satisfactory Progress
4 th	75%	1,000 Hours	Complete 2 nd Year
5 th	80%	1,000 Hours	Satisfactory Progress
6 th	85%	1,000 Hours	Complete 3 rd Year

The current journeyworker Heavy Equipment Operator wage is \$40.53 per hour.

To be advanced to the next level the apprentice must have completed both the on-the-job learning (OJL) hours and the related training component, as stated above.

4. SCHEDULE OF WORK EXPERIENCE

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 HEAVY EQUIPMENT OPERATOR	COMBINED MINIMUM OJL HOURS	COMBINED MAXIMUM OJL HOURS
PRIMARY EQUIPMENT GROUP:	3,000	4,000
A. Scraper		
B. Dozer		
C. Loader		
D. Grader		
E. Backhoes/Excavators (All Types)		
F. Cranes (All Types)		
G. Grade and Paving Equipment		
H. Plant Equipment		
I. Dredge		
J. Grade Checker		
K. Asphalt Roller		
L. Articulating Truck		

Note: Apprentice must meet the combined minimum hours and competencies in at least two primary equipment group areas.

ALTERNATE EQUIPMENT GROUP:	1,000	2,000
A. Forklifts (All Types)		
B. Roller		
C. Skidsteer		
D. General Equipment (Air Tugger, Pumps, Compressors, Drills, Hoists, Winches, etc.)		

Note: Apprentice must meet the combined minimum hours and competencies in at least two alternate equipment group areas.

TOTAL HOURS	4,000	6,000
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5. SCHEDULE OF RELATED INSTRUCTION

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, a minimum 144 hours of related instruction for each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship.

Related Instruction Provider: Program Sponsor
Methods: Classroom, shop, electronic media

Year One: 12 weeks = 480 hours
Year Two: 2 weeks = 80 hours
Year Three: 2 weeks = 80 hours

CORE REQUIREMENTS

Hours	Description
8	Introduction to Apprenticeship
10	OSHA 10 Hour Construction Safety w/ Forklift Training
16	MSHA Part 48B Training
8	First Aid and CPR
3	Union Meetings (three per year)
40	Equipment Orientation
80	CDL Practical and Written
8	North Slope Training Cooperative (NSTC) Certification

HEAVY EQUIPMENT OPERATOR

Hours	Description
40	Plant Equipment
40	Grade Checking
40	Motor Grader/Compactor
40	Dozer/Scraper
40	Loader
40	Grade and Paving Equipment
40	Tractor Loader Backhoe/Excavator
80	Commercial Driver's License
40	Crane (Overhead, Mobile)
40	Articulated Trucks
40	Supervisor Training

ANNUAL REFRESHERS

Hours	Description
8	HAZMAT/CDL
8	MSHA Part 46/48 Training
4	First Aid and CPR (Per 2 year)
	CDL Medical (Per 2 Year)
	NSTC (Per governing body requirement)
40	NCCCO (Per 5 Year)

Appendix A

OCCUPATION SCHEDULE: HEAVY DUTY MECHANIC

O*NET/SOC CODE: 49-3031-00

RAPIDS CODE: 0022 (MAINTENANCE MECHANIC)

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

1. TERM OF APPRENTICESHIP

The term of time-based apprenticeship shall consist of 8,000 hours of on-the-job learning (OJL), as well as the successful completion of practical and written competencies. The program will be supplemented with the required hours of related technical instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

A numeric ratio of apprentices to journeymen consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant.

The employer shall utilize apprenticeship ratios of a minimum of one (1) apprentice for every one to five (1 to 5) journeymen regularly employed, as follows:

Apprentice	Journeymen
1	1-5
2	6-10
3	11-15
And so on...	

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate, as follows, or as per the applicable collective bargaining agreement.

School-to-Apprentices will be paid 30 percent of journeyworker hourly wage for Equipment Operator and Mechanic trades for a maximum of 2,000 hours.

Period	Wage	OJL Hours	Related Training Component
1 st	65%	1,250 Hours	Satisfactory Progress
2 nd	70%	1,250 Hours	Complete 1 st Year
3 rd	75%	1,250 Hours	Satisfactory Progress
4 th	80%	1,250 Hours	Complete 2 nd Year
5 th	85%	1,250 Hours	Satisfactory Progress
6 th	90%	1,750 Hours	Complete 3 rd Year

The current journeyworker Heavy Duty Mechanic wage is \$40.53 per hour.

To be advanced to the next level the apprentice must have completed both the on-the-job learning (OJL) hours and the related training component, as stated above.

4. SCHEDULE OF WORK EXPERIENCE

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 HEAVY DUTY MECHANIC (EQUIPMENT / TRUCKS)	APPROXIMATE OJL HOURS
GROUP-1: ALL HEAVY DUTY MECHANICS	
A. Shop Practices	250
1. Clean and inspect all types of equipment and components	
2. Shop safety	
3. General repair methods	
B. General Engine Repair	1,350
1. Trouble shoot engine performance	
2. Trouble shoot cylinder head complaints	
3. Remove and install cylinder heads	
4. Perform valve adjustment	
5. Inspecting cylinder heads	
6. Reasons for NDT, Magna-fluxing	
7. Cleaning and checking water passages	
8. Cleaning ring grooves, fitting piston and ring for clearance	
9. Assembling pistons to rods	
10. Honing and boring cylinders	
11. Cleaning oil passages	

12. Inspect main and rod bearing
13. Install main and rod bearings
14. Checking oil clearances
15. R/I, inspect timing gears
16. Install camshaft bearings
17. Pressure test oil systems
18. Dial indicating run out on fly wheel housing
19. Check compression
20. Use electronic test equipment

C. FUEL SYSTEMS 250

1. Trouble shoot diesel fuel systems
2. R/I injectors and perform adjustment
3. Trouble shoot and adjust carburetors
4. Repair fuel lift and injection pumps
5. Check and service fuel filter and supply systems

D. ELECTRICAL SYSTEMS 1,000

1. Trouble shoot electrical systems
2. Use proper electrical schematics
3. Use proper electrical test equipment
4. Repair, make up and install wire circuits
5. Trouble shoot/repair/adjust, voltage regulator/generator/alternator/starter
6. Time electrical ignition systems

E. COOLING SYSTEMS 150

1. Trouble shoot for over/under cooling
2. Check thermostats
3. Clean water passages
4. Installing new gaskets on radiator tanks
5. Pressure check cooling systems
6. Adjusting fan belts and fan clutches

F. TRANSMISSION AND DIFFERENTIALS 1,000

1. Trouble shoot transmissions, torque converters, differentials and gearboxes
2. Remove and install transmissions, torque converters, differentials, and drives boxes
3. Rebuild transmissions, torque converters, and gear boxes (adjust preload and backlash)
4. Rebuild and Adjust steering clutches and linkage
5. Install and adjusting ball/timken bearings bushings and oil seals

6. Use proper measuring equipment	
G. FINAL DRIVE	500
1. Trouble shoot final drive used in off/on highway equipment	
2. Remove/install/adjust, final drives, axles, gears, bearings, and oil seals	
3. Adjust tracks, wheel bearings, and brakes	
4. Repair, service, adjust air compressors, brake actuators, boosters, valves and regulators	
5. Use hydraulic press equipment	
H. TRUCKS, PICKUPS, AND RUBBER-TIRED EQUIPMENT	400
1. Trouble shoot and repair front axles/steering components	
2. Clutch removal, replacement, and adjustment	
3. Replace springs (coil and leaf)	
4. Know the hazards of split rim wheels	
5. Certify in air brake repair	
I. HYDRAULIC SYSTEMS	1,000
1. Trouble shoot hydraulic systems	
2. Repair and service cylinders, valves, and power control units	
3. Use hydraulic schematics for repair and servicing	
J. WELDING	1,000
1. Acetylene: Cutting, brazing and welding	
2. Electric: Cutting and welding	
3. Hard surfacing	
4. Layout	
K. REPAIR AND MAINTENANCE OF SELF-PROPELLED AND STATIONARY EQUIPMENT EXCLUSIVE OF ENGINES	650
1. Trouble shoot and repair of associated systems and subsystems	
L. SERVICE OILER	400
1. On highway/Off highway	
2. Crane and hoisting	
3. Stationary	

TOTAL HOURS	8,000
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5. SCHEDULE OF RELATED INSTRUCTION

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, a minimum 144 hours of related instruction for each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship.

Related Instruction Provider: Program Sponsor

Methods: Classroom, shop, electronic media

Year One: 12 weeks = 480 hours

Year Two: 2 weeks = 80 hours

Year Three: 2 weeks = 80 hours

CORE REQUIREMENTS

Hours	Description
8	Introduction to Apprenticeship
10	OSHA 10 Hour Construction Safety w/Forklift
40	OSHA 40 Hour HAZMAT
16	MSHA Part 48B Training
8	First Aid and CPR
3	Union Meetings (three per year)
40	Equipment Orientation
80	CDL Practical and Written; Hazmat Endorsement
8	North Slope Training Cooperative (NSTC) Certification
8	Supervisor Training
40	Introduction to Heavy-on Highway
40	Introduction to Heavy-off Highway
40	Rigging & Signaling
100	Caterpillar University – Electronic Media

HEAVY DUTY MECHANIC

Hours	Description
20	Introduction to Shop Procedures
20	Heavy Duty Systems and Repair (Hydraulics, Electrical, Powertrains, Engines, Fuel, Cooling and Lube)
20	Lube, Oil, Filters & Preventative Maintenance
80	Welding, Basic
80	Gas and Diesel Engines
80	Powertrains and Power-shift Transmissions
80	Air Brakes
80	Suspension and Undercarriage
80	Electrical/Electronics, DC/Mobile Computers
80	Preventative Maintenance and Inspections

ADVANCED MECHANIC SKILLS

Hours	Description
120	AC Electrical I
120	AC Electrical II
40	Power Generation
80	Hydraulics
80	Welding, Advanced

ANNUAL REFRESHERS

Hours	Description
8	HAZMAT/CDL
8	MSHA Part 48B Training
4	First Aid and CPR (Per 2 year)
	CDL Medical (Per 2 Year)
8	NSTC (Per governing body requirements)
40	NCCCO (Per 5 year)

**OCCUPATION SCHEDULE: LUBRICATION SERVICER / MATERIALS
DISPOSAL TECHNICIAN
O*NET CODE: 49-9099.99
RAPIDS CODE: 1050**

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

1. TERM OF APPRENTICESHIP

The term of apprenticeship shall be a period of 2 to 3 years with an on-the-job learning (OJL) attainment of 5,000 hours and supplemented by the required hours of related technical instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

A numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant.

The employer shall utilize apprenticeship ratios of a minimum of one (1) apprentice for every one to five (1 to 5) journeyworkers regularly employed, as follows:

Apprentice	Journeyman
1	1-5
2	6-10
3	11-15
And so on...	

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate, as follows, or as per the applicable collective bargaining agreement.

School-to-Apprentices will be paid 30 percent of journeyworker hourly wage for Equipment Operator and Mechanic trades for a maximum of 2000 hours.

Period	Wage	OJL Hours	Related Training Component
1 st	60%	0 – 1000 Hours	Satisfactory Progress
2 nd	65%	1001 – 2000 Hours	Complete Year-1
3 rd	70%	2001 – 3000 Hours	Satisfactory Progress
4 th	75%	3001 – 4000 Hours	Satisfactory Progress
5 th	80%	4001 – 5000 Hours	Complete Year-2/3

The current journeyworker Lubrication Servicer/Materials Disposal Technician wage is \$40.53 per hour.

To be advanced to the next level the apprentice must have completed both the on-the-job learning (OJL) hours and the related training component, as stated above.

4. SCHEDULE OF WORK EXPERIENCE

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 LUBRICATION SERVICER/MATERIALS DISPOSAL TECHNICIAN		APPROXIMATE OJL HOURS
A)	FUEL SYSTEMS	800
	1. Proper Identification and Maintenance of Low and High Pressure Fuel Systems and Engines	
	a. Alcohol	
	b. Ethers	
	c. Gas	
	d. Diesel	
	e. Kerosene	
	2. Types of Filters – New & Older Engines	
	a. Select replacement filters	
	b. Change fuel filters	
	c. Bleed fuel systems	
	3. Maintenance and Minor Repair of Fuel Transfer Pumps	
B)	COOLING SYSTEMS	500
	1. Inspection of all types of Cooling Systems	
	2. Servicing of Cooling System Components	
	3. Maintain Correct Coolant Mixtures and Levels	
	4. Select Proper Additives for Specific Equipment and Weather Conditions	
C)	TRANSMISSIONS & DIFFERENTIALS	500
	1. Check Oil Levels	
	2. Inspect Oil Seals (Transmission, Differential, and Engine)	
	3. Identify Proper Oil and Filter Types for Specified Equipment	
	4. Drain and Replace Oils	
	5. Change Filters	
	6. Collect and Analyze Oil Samples	

	7. Inspection and Service of Track Rollers	
	8. Inspection and Service of Final Drives	
	9. Grease and Lubricate Fittings, Linkages, and Drive Assemblies	
D)	HYDRAULIC SYSTEMS	800
	1. Determine the Correct Service Requirements New & Older Hydraulic Systems	
	2. Inspect Fluid Levels	
	3. Change Oils	
	4. Drain and Refill Hydraulic System	
	5. Replace Filters	
	6. Clean Screens	
	7. Determine Correct Oil and Viscosity Type for Specified Equipment and Weather Conditions	
E)	AIR SYSTEMS	400
	1. Inspect and Maintain Pressurized Air Systems	
	2. Monitor Proper Alcohol Additive Levels for Cold Weather Operations	
	3. Drain Air System Petcocks to Evaluate Fluids for Oils and Contaminants	
	4. Drain and Refill Entire Air System	
	5. Replace and Service Wet & Dry Air Cleaners	
	6. Assess Indoor & Outside Air Conditions for Changeovers	
F)	INTERPRETING HAZMAT REGULATIONS	200
	1. Interpret Federal, State and Local Rules & Regulations	
	2. Recognize & Identify Hazardous Materials	
	3. Respond to Inquiries	
G)	DEVELOPING HAZMAT PROCEDURES AND PLANS	200
	1. Classify Materials	
	2. Interpret Materials Safety Data	
	3. Ensure Regulatory Compliance	
	4. Develop Forms & Records	
	5. Provide For and Revise Updates	
H)	MANAGING, SAMPLING & HANDLING HAZARDOUS MATERIALS	1,000
	1. Managing of Hazardous Materials	
	2. Ensure Regulatory Compliance	
	3. Maintain Inventory Control	
	4. Control Proper Usage	
	5. Control Storage of Hazardous Materials	
	6. Ensure Proper Disposal of All Hazardous Materials	

I)	EMERGENCY RESPONSE	250
	1. Prepare Response Plan	
	2. Reporting Requirements	
	3. Incident Reports (Spills)	
	4. Safety Plans	
	5. Reaction to Toxic Materials	
	6. Different Types of Solvents	
	7. Communication – Written, Verbal & Computer	
	8. Must Acquire Hazmat Certification	
J)	ADMINISTRATION & RECORDS	350
	1. Review Service and Operations Manuals, and Parts Catalogs	
	2. Review HazMat Regulations	
	3. Manage Materials and Bulk Oils Inventory	
	4. Record Equipment Maintenance and Repair Information	
	5. Maintain Current Files and Records	
	6. Maintain the Storage & Disposal Records of Hazardous Materials	
	7. File and Record Equipment Cost Summaries	
TOTAL HOURS		5,000

5. SCHEDULE OF RELATED INSTRUCTION

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, a minimum 144 hours of related instruction for each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship.

Related Instruction Provider: Program Sponsor
 Methods: Classroom, shop, electronic media

YEAR ONE	
COURSES	HOURS
A. Safety and Regulatory Compliance	40 Hours
1. OSHA 10	
2. Fork-lift	
3. MSHA New Miner	
4. First-Aid/ CPR	

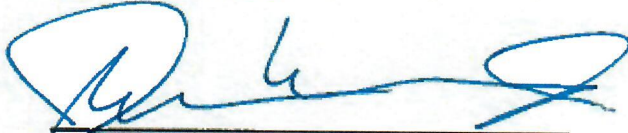
B. HAZWOPER	40 Hours
C. Commercial Driver's License (Class A) 1. Hazmat Endorsement as Required by State and Federal Law	80 Hours
D. General Knowledge 1. Equipment components and Functions 2. Transmissions, Engines, Hydraulics, seals, 3. Differentials, Final drives, Pins, Bushings, 4. And Bearings 5. Fasteners 6. Tools 7. Intro. To Overhead crane, Service truck crane and Rigging 8. Equipment Orientation and Operation (Track adjustment, 9. Monitoring wear parts, housekeeping)	80 Hours
E. Record-keeping and files 1. Service manuals 2. Maintenance schedules 3. Electronic Systems and resources 4. Fuel and Oil logs	40 Hours
F. Equipment Systems 1. Fluids Training (Oil, Water, Air, Coolant, Fuel) 2. Grease and Oil Selection and Contamination 3. Filters (Inspections and Oil Analysis)	40 Hours
G. Distance Education 1. Caterpillar University	40 Hours

YEARS TWO & THREE	
COURSES	HOURS
A. Mechanic/Operator Skills Upgrade 1. Hydraulics, D.C. Electrical, Welding and Fabrication, A.C. Electrical, Powertrain, Drivetrain, Heavy Duty Rebuild, Rigging and Signaling, Overhead crane, Service, Truck Crane. 2. Heavy Equipment Operation: Loader, Dozer, Hydraulic Excavator, Motor Grader, TLB, Skid steer, Roller, Articulating Truck, Mobile Crane.	80 Hours per year

SECTION XXVIII. - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

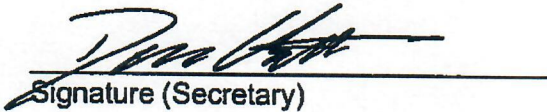
The Alaska Operating Engineers / Employers Training Trust hereby adopts these Standards of Apprenticeship on this 20th Day of February, 2020.

REPRESENTING THE ALASKA OPERATING ENGINEERS / EMPLOYERS TRAINING TRUST



Signature (Chairperson)

Jason Alward
Printed Name



Signature (Secretary)

Derek Betts
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

Date of Revision: February 20, 2020

Appendix B

ETA-671 APPRENTICESHIP AGREEMENT



APPRENTICE REGISTRATION – SECTION II

OMB No. 1205-0223 Expires: 01/31/2020

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

1. Name (Last, First, Middle) and Address *Social Security Number _____ _____ _____ (No., Street, City, State, Zip Code, Telephone Number)		Answer Both A and B (Voluntary) (Definitions on reverse)	5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female	4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White	6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical Training
7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee			
7b. Career Connection (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans <input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Career Center Referral <input type="checkbox"/> School-to-Registered Apprenticeship			
8. Signature of Apprentice Date		9. Signature of Parent/Guardian (if minor) Date	

PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

1. Sponsor Program No. Sponsor Name and Address (No. Street, City, County, State, Zip Code)		2a Occupation (The work processes listed in the standards are part of this agreement).	2b Occupation Code: 2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Occupation Training Approach (Mark one) 3a. <input type="checkbox"/> Time-Based 3b. <input type="checkbox"/> Competency-Based 3c. <input type="checkbox"/> Hybrid		4. Term (Hrs., Mos., Yrs.)	5. Probationary Period (Hrs., Mos., Yrs.)
6. Credit for Previous Experience (Hrs., Mos., Yrs.)		7. Term Remaining (Hrs., Mos., Yrs.)	8. Date Apprenticeship Begins

9a. Related Instruction (Number of Hours Per Year)	9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid	9c. Related Training Instruction Source
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10. Wages: (Instructions on reverse)

10a. Pre-Apprenticeship Hourly Wage \$ _____ 10b. Apprentice's Entry Hourly Wage \$ _____ 10c. Journeyworker's Hourly Wage \$ _____

Check Box	Period 1	2	3	4	5	6	7	8	9	10
10d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.										
10e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>										

11. Signature of Sponsor's Representative(s) Date Signed	13. Name and Address of Sponsor Designee to Receive Complaints (If applicable)
12. Signature of Sponsor's Representative(s) Date Signed	

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

1. Registration Agency and Address	2. Signature (Registration Agency)	3. Date Registered
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4. Apprentice Identification Number (Definition on reverse):

Program Definitions and/or Instructions:

Part A

Item 4.a. Definition - Ethnic Group:

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4.b. Definitions - Race:

American Indian and Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicate their race as "American Indian or Alaska Native" or report entries such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian groups.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. This includes people who reported detailed Asian responses such as: "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian" or provide other detailed Asian responses.

Black or African American. A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black or African American," or report entries such as African American, Kenyan, Nigerian, or Haitian.

Native Hawaiian and Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who reported their race as "Fijian," "Guamanian or Chamorro," "Marshallese," "Native Hawaiian," "Samoan," "Tongan," and "Other Pacific Islander" or provide other detailed Pacific Islander responses.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

Item 7b. Instructions:

Indicate any career connection (definitions follow). Enter "None" if no career connection applies.

Pre-Apprenticeship. A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s).

Technical Training School. Graduates trained in an occupation from a technical training school related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Military Veterans. Veterans that completed a military technical training school and/or elect to participate in the Building and Construction Trades Helmets to Hardhats Program or trained in an occupation while in the military related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Job Corps. Graduates trained in an occupation from a federally funded Job Corps center related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

YouthBuild. Graduates trained in an occupation from a federally funded YouthBuild program related to an occupation registered by the sponsor and who meet the minimum qualifications for Registered Apprenticeship.

HUD/STEP-UP. Applicants who successfully participated in the U.S. Department of Housing and Urban Development Step-Up program and received an apprenticeship experience which meets the minimum qualifications for Registered Apprenticeship.

Career Center Referral. Includes career center participants referred to the Registered Apprenticeship Program and/or apprentice(s) that receive workforce system funded services that support their participation in a Registered Apprenticeship program. This may include the use of individual training accounts and/or on-the-job training reimbursements.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

Part B

Item 2.b.1. Interim Credentials. Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

- Item 3. Occupation Training Approach.** The program sponsor decides which of the three training methods to use in the program as follows:
- 3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).
 - 3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or
 - 3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

Item 4. Term (Hrs., Mos., Yrs.). Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

Item 5. Probationary Period (Hrs. Mos., Yrs.) Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

Item 7. Term Remaining (Hrs., Mos., Yrs.). Under Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

Item 10. Wage Instructions:

- 10a. Pre-Apprentice hourly wage: sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.
- 10b. Apprentice's entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice's entry hourly wage.
- 10c. Journeyworker's wage: sponsor enters wage per hour.
- 10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor's training approach. See Part B, Item 3., and is available in the terms of the Apprenticeship Standards.
- 10e. Percent or dollar amount: sponsor marks one.

- Note:** 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in Item 10e, of this agreement.
- 10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.
- 10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

Example (Time-based approach) - 3 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
Hrs., Mos., Yrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.
%	55	60	65	70	80	90

Example (Time-based approach) - 4 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
Hrs., Mos., Yrs.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.
	50	55	60	65	70	75	80	90

Item 13. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

Part C.

Item 4. Definition: The Registered Apprenticeship Partners Information Data System (RAPIDS) encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship,. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0023.)