

# Apprentice Handbook & Progress Report



## The Other 4 Year Degree

The Connecticut Department of Labor  
Connecticut State Apprenticeship Council

# Apprentice Handbook & Progress Report

Issued To: \_\_\_\_\_

Apprentice Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sponsor's Name: \_\_\_\_\_

Sponsor's Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This handbook is also available online at  
[www.ctapprenticeship.com](http://www.ctapprenticeship.com)

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## ***Welcome!***

Welcome to Connecticut's Apprenticeship System, The Other 4-Year Degree! You are now officially recognized as an apprentice in the State of Connecticut and have embarked on what will be one of the most rewarding opportunities of your life. During your period of training, you will receive some of the finest training and education available. Now that you are registered as an apprentice, you have certain rights under the Apprenticeship Law. However, with those rights come responsibilities. In order for you to fully benefit from your apprenticeship, you must take ownership of your training.

Periodically review your recorded hours in your progress report with the work schedule for your craft to ensure you are being trained in all work processes listed and attend all classroom training required as part of your apprenticeship.

The purpose of this handbook is to inform you of your rights and responsibilities as an apprentice. It is not intended to be a legal document. Please read it and use it for future reference when questions surface.

## ***Background***

Apprenticeship is a Connecticut tradition that combines supervised structured on-the-job training with classroom instruction. The purpose of the program is to provide you with a comprehensive knowledge of your selected trade. Apprenticeship is a formal training program registered with the State of Connecticut, Department of Labor, Office of Apprenticeship Training.

As an apprentice, you will learn on-the-job under the supervision of a journeyman, while working for an approved sponsor (sole employer or joint labor/management organization). You will also attend related instruction classes at an approved training site.

You will be paid according to a progressive schedule for wage increases over the term of your apprenticeship as listed on your Apprenticeship Agreement.



The National Apprenticeship Act, passed in 1937, was the first national apprenticeship law. The act is commonly known as the Fitzgerald Act, and was sponsored by Congressman William Fitzgerald of Connecticut. In our state, the Governor issued an Executive Order on March 9, 1938 creating the Connecticut State Apprenticeship Council. The Council 's mission was to establish basic Apprenticeship policies to govern the statewide Apprenticeship Training program. The Connecticut Legislature, in June 1959, passed the Voluntary Apprenticeship Act setting forth the functions of the Labor Commissioner with respect to apprenticeship and the Connecticut State Apprenticeship Council (CGS Section 31-22m-t). Regulations that govern Connecticut Apprenticeship, The Commissioner of Labor's Work Training Standards for Apprenticeship and Training Programs and Equal Employment Opportunity in Apprenticeship and Training were adopted in January 1980 and March 1982 respectively.

## ***Apprenticeship 101***

### **1. Apprenticeship Basics**

The Connecticut Department of Labor is the state agency that has the responsibility for the development, implementation and monitoring of apprenticeship programs in Connecticut. Specific responsibility for administering apprenticeship program standards is housed in the Office of Apprenticeship Training.

The Connecticut State Department of Education, Technical High School System provides classroom instruction for the apprenticeship programs and approves other providers of apprenticeship-related instruction training on behalf of the Connecticut Department of Labor.

The Office of Apprenticeship Training's Regional Apprenticeship Representatives, also known as Field Representatives, are assigned a specific geographic workload in the state for purposes of program implementation, oversight and administration. These representatives are listed on our website at [www.ctapprenticeship.com](http://www.ctapprenticeship.com). He/she is a point of contact when you have questions or concerns with your apprenticeship training, state policies and if your sponsor is unable to provide the response.

Although the Office of Apprenticeship Training has responsibility for oversight of the apprenticeship program, both your sponsor and you, the apprentice, have responsibilities.

### **Apprentice Responsibilities**

1. Work safely.
2. Avoid absenteeism and tardiness at work and at school.
3. Attend and participate in related instruction and maintain the highest possible grades.
4. Be involved and show dedication to your training (both on the job and in the classroom).
5. Keep track of your training hours, (either in the form of work records or logbook) and advise your supervisor of any deficiencies in your apprenticeship training.
6. Show dedication and interest in learning the trade.
7. Show respect to the skilled journeypersons training and supervising you.
8. Comply with the provisions of the Apprentice Agreement.
9. Follow your sponsor's written work rules and policies.
10. You must be accompanied by a journeyperson while on the job site.

### **Sponsor Responsibilities**

1. Provide a safe working and learning environment.
2. Provide supervision and training by a journeyperson on the job site at all times.
3. Provide well-rounded training so the apprentice has learned all aspects of the trade by the completion of the training program as listed in the Work Schedule
4. Monitor the apprentice's on-the-job progress and provide feedback on performance.
5. Comply with the provisions of the Apprentice Standards and Apprenticeship Agreement.

### **Office of Apprenticeship Training Responsibilities**

1. Develop, register and monitor programs to ensure conformity to state statutes, regulations, standards and policies.
2. Review employers and apprentices.
3. Assist apprentices and employers with questions or concerns.
4. Provide technical assistance; i.e., complaints, work changes, and problem solving.
4. Confer with the providers of related instruction to assure quality classroom training.
5. Maintain Equal Opportunity and Affirmative Action Compliance.

## **2. The Apprentice Registration Agreement**

The Apprentice Registration Agreement is a legal, binding document between you, your sponsor and the State of Connecticut. The terms and conditions of your training are contained in the Agreement including the start date of the apprenticeship. Pay raises are determined by the start date along with accumulation of work hours.

Your apprenticeship is valid only for the number of years/hours that is listed on your registration agreement. Failure to complete the required on-the-job training hours and related classroom instruction in this time frame will result in your **termination** from the program.

Please take time to review your copy of the Agreement. It should be thoroughly understood. You will receive your copy of the Agreement by mail. This is your record of registration and lists important information such as your wage progression, trade registration category and any credit for previous registered experience (**unregistered work hours are not counted toward the completion of the program**). If you have any questions about the Agreement, call your Apprenticeship Representative listed on our website.

The Agreement contains the following sections that are important for you to read and understand:

- *Section 3 - Trade and Credit Hours-Extent of Period of Apprenticeship (Term)*. This section describes the length of the apprenticeship program. The term is stated as a total number of hours and months.
- *Section 3 - Trade and Credit Hours-School Information*. If you are receiving on the job training credit for being a Connecticut Technical High School graduate or an approved proprietary school graduate it will be listed under Tech Grad Credit in this section. This must always be supported by documentation.
- *Section 3 - Trade and Credit Hours-OJT Credit Hours*. Credit for previously registered apprenticeship hours are listed in this section
- *Section 4 - Previous Credit- Credit Provisions*. There are two types of credit that may be applied to the Registered Apprentice Agreement.
  - (1) Credit for time served under a previous Connecticut registered apprenticeship program in which you were registered; and
  - (2) Credit for time served under a previous federal or state registered (that state agency recognized by the US Department of Labor)

apprenticeship program in which you were registered. This must always be supported by documentation.

- *Section 5 - Wage Progression Chart-Minimum Compensation to be Paid.* A progressive wage schedule is stated as a percentage of the journeyperson wage rate. The sponsor must pay the apprentice the minimum stated amount. The sponsor may also pay the apprentice more than the skilled wage rate. When the apprentice's wage is governed by a bargaining agreement, then that agreement governs and supercedes the Apprentice Registration Agreement. Apprentices assigned to prevailing wage project jobs must be paid their percentage of the sponsor's minimum completion wage rate or the project journeyperson's rate (prevailing wage) whichever is higher, plus 100% of the fringe benefits listed in the wage determination for their occupational classification.

### **3. Probationary Period**

A Probationary Period is required in each apprenticeship. It provides an opportunity for both the sponsor and the apprentice to adjust to each other and to the program. Should either you or your sponsor wish to cancel the Agreement during the Probationary Period, either party can do so by notifying the Office of Apprenticeship Training in writing of this decision. Unless otherwise stated, the length of the Probationary Period is the first wage progression period.

### **4. Related Instruction and the Importance of School Attendance**

Apprenticeship training combines several aspects as part of an overall strategy to train a skilled worker. This strategy combines supervised, structured on-the-job training and related instruction.

The importance of related instruction is twofold; the industry has uniformity of instruction and you, as an individual apprentice, are given the theoretical knowledge of your trade. This is what adds value to you as an individual, to your career, and to your industry. The related instruction is the academic portion of the apprenticeship, and is usually provided by the Connecticut Technical High School Extension Division, merit shop association school, union JATC school or an approved proprietary school.

Related instruction is an integral part of every apprenticeship and is required by Connecticut apprenticeship regulations. Every sponsor has

the responsibility to arrange for the apprentice to attend related instruction. If the apprentice attends related instruction through the Connecticut Technical High School Extension Division, the sponsor is required to pay 50% of the cost of tuition at the time of class registration. It is not mandatory for your sponsor to pay for your books. Book costs are your responsibility.

It is your employer's responsibility to release you from work to attend the required school. Work is not a valid reason for missing school. Failure to attend is a violation of Connecticut apprenticeship regulations. Excessive absenteeism or tardiness from school may lead to termination of your apprenticeship. It is your responsibility to follow your school's attendance notification procedure.

## **5. Work Records**

It is highly recommended that you and your sponsor maintain a record of your progress. Because the training and schooling extends over several years, a record is required to assure all parts of the program have been covered. Also, if discrepancies occur concerning the training, there is an accurate record of hours worked. Your official work records should be signed and dated monthly by you and your employer. The Apprentice Progress Record is included as part of this handbook.

## **6. Layoffs**

If a reduction in workforce becomes necessary, the suspension and reinstatement of apprentices shall be done in relation to retention of the most advanced apprentice.

If you are laid off because of lack of work the sponsor does have the option of listing you as inactive rather than terminated. The following conditions will apply:

- The apprentice may be listed as inactive for a maximum of six months.
- If the layoff lasts longer than six months, the apprentice will be terminated but is still entitled to recall and reinstatement for two years from the original date of layoff.
- The sponsor will continue to pay his share of the inactive apprentice's cost of related instruction.
- The apprentice must continue to attend RI. If he does not attend, he must be terminated and would lose all right to recall and reinstatement.

- The sponsor may terminate according to the old policy if the lay-off is expected to be permanent.
- All laid-off apprentices continue to have the same two-year recall right before new apprentices may be hired by the sponsor.
- The sponsor must notify the department in writing of any change in the status of an apprentice whether inactive, terminated, reactivated or rehired.
- If the apprentice is hired and registered by another sponsor, his connection to the original sponsor is broken and that sponsor is no longer obligated by the two-year recall and reinstatement policy.
- The inactive apprentice is still registered and attending RI but will not accumulate OJT hours toward the completion of his program.

## **7. Discipline**

You may be subject to disciplinary procedures when failing to make satisfactory progress or failing to meet your responsibilities in the apprenticeship program.

Behaviors that could lead to disciplinary action including termination of your apprenticeship, include, but are not limited to:

- Failure to abide by safety procedures and drug policies;
- Failure to follow work rules and procedures established by the sponsor;
- Disruptive behavior on-the-job or in related instruction;
- Failure to follow the directions of your sponsor;
- Failure to submit on-the-job training records as required;
- Failure to fulfill all related instruction requirements;
- Unsatisfactory grades for related instruction courses;
- Unsatisfactory attendance (including tardiness) for related instruction courses;
- Unsatisfactory attendance (including tardiness) at the job site;
- Failure to register for related instruction.

## **8. Harassment**

You have the right to a harassment free workplace and school setting. We find that apprentices for the most part act professionally in the classroom and on the job site. We have also found though, that when harassment\* does occur, it is most often between apprentices.

Therefore, we want to enlist your help to eliminate harassment and to support respect. You can do the following to ensure you and your co-apprentices all receive the respect you deserve.

- Consider all apprentices your equal, personally and professionally.
- Respect other apprentices' opinions and beliefs about work, study, and personal goals.
- Acknowledge that each apprentice comes from a different background socially, economically, and ethnically, and each brings new knowledge to your classroom, worksite and the industry.
- Understand that it is awkward for most people to tell another person that certain behavior and activities offend them.
- Act on your instincts; if you feel you are taking a chance of offending someone with your words or actions, you probably are.
- Offer support to your classmates and co-workers if they are being harassed.
- Discuss any harassment you witness or experience with a person in authority.

Harassment, whether committed by students, co-workers, supervisors, or instructors needs to be addressed immediately. If harassment does occur in your classroom or on the jobsite, you have the right to seek assistance confidentially and without penalty or retribution. Policies will be in place in your employer's Human Resource office or at your union office that describe a procedure to address harassment. The best course of action is to follow the procedures. If you are unsure or uncomfortable about following the stated procedures, discuss the issue with your sponsor or union representative or contact your DOL Regional Apprenticeship Representative. While procedures used to address harassing behaviors might vary, the common goal for partners in apprenticeship training is the same; *to provide a supportive and respectful learning and working environment for apprentices.*

*\* The term harassment includes slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, gender, religion, national origin, citizenship, age, handicap or disability, marital status or sexual orientation. Harassment also includes sexual advances, request for sexual favors, unwelcome or offensive touching, or other verbal, graphic, or physical conduct of a sexual or gender based nature.*

## **9. Discrimination**

Discrimination by sponsors, unions, and educational institutions is illegal when it is directed at an individual who is a member of a "protected

class\*". It is unfair and unproductive when it is directed at an individual, exclusive of others at the worksite or in the classroom. Discrimination might take place prior to employment, but can also take place during employment. It stems from categorizing individuals based on stereotypes, and training or interacting with an individual based on the stereotype and without consideration of the individual's ability, skill, experience, or motivation. Supervisors and instructors are charged with providing equal training to all apprentices. Since there are not always policies that cover discrimination during training or employment, it is important that you discuss situations that you think might be discriminatory with a supervisor. These discussions should be held or kept confidential, and, like raising a harassment issue, should not result in penalty or retribution. You can also discuss a discrimination concern with your Regional Apprenticeship Representative.

*\* Protected classes include race, color, sex (gender), religion, national origin, age, arrest/conviction record, sexual orientation, marital status, ancestry, Vietnam-veteran status, and non-job related physical or mental handicap.*

## **10. Complaint Procedure**

A complaint is a question or request for assistance to solve a problem, or alleged problem, regarding any part of the apprenticeship program. If you have a concern/complaint related to your apprenticeship training, discuss it with your sponsor.

If you would like to pursue the complaint further, the complaint must be made in writing and submitted to:

Apprenticeship Program Manager  
Office of Apprenticeship Training  
Connecticut Department of Labor  
200 Folly Brook Blvd.  
Wethersfield, CT 06109

The Office of Apprenticeship Training personnel will then conduct an investigation and attempt to seek resolution. The Office of Apprenticeship Training normally has ninety (90) days to issue a decision.



## **11. Veterans Benefits**

Some military veterans enter Connecticut apprenticeship programs after their discharge from the military or while serving as an active military reservist. If you are a military veteran who is eligible to collect Veterans Educational Benefits (GI Bill), you may do so while serving your apprenticeship.

This benefit is an entitlement paid directly to you as the veteran apprentice, not money to the sponsor to offset the cost of training. The benefit rate is at its highest level during the first six-month period when apprenticeship wages are at their lowest. You are paid at a reduced rate during the second six-month period and reduced again to a fixed amount for the remainder of the program.

The Office of Apprenticeship Training assists in completion of the Sponsor's VA benefit paperwork to ensure that it is completed and submitted properly. Additional information can be obtained from the Department of Veteran's Affairs' web address at [www.gibill.va.gov](http://www.gibill.va.gov).

## **12. Military Active Duty**

If you are called to active duty during your apprenticeship, your Apprentice Agreement is put on hold. Have your sponsor contact your Regional Apprenticeship Representative so your file can reflect your current status. When you return from active duty, you can resume your apprenticeship. By law, your former sponsor is obligated to employ you when you return, if work is available and if you apply to your sponsor within the required period of time.

## **13. Completion Procedures**

### **What is required?**

The Apprentice Registration Agreement specifies the length of time that is required in order to graduate as a journeyperson within your trade.

The completion of an Apprentice Registration Agreement is based on satisfactory performance and accomplishment of these required objectives:

- Complete the "Term" [extent of period of apprenticeship] in year(s), hours, or a combination of both years and hours, depending on your specific trade. A letter or Form AT-22 needs to be provided by your sponsor indicating the term and work processes have been completed and the date they were completed.
- Completion of "Related Instruction", the required hours of related classroom instruction as listed in the Work Schedule for your trade from an instructional program previously approved by the Connecticut State Department of Education, Technical High School System. A letter/diploma or Form AT-23 must be submitted to the Regional Apprenticeship Representative indicating completion of related instruction from the approved teaching facility.
- Completion of "Special Provisions." Apprentices registered in the occupationally licensed trades are required to pass the appropriate journeyman license examination as administered by the Connecticut Department of Consumer Protection, Occupational and Professional Licensing Division, prior to being awarded a completion certificate.
- In unlicensed trades, once the Office of Apprenticeship Training receives notification from your sponsor and school, the Office will then issue a Certificate of Apprenticeship and a Pocket Journeyman Card.

## ***Apprenticeship Standards***

The Connecticut State Apprenticeship Council, established under State Statutes, is composed of members with broad experience in the field of Apprentice Training. Recommendations of the Council are submitted to the Connecticut Labor Commissioner for adoption. The Commissioner of Labor has adopted regulations governing the Apprentice Work Training Standards (Sec. 31-51d-1 to 12).

The following Apprenticeship Standards have been adopted by the Council as the basic standards of approval for an Apprentice Program. The Council has made provisions for special requirements as part of each sponsor's standards submitted for review and approval. The regulations for the Commissioner of Labor's Work Training Standards for Apprenticeship and Training Programs are incorporated by this reference as part of the following standards.

## 1. Special Provisions

Explain any terms and conditions that govern this sponsor's program, which deviate from the language that follows. (Reference the Section of standards and add additional sheets if necessary.)

## 2. Definitions

**Sponsor** means the duly established firm, association, committee, organization or corporation permanently located within the State of Connecticut in whose name this program is approved and registered.

**Employer** means the sole owner, partnership or corporation that employs apprentices for wages; is responsible for the on-the-job training of apprentices; is a party of these standards either as a program sponsor or as a participant under the jurisdiction of a Joint Apprenticeship Committee.

**Joint Apprenticeship Committee** means a committee composed of equal representation of employer and labor members sponsoring an apprenticeship program.

**Apprentice** means a person training under a written agreement which provides specific terms of apprenticeship and employment including but not limited to wage progression; specific hours of job training processes; hours and courses of school instruction which satisfactory completion thereof provides recognition as a qualified professional, technical, craft or trade worker.

**Journey person** means any person who has completed an apprenticeship or is recognized/classified as a skilled person and possesses a valid Journey person card or occupational license when required.

**Council** means the Connecticut State Apprenticeship Council which recommends policy concerning apprenticeship to the Commissioner.

**Department** means the Connecticut Labor Department, which is the registration agency for all programs.

**Related Instruction** means an organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to his/her trade.

### **3. Qualifications for Applicants**

**Age:** Applicants must not be less than 16 years of age.

**Education:** Applicants shall possess the basic education necessary for entry-level training. A minimum education level factor may be determined by the sponsor as part of the Special Provisions in Section I.

**Physical:** Applicants must be able to perform the essential functions of the trade.

### **4. Recruitment, Selection, Employment and Training Procedures**

#### **Equal Opportunity Pledge**

The recruitment, selection, employment and training of apprentices shall be without discrimination because of race, color, religious creed, age, marital status, national origin, ancestry, sexual orientation, learning disability or physical disability including but not limited to blindness; unless such disability prevents the apprentice or potential apprentice from performing the essential functions of the work involved in the apprenticeship program. The sponsor will operate the apprenticeship program as required under applicable laws, regulations and executive orders.

#### **Affirmative Action Plan**

A specific selection procedure and affirmative action plan must be developed when the program attains an enrollment of five or more apprentices. The Department will assist the sponsor in the development of a selection procedure and affirmative action plan.

#### **Recruitment Procedures Under An Affirmative Action Plan**

***Present Employees:*** Apprentices may be selected from the sponsor's existing workforce providing its composition does not indicate a discriminatory pattern.

***New Employees:*** Selection of apprentices from new employees must be made from a pool of eligible individuals. The Department will provide technical assistance to the sponsor for recruitment to attain goals and timetables.

## **5. Term of Apprenticeship**

The standard term of apprenticeship for each trade objective is defined herein. Appended to these standards is a work training process schedule for each trade objective. (Schedule "A")

Apprentices shall receive instruction and work experience to reach proficiency in the various skill processes throughout the training period. The sponsor will assure that proper record keeping is maintained. If conditions arise which preclude inclusion of certain skill processes, the work training schedule is to be modified in accordance with Section XIV of these standards.

The probationary period allows both the apprentice and the sponsor an opportunity to evaluate the training situation. Unless otherwise stated in Section I, the first wage period shall be considered a probationary period wherein either the apprentice or the sponsor may cancel the agreement. Apprentices entering with advanced standing will serve an equivalent period.

Each apprentice is entitled to have previous job experience and school training evaluated by the sponsor for the purpose of applying credit hours to reduce the standard training period. The amount of credit granted will be made part of the agreement. Apprentices admitted to advanced standing shall be entitled to rate of pay schedule established for the appropriate period.

Prior to each period of wage advancement, an evaluation of each apprentice for satisfactory progress in job skills and classroom training will be conducted by the sponsor. If job or classroom progress does not warrant advancement, the apprentice may be permitted to continue on a specific probationary period, not to exceed six months, prior to termination of the agreement. The Department shall be notified of the term of probation and all terminations.

## **6. Apprentice Agreement**

The Apprentice (and if a minor, his/her parent or guardian) and the sponsor shall sign an apprenticeship agreement making the apprenticeship standards a part thereof. Each agreement is subject to approval by the Chair of the State Apprenticeship Council prior to distribution to the apprentice and the sponsor and employer where applicable. (Schedule "D")

## **7. Wage, Hours and Conditions of Work**

The workday and work week for apprentices shall be determined by the program sponsor. Employment of apprentices on regular shifts is encouraged to allow direct supervision by a journeyman or supervisor of apprentices. Time spent in related classroom instruction, if during a scheduled work period, shall be considered as time worked and paid accordingly with the exception that the hours spent in classroom instruction may not be used in computing overtime.

Apprentices shall receive wages in accordance with the currently effective minimum wage schedule. (Schedule "C")

## **8. Continuity of Employment**

When the program sponsor is the employer of the apprentice it will be the intention of the sponsor to give the apprentice continuous full-time employment and training. However, conditions of business may make it necessary to temporarily suspend the period of apprenticeship. Such periods of suspension shall not be for intermittent periods. Apprentices whose term of apprenticeship is suspended for the above reason will be given the opportunity to be re-employed or to resume their training before additional apprentices are employed. The suspension and reinstatement of apprentices shall be done in relation to retention of the most advanced apprentice.

When the program sponsor is not the employer and when the employer to whom the apprentice is assigned is unable to fulfill his obligations as a trainer, the sponsor will endeavor to transfer the apprentice to another employer under the same program who can fulfill the apprenticeship responsibilities. This will be done with the consent of the apprentice and the sponsor and with full credit to the apprentice for satisfactory time and training earned.

The Connecticut Department of Labor shall be notified of changes in the training status of all apprentices.

## **9. Training Capability Ratio**

The numeric ratio of apprentices to journeymen shall be consistent with proper supervision, training, safety, reasonable continuity of employment and applicable provisions in collective bargaining agreements. Each program's ratio requirements are reviewed based on

such factors as specific trade requirements, availability of skilled personnel, previous training history, economic factors, affirmative action efforts and such other factors which may be pertinent to a successful program operation. Regardless of any established hiring ratio, the work site ratio shall not be less than one full-time journeyman instructing and supervising the work of each apprentice in a specific trade.

## **10. Related Instruction**

The apprentice will be given instruction in related subjects, which assist him/her to qualify for journeyman status. A minimum of 144 hours per year is required. The Department may, with the advice of the Council and in the best interest of apprenticeship, reduce or increase the hours of related instruction. The instruction may be delivered in a classroom (through trade or industrial courses) by correspondence courses of equivalent value or by other forms of self-study.

## **11. Safety**

The employer shall instruct the apprentice in safe and healthful work practices and shall insure that the apprentice is trained in facilities and other environments that are in compliance with State and Federal occupational safety and health standards.

## **12. Apprentice Responsibilities**

- Make every effort to understand the apprenticeship program and abide by all rules established by the program sponsor.
- Attend regularly and complete the required hours of instruction in subjects related to the trade.
- Maintain records as may be required of work experience and related instruction.
- Conform with safe working procedures as instructed to assure their own safety as well as the safety of fellow workers.
- Perform diligently and faithfully the work of the trade

## **13. Certificate of Completion**

Upon notification by the sponsor that the apprentice has satisfactorily

completed his/her apprenticeship, the apprentice will be issued a *Certificate of Completion* by the Connecticut State Apprenticeship Council provided program requirements have been met. The apprentice will be advanced to no less than the minimum.

#### **14. Complaint Procedures**

Complaints concerning discriminatory or other equal opportunity matters must be submitted, in writing, processed and resolved in accordance with state and/or federal equal opportunity laws, regulations and executive orders. The Department will attempt to reach an informal resolution of the complaint and will submit to the Commission on Human Rights and Opportunities the resolution for their disposition.

Other complaints arising under an apprenticeship agreement not resolved informally or which are not covered by a collective bargaining agreement may be submitted in writing by an apprentice or his/her authorized representative to the Department for review. In the event of any differences regarding the terms of this agreement, either party may request assistance from the Council.

#### **15. Modification**

Any modifications or exceptions shall be listed in Section I of these standards under Special Provisions and approved by the Department.

#### **16. Program Deregistration**

##### **Request from Sponsor**

The Department may cancel the registration of an apprenticeship program by a written acknowledgment of such request stating but not limited to the following:

- The registration is canceled at the sponsor's request, giving the effective date of such cancellation.
- That within 15 working days of the date of the acknowledgment, the sponsor must notify all apprentices of such cancellation and the effective date and that such cancellation automatically deprives the apprentice of his/her individual registration.



### **Deregistration by Department**

Deregistration proceedings may be undertaken when the apprenticeship program is not conducted, operated or administered in accordance with applicable laws and regulations. The Department may allow the sponsor a reasonable time to achieve voluntary corrective action. The Council may conduct an informal hearing prior to a formal notice.

### **17. Reinstatement of Programs**

Any apprenticeship program deregistered may be reinstated upon presentation of adequate evidence that the apprenticeship program will operate in accordance with applicable laws and regulations.

## Apprentice Handbook and Progress Record

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FORM A: The ***Apprentice Agreement*** is a written agreement between the Apprentice, the Sponsor and approved by the Office of Apprenticeship Training. The agreement sets forth the responsibilities and obligations of all the parties to the Contract. A sample Apprentice Agreement is provided on the following pages.

SAMPLE



**OFFICE OF APPRENTICESHIP TRAINING**  
Connecticut Department of Labor  
Apprentice Registration Agreement

For Office Use Only  
Registration Date

**(PLEASE PRINT OR TYPE)**

**Section 1 – Apprentice Information**

Apprentice Name Jane Smith Date 11/1/05

Address 1 Any St., Any City, CT 00000

Name of Program Sponsor Doe Electric Inc.

Address 1 Main St., Any City, CT 00000

**Section 2 – To Be Completed By Apprentice**

Date of Birth 8/2/1980 Social Security # 000-00-0000 Sex  Male  Female

Are you a veteran?  Yes  No Are you a veteran, eligible dependent or member of the National Guard or Reserve that is currently collecting GI Bill benefits from the Dept. of Veterans Affairs?  Yes  No

Ethnic Group  White  Black/African American  Hispanic  Native American  Asian or Pacific Islander  Other

Education:  8<sup>th</sup> Grade or less  GED  9<sup>th</sup> thru 12<sup>th</sup>  High School or Greater

**Section 3 – Trade and Credit Hours**

Trade Electrician E-2 Full Term of Apprenticeship 8,000 Hrs 48 Mos.

Graduate of High/Technical School City High School, Anytown, CT Year 1998

**OJT Credit Hours**

Previously Registered Credit: 2,000 Tech Grad Credit: 1500 Total Credit Hours 3500

**Section 4 – Sponsors Previously Registered With**

**Dates Registered**

- (1) Jones Electric, Anytown, CT from 1/1/2000 to 1/1/2001 Hours 2,000  
 (2) \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ Hours \_\_\_\_\_

**SECTION 5 – Refer To Your Wage Progression Chart**

**Apprentice Wage Progression for each Period - in percentage (%)**

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
50 %	55 %	60 %	65 %	70 %	75 %	80 %	85 %				

Current Minimum Completion Rate: \$ 18.00 per hour Current hourly rate: \$ 10.80

The parties hereto agree to the terms stated on Page 2 as part of this agreement.

\_\_\_\_\_  
Signature of Apprentice

\_\_\_\_\_  
Signature of Official Sponsor Representative

\_\_\_\_\_  
Signature of Parent or Guardian (for minor age 16 and 17)

\_\_\_\_\_  
Print Name & Title of Sponsor Representative

\_\_\_\_\_  
Approved by the Office of Apprenticeship Training  
Apprenticeship Program Manager

\_\_\_\_\_  
Date

## **TERMS OF AGREEMENT**

The Program Sponsor, the Apprentice, and his/her Parent or Guardian, in conformity with the terms and conditions provided herein, hereby agree to the following:

In conformity with the Program Sponsor's Standards as approved or amended in accordance with the Commissioner of Labor's Work Training Standards for Apprenticeship and Training Programs are as follows:

The Sponsor agrees to employ the Apprentice for the purpose of enabling said Apprentice to learn and acquire the trade or craft upon the terms and conditions contained in the Standards without discrimination because of race, color, religion, national origin, age, physical disability or sex. The sponsor is responsible to ensure attendance of related instruction for all registered apprentices in their program at an approved institution.

The apprentice registration date is the date the completed apprentice agreement (AT-5) is approved by the Department of Labor.

The Apprentice agrees to perform diligently and faithfully the work of the trade or craft complying with the training program contained in the Standards.

Your apprenticeship is valid only for the number of years/hours as listed on this registration agreement. Failure to complete the required on-the-job training hours and related classroom instruction in this time frame will result in your termination from the program. The Department of Labor will not recognize an individual as an apprentice beyond 6 months of the date of completion of the required on-the-job training hours.

In occupational licensed trades, upon successful completion of your on-the-job training hours and related instruction, an "Eligibility for License Examination" letter will be issued. The letter will allow you, upon application to the Connecticut Department of Consumer Protection, Occupational and Professional Trades Division, to sit for the occupational license examination in your trade category.

Pursuant to U.S.C.F.R. Title 29, Part 5 and C.G.S. 31-53, apprentices assigned to Prevailing Wage Project jobs must be paid their percentage of the program sponsor minimum completion rate or the project journey person's rate (Prevailing Wage), whichever is higher, plus 100% of the fringe benefits listed in the wage determination for their occupational classification.

## Apprentice Handbook and Progress Record

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FORM B: The **Apprentice Identification Card** signifies that you have been registered in a bona fide apprenticeship program. Make sure you obtain your apprentice identification card from your sponsor after your registration is approved. You **must** carry a valid apprentice identification card at all times while on the job and register for related instruction. Your apprentice identification card is **only valid for the sponsor with whom you are registered and carries an expiration date**. If you leave a sponsor and go to work for another sponsor, you must be **re-registered**.

### Sample Apprentice Identification Card

<b>APPRENTICE IDENTIFICATION</b>		Opportunity Guidance Support
Issued To:	Jane Smith	
Registration #:	000-00-0000	
Registered With:	Doe Electric Company	
Trade	Electrician (E-2)	
<b>Not transferable to another sponsor nor valid after 6/30/07</b>		
Connecticut State Apprenticeship Council CONNECTICUT DEPARTMENT OF LABOR		
(Signature) Apprenticeship Program Manager		

Apprentice Handbook and Progress Record

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FORM C: The **Completion Form** (AT-22) is used by the sponsor to notify the Office of Apprenticeship Training that an apprentice has completed the on the job training portion of the program. Verification of completion of related classroom instruction must accompany the completion form for the packet to be complete.

**Sample Completion Form**

Completion Form (AT-22)  
Revised 10/03

Date: \_\_\_\_\_

Please fill in information requested below and attach required documentation.  
Return to:

**Office of Apprenticeship Training - Completion**  
**Connecticut Department of Labor**  
**200 Folly Brook Boulevard**  
**Wethersfield, CT 06109**

Please be advised that apprentice \_\_\_\_\_  
(Name – Print or Type exactly as desired on certificate)

\_\_\_\_\_  
(Current Address)

has satisfactorily completed his/her training in the trade of \_\_\_\_\_

on \_\_\_\_\_ and is recommended for a Certificate of Apprenticeship Completion.\*

Total hours/years of training program \_\_\_\_\_

Completed related classes at \_\_\_\_\_  
(Name of School)

Graduated from \_\_\_\_\_  
(Technical School) \_\_\_\_\_ (Course) \_\_\_\_\_ (Year)

Attach documentation (**required**) regarding completion of related instruction.

**If a licensed trade:**

License (to be) applied for \_\_\_\_\_  
(Type and Number)

\_\_\_\_\_  
(Sponsor)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature & Title of Authorized Representative of Sponsor)

\_\_\_\_\_  
(Print Name and Title of Authorized Representative of Sponsor)

## Apprentice Handbook and Progress Record

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FORM D: The **Eligibility Letter** is included with the occupational license application to apply for an occupational license through The Department of Consumer Protection, Occupational and Professional Licensing Division.

### Sample Eligibility Letter

Apprentice's Name  
Company Name  
Street Address  
City, State Zip

RE:       **SS#:**                   000-00-0000  
          **SPONSOR:**       Company Name  
          **TRADE:**         Plumbing and Heating

Dear \_\_\_\_\_:

This office recently received notice from your apprenticeship program sponsor that you have completed training requirements in the above referenced licensed occupation. Enclosed is an "Application for Trade License" packet for your licensing examination. Please submit this letter with enclosed application and appropriate fees to:

Department of Consumer Protection  
Occupational & Professional Licensing  
165 Capitol Avenue  
Hartford, CT 06106

Be sure to attach **THIS** letter when submitting your application. **DO NOT** attach a photocopy.

Upon verification that you have attained the appropriate occupational license, a certificate of completion will be issued to you by the Department of Labor.

**PLEASE NOTE:** Applicant must apply for the test within 30 days of the above date in order to be legally employed as an apprentice, in accordance with Section 20-33a as amended by Public Act 84-487.

If you have any questions regarding your exam or exam date contact the Department of Consumer Protection at 860-713-6135.

Sincerely,

Apprenticeship Program Manager  
Connecticut Department of Labor

# ***Apprentice Record Book***



**To the Apprentice:**

This monthly journal is for the purpose of keeping a daily record of your shop and your related classroom instruction. It is to be used in conjunction with your work schedule.

- At the close of each day's work you should enter under the operation columns the number of hours worked on each operation.
- At the end of each month your supervisor should grade your progress and have it recorded on a permanent record.
- This journal is for a period of one month.

Please contact the Connecticut Department of Labor, Office of Apprenticeship Training, if you have any questions.

Phone: 860-263-6085  
Email: [ct.apprenticeship@ct.gov](mailto:ct.apprenticeship@ct.gov)

Name: \_\_\_\_\_

Trade: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Full term of apprenticeship (hours): \_\_\_\_\_

Hours awarded for previous experience: \_\_\_\_\_

PREVIOUS ON-THE JOB RECORD			
Employer	From	To	Hours

PREVIOUS TECHNICAL TRAINING RECORD			
Name of School	From	To	Hours

Apprenticeship started on: \_\_\_\_\_

Related classroom instruction started on: \_\_\_\_\_

TRADE:

CODE:	Obtained From Work Training Schedule
	Work Schedule Titles
A	
B	
C	
D	
E	
F	
G	
H	
I	
J	
K	
L	
M	
N	
O	
P	
Q	
R	
S	
T	
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