

STANDARDS OF APPRENTICESHIP

FOR

FLAGLER COUNTY COMMUNITY
APPRENTICESHIP PROGRAM GNJ

FL 008880010

REGISTERED BY

FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF WORKFORCE EDUCATION – APPRENTICESHIP

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Standards of Apprenticeship

for

Occupation / Trade	Term of Training in Hours	NAICS Code	DOT Code	RAPIDS Code	SOC Code
Electrician	8000	238210	824.261-010	0159	47-2111.00
Heating & Air Conditioning Installer-Servicer	6000	238220	637.261-014	0637	49-9021.01
Landscape Technician	4000	561730	408.364-640	0571	37-3011.00

PROGRAM SPONSOR

Flagler County Community Apprenticeship Program GNJ

JURISDICTIONAL AREA

Flagler, Volusia, St. Johns & Putnam counties

Vocational Education Linkage:

 Yes

 No

VA Approval Requested:

 Yes

 No

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DEFINITIONS

1. Gender Reference - all references in these standards to the male gender are used for convenience only and shall be construed to include both male and female.
2. Sponsor - the individual, organization or entity responsible for all facets of operation regarding the registered apprenticeship program. Sponsor may also be known as registrant. **6A-23.002(1) FAC**
3. Committee - shall mean the apprenticeship committee composed of members engaged in administering this apprenticeship program on behalf of the sponsor (registrant). **6A-23.002(4)(5) FAC**
4. Apprentice - shall mean an employed person at least 18 years of age, who is engaged in learning the trade through actual work experience under the supervision of craftsmen; and who is entered into a written Apprenticeship Agreement with this registered apprenticeship sponsor. **6A-23.002(18) FAC**
5. Participating Employer – as defined in Chapter 6A-23, Florida Administrative Code, means a business entity which (i) is actively engaged by and through its own employees in the actual work of the occupation or trade being apprenticed, (ii) employs, hires and pays the wages of the apprentice and the journeyman serving as qualified training personnel training the apprentice, (iii) evaluates the apprentice, and (iv) is signatory party to a collective bargaining agreement or signatory to a participating employer agreement with the program sponsor, which will be registered with the Registration Agency. **6A-23.002(2) FAC**
6. Journeyman - as defined by **Section 446.021(4), Florida Statutes**, a person working in an apprenticeable occupation who has successfully completed a registered apprenticeship program, or who has worked the number of years required by established industry practices for the particular trade or occupation.
7. Standards - shall mean this entire document, including these definitions. **6A-23.004 FAC**
8. Registration Agency - shall mean the Division of Workforce Education - Apprenticeship, Florida Department of Education. **6A-23.002(16) FAC**
9. Apprenticeship Agreement - shall mean the written agreement between the apprentice and the apprenticeship committee; in which the terms and conditions of apprenticeship are set forth. Each agreement shall contain a clause which makes the standards part of the agreement, and be registered with the Registration Agency. **6A-23.002(3) FAC**
10. Journeyman Wage Rate – the average of hourly rates paid to all journeymen by all participating employers in an apprenticeship program, which shall be reviewed and adjusted annually. **6A-23.002(8) FAC**
11. Jurisdiction - the specific geographical area for which the program's apprenticeable occupation is registered. **446.021(11) FS**

CONFORMANCE WITH STATE AND FEDERAL LAWS

No section of these standards shall be construed to permit violation of any law or regulation of the State of Florida or the United States. This program shall adhere to all local, state and federal laws pertaining to apprenticeship including, Chapter 446, Florida Statutes; Chapter 6A-23, Florida Administrative Code; Title 29 Code of Federal Regulations, Part 29; and Title 29 Code of Federal Regulations, Part 30.

6A-23.004(w)2(y) FAC

SECTION I - COMPOSITION OF THE COMMITTEE

The apprenticeship committee shall be composed of five (5) members. The committee shall include a Chairman and a Secretary. The Committee shall meet quarterly and as often as necessary to conduct business. The committee shall determine such matters as a quorum, and the time and place of regular and special meetings.

SECTION II - DUTIES OF THE COMMITTEE

- 1) Screen and select applicants for apprenticeship.
- 2) Maintain all records for a period of at least five (5) years.
- 3) Determine credit to be granted (if any) to applicants for previous experience or education, according to policy stated in this document.
- 4) Enter into apprenticeship agreements between the apprentice and the committee as program sponsor and to submit these agreements to the Registration Agency for registration.
- 5) Maintain a record of each apprentice's training progress on-the-job and in related classroom instruction.
- 6) Review regular progress reports for apprentices and recommend such actions as appropriate.
- 7) Arrange tests for determining the apprentice's progress in manipulative skills and technical knowledge.
- 8) Notify the Registration Agency of any other apprentice actions including registrations, reinstatements, cancellations, and repeat periods.
- 9) Notify the Registration Agency when apprentices have satisfactorily completed their apprenticeship and to request the issuance of a Certificate of Completion to such apprentices.
- 10) Provide for continuous employment of apprentices insofar as possible.
- 11) Secure, if applicable, Participating Employer agreements from designated employers and notify the Registration Agency by copy.
- 12) Hear and adjust complaints of violations, and make rulings as deemed necessary.
- 13) Recommend such changes in the program as are deemed necessary to improve effectiveness and efficiency.
- 14) Notify the Registration Agency's Servicing Representative of all apprenticeship committee meetings and make available, upon request, the official minutes of such meetings.
- 15) Provide apprenticeship records for review, upon official request of Servicing Representative.
- 16) In general, be responsible for the successful operation of the program and the welfare of the apprentices by performing the duties listed herein.

SECTION III - RESPONSIBILITIES OF THE APPRENTICE

- 1) Work faithfully and diligently at the occupation.
- 2) Complete promptly and carefully all lessons, assignments and school tests required by the committee.
- 3) Protect the property of the employer.
- 4) Respect and comply with all rules, regulations and policies of the employer affecting employment.
- 5) Keep adequate records of work experience and related instruction as required by the committee and submit properly completed records to the appropriate authority in a timely manner.

SECTION IV - WORK PROCESS

The employer agrees to provide the apprentice adequately supervised instruction and work experience of which a record will be kept and periodically evaluated, in accordance with the work process outline. Work experience will be provided in approximately the number of hours shown, but not necessarily in the order shown on **Pages 14 - 16. 6A-23.004(2)(c) FAC**

SECTION V - TERM OF APPRENTICESHIP

The term of apprenticeship shall be 8000 hours for Electrician and 6000 hours for Heating and Air Conditioning Installer-Servicer and 4000 hours for Landscape Technician, approximately 48 / 36 / 24 months respectively, of continuous on the job (OJT) employment (including the probationary period) consistent with training requirements established by industry practice. Hours in related instruction are excluded from those in OJT. **6A-23.004(2)(b) FAC**

SECTION VI - RELATED INSTRUCTION

Apprentices employed under these standards shall be required to complete a minimum of 144 hours each year of supplemental instruction in technical subjects related to the occupation/trade.

In case of failure, without due cause, on the part of the apprentices to fulfill their obligations as to school attendance and conduct, the committee shall take necessary disciplinary action.

A related instruction outline will be defined by the sponsor and outlined as part of these standards on **Pages 17 - 19. 6A-23.004(2)(d) FAC**

Related Instruction Delivery Method:

- Classroom Shop (provided by sponsor) Approved Correspondence Course

Related Instruction Provider:

- Vo-Tech Community College Program Sponsor Other

Location where related instruction classes occur:

Flagler Palm Coast High School
5500 East Highway 100
Palm Coast, FL 32164
[Revised 4/15/14]

SECTION VII - APPRENTICE WAGE SCHEDULE

The employer agrees to pay not less than the following wage rate to the apprentice during each period of apprenticeship. (This period may be expressed in hours, months, or year; wage rates are required to be expressed in percent of journeyman's wage, and may not be less than 35% of the journeyman's rate during the first period or less than 75% in the last period. In no event shall the apprentice wage rate be less than the minimum wage prescribed by Federal Law.) **6A-23.004(2)(e) FAC**

Electrician

Period of Training	Percent of Journeyman's Rate	Apprentice Hourly Rate	Period of Training	Percent of Journeyman's Rate	Apprentice Hourly Rate
1st 6 months	50.00%	\$9.00	5th 6 months	70.00%	\$12.60
2nd 6 months	55.00%	\$9.90	6th 6 months	75.00%	\$13.50
3rd 6 months	60.00%	\$10.80	7th 6 months	80.00%	\$14.40
4th 6 months	65.00%	\$11.70	8th 6 months	85.00%	\$15.30

Journeyman Wage Rate \$ 18.00, as of 1/1/18, work week is 40 hours.

Heating & air Conditioning Installer-Servicer

Period of Training	Percent of Journeyman's Rate	Apprentice Hourly Rate	Period of Training	Percent of Journeyman's Rate	Apprentice Hourly Rate
1st 6 months	56.25%	\$9.00	4th 6 months	75.00%	\$12.00
2nd 6 months	62.50%	\$10.00	5th 6 months	81.25%	\$13.00
3rd 6 months	68.75%	\$11.00	6th 6 months	87.50%	\$14.00

Journeyman Wage Rate \$ 16.00, as of 1/1/18, work week is 40 hours.

Landscape Technician

Period of Training	Percent of Journeyman's Rate	Apprentice Hourly Rate	Period of Training	Percent of Journeyman's Rate	Apprentice Hourly Rate
1st 6 months	64.29%	\$9.00	3rd 6 months	78.57%	\$11.00
2nd 6 months	71.43%	\$10.00	4th 6 months	85.71%	\$12.00

Journeyman Wage Rate \$ 14.00, as of 1/1/18, work week is 40 hours.

A wage survey of all active and/or current Participating Employers has been completed on the above date to arrive at the established journeyman hourly rate listed above. The journeyman hourly wage rate shall be reviewed and adjusted annually. **6A-23.004(2)(e)(4) FAC**

[Revised 4/3/18]

SECTION VIII - APPRENTICE RECORDS

Records of the apprentice's on-the-job work experience and related instruction shall be kept and maintained by the committee. This information shall be furnished by the apprentice from his work record.

An examination of apprentices may be given at such time as determined by the committee. In these examinations, consideration shall be given to school attendance, progress and the daily employment record of the apprentice.

All records regarding each and every apprentice shall be presented for review when requested by the Registration Agency or its authorized representative(s).

6A-23.004(2)(f) FAC

SECTION IX - RATIO OF APPRENTICE

To ensure adequate supervision and training in the trades of Electrician and Heating & Air Conditioning Installer-Servicer, each employer may employ not more than one (1) apprentice for the employer in each apprenticeable occupation, and one (1) apprentice for each three (3) journeymen thereafter.

To ensure adequate supervision and training in the trade of Landscape Technician, each employer may employ not more than one (1) apprentice for the employer in the apprenticeable occupation, and one (1) apprentice for each journeyman thereafter.

It shall be the responsibility of the committee/sponsor to ensure the allowable ratio is maintained. **6A-23.004(2)(g) FAC**

SECTION X - PROBATIONARY PERIOD

Apprentices employed under these standards shall be subject to a probationary period during the first six (6) months of the apprenticeship. During the probationary period, the Apprenticeship Agreement may be terminated by either party of the agreement upon written notice to the Registration Agency without stated cause. The probationary period must be reasonable in relation to the full apprenticeship term; with full credit for such period toward completion of apprenticeship. **6A-23.004(h) FAC**

SECTION XI - SAFETY

The employer shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or state standards that have been found to be at least as effective. **6A-23.004(i) FAC**

SECTION XII - QUALIFICATIONS OF AN APPRENTICE

Applicants for apprenticeship shall possess the following minimum qualifications, which are directly job related:

- 1) At least 18 years of age.
- 2) Shall have a high school diploma or a GED.
- 3) Physically capable of performing the work of the trade.

- 4) Two letters of recommendation.

6A-23.004(j) FAC

SECTION XIII - APPRENTICESHIP AGREEMENT

The apprentice and the sponsor shall sign an apprenticeship agreement which shall set forth the terms and conditions of employment, indicate what credit is to be granted for previous experience, if any, and shall meet the requirements of and be registered with the Registration Agency.

Every apprenticeship agreement entered into shall contain a clause making the terms and conditions of these standards a part of the apprenticeship agreement. **6A-23.004(2)(k) FAC**

SECTION XIV - CREDIT FOR PREVIOUS EXPERIENCE

Credit for previous experience or training in the occupation may be allowed, such credit to be stated on the apprenticeship agreement. Apprentices who receive credit for previous experience or training shall be paid, upon entrance, the wage rate of the period to which such credit advances them.

The registration agency recognizes that the program sponsor has authority to establish procedures for granting credit to apprentices for previous work and/or training experience. However, to ensure consistency among program sponsors in awarding credits, the registration agency requires that these procedures include the following basic requirements:

- A. No more than fifty percent of the apprenticeship program duration can be awarded to an apprentice, i.e., number of months credited to an apprentice for prior work and/or training experience, unless the apprentice is transferring from another registered apprenticeship program in a related trade.
- B. All credit granted of more than 1000 hours of on the job training will require an evaluation method which, at a minimum, shall incorporate the following:
 1. Consideration of time worked in the specific occupation, or in a related occupation; and
 2. Consideration of wages earned by the incoming apprentice.
- C. Program sponsors must maintain documentation as to how credit was granted to an apprentice for a period of five (5) years. Documentation must be made available to the registration agency upon request.
- D. Individuals who receive credit toward the completion of an apprenticeship program must enter a related instructional program at a level commensurate with the amount of credit awarded. Before an apprentice who was awarded credit for prior work and/or training experience can receive an Apprenticeship Completion Certificate from the State of Florida, he shall be required to demonstrate a mastery of the same instructional material as those apprentices who have completed the entire training program.
- E. All program sponsors who want to award credit to an apprentice for a registered apprenticeship program must develop and include procedures for meeting the standards of that program and have these available for review.

Exceptions to the above policy may be granted when requested by a program sponsor and a determination is made by the registration agency that such exception does not undermine the quality of apprenticeship training and favors the welfare of the apprentice. **6A-23.004(2)(l) FAC**

SECTION XV - TRANSFER OF APPRENTICES

It shall be the duty and responsibility of the committee to provide, insofar as possible, continuous employment for all apprentices. Where it is impossible for one employer to provide the diversity of experience necessary to give the apprentice total training experience in the various branches of the occupation, or where the employer's business is of such character as not to permit reasonable continuous employment over the entire period of apprenticeship, the committee shall have authority to transfer the apprentice to another participating employer, who shall assume all the terms and conditions of these standards. **6A-23.004(2)(m) FAC**

SECTION XVI - SUPERVISION OF APPRENTICES AND HOURS OF WORK

Apprentices engaged in on-the-job training shall be under the direct supervision of a journeyman.

The hours of work for apprentices shall be the same as those for journeymen in the occupation covered by these standards and in conformity with State and Federal Laws. In assigning work to apprentices, however, due consideration shall be given to the variety of operations necessary to develop their occupational skills.

Overtime will not interfere with attendance at related instruction classes. **6A-23.004(2)(n) FAC**

SECTION XVII - CERTIFICATE OF COMPLETION OF APPRENTICESHIP

Upon satisfactory completion of the term of apprenticeship, the committee will request from the Registration Agency, through the Servicing Representative, that a Certificate of Completion be awarded. **6A-23.004(2)(o) FAC**

SECTION XVIII - MODIFICATION OF STANDARDS

These standards may be modified at any time by action of the apprenticeship committee upon approval of the Registration Agency. Such amendments shall be promptly submitted to the Servicing Representative for review and shall not alter apprenticeship agreements in effect at the time of such change without the express consent of all parties to such agreement. **6A-23.003(2)(6); FAC 6A-23.004(2)(q) FAC; 6A-23.004(2)(r) FAC**

SECTION XIX - DEREGISTRATION

Deregistration of this program may be effected either upon the voluntary action of the sponsor by a request for cancellation of the registration, or upon notice by the Registration Agency to the sponsor stating cause and instituting formal deregistration proceedings in accordance with the provisions of Chapter 6A-23.006 Florida Administrative Code.

In the event this program is deregistered, the Sponsor shall notify the apprentices within fifteen (15) days of the event. **6A-23.006 FAC**

SECTION XX - NOTIFICATION

The Registration Agency shall be notified through the Servicing Representative of all actions affecting apprentices, such as new indentures, suspensions, cancellations, completions, and other actions as reflected on the Apprentice Action Reporting Form. **6A-23.004(2)(r) FAC**

SECTION XXI - ADJUSTING DIFFERENCES

In case of dissatisfaction between the employer and the apprentice, either party has the right and privilege of appeal to the committee for such action and adjustment of such matters as come within these standards. **6A-23.004(2)(u) FAC**

The apprentice shall be notified by the sponsor within five (5) days of any proposed adverse action, with stated opportunity during such period for corrective action. **6A-23.004(2)(t) FAC**

SECTION XXII - LISTING OF PARTICIPATING EMPLOYERS

A listing of participating employers, to be kept current, as required by **6A-23.004(2)(w)2 FAC**, is as follows:

<i>Electrician</i>	
Courteaux Electric, Inc.	Quantum Electric, Inc.
Richard Edwards Electric, Inc.	Thibaults Electric Service, Inc.
Tri City Electrical Contractors, Inc.	
<i>Heating & Air Conditioning Installer-Servicer</i>	
Beachside Heat 'N' Air, Inc.	Mike Morello, Inc.
<i>Landscape Technician</i>	
Austin Outdoor, Inc.	Corey Enterprises Lawn & Landscaping
Greenleif, Inc.	Hammock Gardens Nursery, Inc.
Landscape Solutions	Verdego Design & Garden Center, Inc

SECTION XXIII - FUNDING

Each participating employer will contribute an equitable amount to the funding of the program as set by the apprenticeship committee. **6A-23.004(2)(x) FAC**

SECTION XXIV - TITLE 29 CFR, PART 30 (EEO) PLEDGE

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under **Title 29 of the Code of Federal Regulations, Part 30.**

SECTION XXV - AFFIRMATIVE ACTION

The committee enters this program with the understanding that it will be sincere in making a good faith effort to increase and maintain the number of minority and female apprentices necessary to at least equal the percentage of minorities and females in the area. This program consists of affirmative acts that may be altered and supplemented as experience indicates. The committee shall provide equal opportunity in apprenticeship for those indentured to or seeking entrance into this apprenticeship program for the purpose of learning the program.

To provide equal opportunities in the recruitment, selection, employment, training and advancement of minority and female apprentices, the committee agrees to make the following affirmative action commitments:

1. Disseminate information concerning the nature of apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the committee. Such information shall be disseminated at least 30 days in advance of the earliest date for application at each interval. Information will be disseminated to government employment service offices, local schools, women's centers, outreach programs, principal minority groups, women's organizations and community organizations which can effectively reach minorities and women. This information shall also be published in newspapers which are circulated in the minority community and among women as well as the general areas in which the program sponsor operates. Copies of this information shall be sent to the Registration Agency field office that services the respective program.
2. When possible, participate in workshops conducted by employment service agencies for the purpose of familiarizing schools, and the employment service with apprenticeship training and its current opportunities.
3. Cooperate with local school boards and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.
4. Encourage the establishment and utilization of pre-apprenticeship, preparatory trade training, or other programs, designed to afford related work experience or to prepare candidates for apprenticeship, the committee shall make appropriate provision in its Affirmative Action Plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
5. Utilize present minority and female apprentices and journeymen to assist in the implementation of the programs Affirmative Action Plan.
6. Grant advance standing or credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.
7. Engage in such other activities, when identified, that may further the entry of minorities and/or females into apprenticeship. **Title 29 CFR Part 30**

SECTION XXVI - SELECTION PROCEDURE

The Apprenticeship Committee of the Flagler County Community Apprenticeship Program GNJ will accept applications year round on a completely non-discriminatory basis.

Application forms may be obtained from the Apprenticeship Coordinator Office of the Program, between the hours of 9:00AM and 3:00PM; Monday through Friday.

Phone 386-447-4345. The office is located at 5500 East Highway 100, Palm Coast, FL 32164.

[Revised 4/15/14]

- Selection on basis of rank from pool of eligible applicants.
- Random selection from pool of eligible applicants.
- Selection from pool of current employees.
- Alternative selection methods.

The selection procedure of the sponsor shall be based upon the "INTENT TO HIRE". Information about apprenticeship opportunities are disseminated at least once every six months to State Apprenticeship Office, government employment service offices, local schools, women's centers, outreach programs, principal minority groups, women's organizations, youth groups, media outlets and the general public and community organizations which can effectively reach minorities and women. Dissemination (publication) of program information is continuous throughout the jurisdictional area. This includes school systems, youth fair, and career days, minority organizations, newspaper and other media.

1. Applicants for apprenticeship must apply to the Apprenticeship Committee.
2. The applicant is screened by the Apprenticeship Committee (Coordinator) on the basis of selection criteria approved by the Registration Agency.
3. Applicants who meet the screening requirements, and are accepted by the Apprenticeship Committee as eligible for apprenticeship, are then referred to participating employers who are hiring.
4. If the employer states in writing to the Apprenticeship Committee, their intent to hire an eligible applicant referred, that applicant is indentured by the Apprenticeship Committee and hired by the participating employer.

A list of participating employers is maintained by the program sponsor for inspection and use by all qualified applicants and interested parties.

The same consideration is given to Honorably Discharged Veterans and Completers of Registered Preapprenticeship Programs.

Completed applications are maintained in **dated** order.

Records will be kept for not less than 5 years.

APPLICATION FOR APPRENTICESHIP

DATE

TIME

First Name _____ MI _____ Last Name _____

Address _____

City _____ State _____ Zip _____

Telephone (Home) _____ (Work) _____

Date of Birth _____

This information is complete and accurate.

Applicant Signature

Date

SECTION XXVII - TITLE 29 CFR PART 30, UTILIZATION ANALYSIS

Flagler County Community Apprenticeship Program GNJ
(Name of Program)

Palm Coast

(City)

Florida

(State)

Jurisdictional Area Covered by Program (counties): Flagler, Volusia, St. Johns & Putnam

a)

1.	Total labor force:	* <u>310,637</u>
2.	Total minorities in labor force:	* <u>39,425</u>
3.	Total females in labor force:	* <u>145,091</u>
4.	Percentage of minorities:	* <u>12.7</u>
5.	Percentage of females:	* <u>46.7</u>

* (Source of information compiled from the Agency for Workforce Innovation Labor Market Statistics 2000 Census.)

b) Under utilization Factors:

1.	Total number of employers:	<u>13</u>
2.	Total of employers workforce in the trade:	<u>1263</u>
3.	Total journeyworkers employed by the employers in the craft:	<u>267</u>
4.	Total minority journeyworkers employed by the employers in the craft:	<u>113</u>
5.	Total female journeyworkers employed by the employers in the craft:	<u>10</u>
6.	Total youth journeyworkers age 16-22 employed by the employers in the craft:	<u>0</u>
7.	Total apprentices:	<u>27</u>
8.	Total minority apprentices:	<u>6</u>
9.	Total female apprentices:	<u>0</u>
10.	Under utilization of minorities:	<u>0.0</u>
11.	Under utilization of females:	<u>23.35</u>

c) Goals and Timetables:

1.	Percentage of all future accessions to be minorities:	<u>12.7</u>
2.	Percentage of all future accessions to be females:	<u>23.35</u>
3.	Timetable:	<u>Every selection</u>

SECTION XXVIII - MAINTENANCE OF RECORDS

All records pertaining to the administration, selection, employment and training of apprentices shall be kept for not less than five (5) years in accordance with **Title 29 CFR Part 30**. The maintenance of private sector apprenticeship program records shall be the sole responsibility of the sponsor, and are to be kept at the following address of the sponsor, which is a facility that allows and provides governmental access for auditing purposes as outlined in Ch. 119 F.S. (Florida Public Records Law):

ALL PROGRAM RECORDS

5500 East Highway 100
Palm Coast, FL 32164

[Revised 4/15/14]

SECTION XXIX - REGISTRATION OF APPRENTICESHIP PROGRAM

Copies of these standards and each Apprenticeship Agreement under it shall be submitted to the Servicing Representative in the area to review and forward to the Registration Agency for approval and registration. Prospective apprentices will also be given the opportunity to read these standards before they sign the Apprenticeship Agreement. **6A-23.003(8) FAC**

The program sponsor shall, within sixty (60) days of registration, be actively training apprentices on the job in each occupation for which registration is granted. Each occupation for which a program sponsor holds registration shall be subject to cancellation if no active training of apprentices on the job has occurred within one consecutive ninety (90) day period. **6A-23.003(11) FAC; 6A-23.003(12) FAC**

WORK PROCESS OUTLINE

OCCUPATION/TRADE: Electrician

RAPIDS Code: 0159

Approximate Hours

A.	Work Organization	500
B.	Job Set-Up	500
C.	Residential Wiring	4,500
D.	Commercial Wiring	1,000
E.	Troubleshooting	1,000
F.	Motor & Control Installation	500
	TOTAL HOURS	<u>8000</u>

WORK PROCESS OUTLINE

OCCUPATION/TRADE: Heating & Air Conditioning
Installer-Servicer

RAPIDS Code: 0637

Approximate Hours

A.	Work Organization	400
B.	Job Set-Up	400
C.	Residential A/C	3,200
D.	Commercial A/C	600
E.	Heating Systems	1,000
F.	Residential Refrigeration	200
G.	Commercial Refrigeration	200
TOTAL HOURS		<u>6000</u>

WORK PROCESS OUTLINE

OCCUPATION/TRADE: Landscape Technician

RAPIDS Code: 0571

Approximate Hours

A.	Work Organization	350
B.	General Maintenance of Lawns, Plants, Flowers & Trees	750
C.	Maintenance & Operation of Tools & Equipment	350
D.	Nursery Irrigation Design/Maintenance	850
E.	Plant Propagation/Fertilization	850
F.	Insect & Disease Control	850
TOTAL HOURS		<u>4000</u>

RELATED INSTRUCTION OUTLINE

Electrician

	<u>Hours</u>
<u>First Year</u>	
1. Occupation Safety	20
2. Introduction	25
3. Basic Math for Electricians	60
4. Basic Electrical Circuit Skills	5
5. DC Circuits	20
6. Conduit Bending	10
7. Conductors, Insulation & Cable	10
Sub-Total Hours	150
<u>Second Year</u>	
1. Occupational Safety	5
2. Blueprint Reading	15
3. AC Circuits	95
4. General Electrical Skills	35
Sub-Total Hours	150
<u>Third Year</u>	
1. Occupational Safety	25
2. Residential Wiring	75
3. Electric Motors	25
4. Commercial Wiring	25
Sub-Total Hours	150
<u>Fourth Year</u>	
1. Occupational Safety	10
2. Commercial Wiring	25
3. Emergency, Special & Stand-by Systems	7
4. Specialized Electrical Skills	75
5. Leadership Skills	20
6. Employability	10
7. Entrepreneurship	3
Sub-Total Hours	150
Total Hours	600

RELATED INSTRUCTION OUTLINE

Heating & Air Conditioning Installer-Servicer

	<u>Area of Instruction</u>	<u>Hours</u>
1.	Occupation Safety	15
2.	History & concepts of heating, air conditioning & refrigeration	15
3.	Tool & tool accessories	15
4.	Matter & heat behavior	15
5.	Fluids, pressures, refrigerants & related tools	15
6.	Heating, air conditioning & refrigeration system components & accessories	15
7.	Communication, computer skills, employability & entrepreneurship	15
8.	Basic electricity & electronic components	45
9.	Mechanical heating & air conditioning systems operations & start-up	60
10.	Heating, air conditioning & refrigeration piping	15
11.	Solid state electronics	60
12.	Properties of air	15
13.	Pressure enthalpy charts	15
14.	Indoor air quality	15
15.	Installation, maintenance & repair of heating, air conditioning & refrigeration systems	30
16.	Electrical generation & distribution components for commercial heating & air conditioning	15
17.	Engineered control systems used in commercial heating & air conditioning	15
18.	Electrical circuits used in commercial heating & air conditioning systems	15
19.	Commercial compressors	15
20.	Thermal storage systems	15
21.	Commercial heating & air conditioning loads	15
	Total Hours	450

RELATED INSTRUCTION OUTLINE

Landscape Technician

<u>First Year</u>		<u>Hours</u>
1.	Occupational Safety	20
2.	Introduction	25
3.	Plant Identification	25
4.	Sod Identification	30
5.	Plan Reading	10
6.	Work Orders & Reports	10
7.	Irrigation Identification & Construction	30
Sub-Total Hours		150
<u>Second Year</u>		
1.	Occupational Safety	10
2.	Plant Layout	15
3.	Grading & Drainage	15
4.	Mower Usage	25
5.	Power Equipment Usage	25
6.	Pesticides	20
7.	Pruning	20
8.	Equipment Repair	20
Sub-Total Hours		150
Total Hours		300



APPRENTICESHIP PARTICIPATING EMPLOYERS AGREEMENT

PROGRAM # FL -	0	0	8	8	8	0	0	1	0
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This agreement made at _____ Florida between _____
 _____ (hereinafter referred to as Employer) and FLAGLER COUNTY COMMUNITY APPRENTICESHIP PROGRAM GNJ
 _____ (hereinafter referred to as Program Sponsor).

WITNESSETH: That for and in consideration of the mutual covenants and promises herein contained, the parties agree as follows:

I. PARTIES: The parties to this agreement are:

(Employer)

(NAME - TYPED)

(ADDRESS - TYPED)

(CITY) (STATE) (ZIP CODE)

(PHONE NUMBER - AREA CODE & NUMBER) / (FAX NUMBER - AREA CODE & NUMBER)

(Program Sponsor)
Flagler County Community Apprenticeship Program GNJ
(NAME - TYPED)
One Corporate Drive, Suite 2J
(ADDRESS - TYPED)
Palm Coast Florida 32137
(CITY) (STATE) (ZIP CODE)
386.437-7584 / 386.437.7368
(PHONE NUMBER - AREA CODE & NUMBER) / (FAX NUMBER - AREA CODE & NUMBER)

II. TERMS: The term of this agreement shall commence upon execution by both parties as indicated by the dates set out below and shall continue in force and effect until terminated as herein provided. A termination of this agreement shall be effectuated by one party giving at least thirty (30) days written notice to the other party at the address shown in Article I above.

III. DUTIES: The duties of the parties in the performance of this agreement shall be as follows:

Duties of Program Sponsor:

- To provide the Employer with copies of all pertinent rules, regulations, and other materials affecting the apprenticeship program. These shall include but are not necessarily limited to copies of Chapter 446, Florida Statutes, as amended (the Florida Apprenticeship Law), the rules and regulations of the Florida Department of Education, Division of Workforce Education - Apprenticeship (here in after referred to as the Registration Agency), the applicable apprentice standards, and any pertinent information/instructions received from the Registration Agency or other source.
- To provide such technical information and administration assistance as may reasonably be necessary for the Employer to comply with all applicable rules, standards, and other requirements.
- To refer registered apprentices to the Employer for employment in such numbers and at such times as may be requested by the Employer to the extent possible with the existing supply of apprentices and within the requirements of applicable rules and standards.
- To provide the work-related training (Classroom or correspondence) required by the program standards.

Duties of the Employer:

- To read and abide by all applicable laws, rules, regulations, standards and other requirements which govern the operation of the program and training of apprentices. The Employer hereby acknowledges receipt of the registered apprenticeship program standards as approved by the Registration Agency.
- To retain the apprentice(s) in his employ as work is available and train said apprentice(s) in the trade of _____

 ELECTRICIAN
- To pay his fair share of the financial expense of the Program Sponsor. In determining the actual amounts due from the Employer, the funding formula contained in the registered program standards shall control.

IV. COPIES: This agreement shall be made and executed in duplicate originals, one of each shall be retained by the Employer and one to be retained by the Program Sponsor. An executed copy shall be made at the same time and be sent by the Program Sponsor to the Registration Agencies local servicing representatives address. In addition, a copy of any notice of termination as provided in Article II shall be sent to the Registration Agency, by the party so terminating. IN WITNESS WHEREOF, the parties set their hands on the dates below indicated.

EMPLOYER

PROGRAM SPONSOR

PRINT NAME: _____
 SIGN: _____
 TITLE: _____
 DATE: _____

PRINT NAME: _____
 SIGN: _____
 TITLE: _____
 DATE: _____



APPRENTICESHIP PARTICIPATING EMPLOYERS AGREEMENT

PROGRAM # FL -	0	0	8	8	8	0	0	1	0
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(CITY) (STATE) (ZIP CODE)

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(Program Sponsor)
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- To read and abide by all applicable laws, rules, regulations, standards and other requirements which govern the operation of the program and training of apprentices. The Employer hereby acknowledges receipt of the registered apprenticeship program standards as approved by the Registration Agency.
- To retain the apprentice(s) in his employ as work is available and train said apprentice(s) in the trade of _____
HEATING & AIR CONDITIONING INSTALLER-SERVICER
- To pay his fair share of the financial expense of the Program Sponsor. In determining the actual amounts due from the Employer, the funding formula contained in the registered program standards shall control.

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EMPLOYER

PROGRAM SPONSOR

PRINT NAME: _____
 SIGN: _____
 TITLE: _____
 DATE: _____

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 SIGN: _____
 TITLE: _____
 DATE: _____



APPRENTICESHIP PARTICIPATING EMPLOYERS AGREEMENT

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(Program Sponsor)
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(NAME - TYPED)
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8. To retain the apprentice(s) in his employ as work is available and train said apprentice(s) in the trade of _____

 LANDSCAPE TECHNICIAN
9. To pay his fair share of the financial expense of the Program Sponsor. In determining the actual amounts due from the Employer, the funding formula contained in the registered program standards shall control.

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PROGRAM SPONSOR

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