



Apprenticeship Program Request Form

RA-001347
Gaston College-Apprenticeship 321
201 Highway 321 South
Dallas, NC 28034
United States

Number of Employees: **75**
Program Type: **Group Not Joint**
Indenture: **N**
Workers Compensation: **Y**
VA Approved: **N**
Affirmative Action Pledge on File: **Y**

County: **Gaston**
Location: **201 Highway 321 South, Dallas, NC 28034**
Supervisor: **Jill Hendrix**
Title: **Director - Apprenticeships and Work-Based Learning**
Email: **hendrix.jill@gaston.edu**
Telephone: **(704) 922-6521**

51-4111.00 - Tool & Die Maker Status: In Progress

OJL Term: **6000** Minimum hours **8000** Total hours
RI Contact Hours: **1296**
of Journeyworkers: **10** Quota: **20** Ratio: **2 to 1**

Wage Scale: Standard	Journeyworker Rate: \$22.00	Rate Date: 07/25/2016
Interval	Time	Rate
1	2000	\$14.00
2	2000	\$15.00
3	2000	\$16.50
4	2000	\$18.70

31-1131.00 - Certified Nursing Assistant I Status: In Progress

OJL Term: **2000** Total hours
RI Contact Hours: **144**
of Journeyworkers: **2** Quota: **4** Ratio: **2 to 1**

Wage Scale: **Certified Nursing Assistant I** Journeyworker Rate:
\$10.00 Rate Date: **01/27/2022**

Interval	Time	Rate
1	2000	\$9.00

41-1011.00 - Shift Supervisor *Status: In Progress*

OJL Term: **3000** Minimum hours **4000** Total hours

RI Contact Hours: **464**

of Journeyworkers: **2** Quota: **4** Ratio: **2 to 1**

Wage Scale: **Shift Supervisor** Journeyworker Rate: **\$16.53**

Rate Date: **01/27/2022**

Interval	Time	Rate
1	500	\$12.00
2	500	\$12.75
3	1000	\$14.00
4	1000	\$15.25
5	1000	\$16.35

43-3031.00 - Accounting Technician *Status: In Progress*

OJL Term: **4000** Minimum hours **5000** Total hours

RI Contact Hours: **400**

of Journeyworkers: **3** Quota: **6** Ratio: **2 to 1**

Wage Scale: **Accounting Technician**

Journeyworker Rate:

\$18.00 Rate Date: **01/27/2022**

Interval	Time	Rate
1	500	\$14.00
2	500	\$14.50
3	500	\$15.00
4	500	\$15.50
5	1000	\$16.00
6	1000	\$16.50
7	1000	\$17.00

51-4034.00 - Machine Set-Up Operator *Status: In Progress*

OJL Term: **3000** Minimum hours **4000** Total hours

RI Contact Hours: **832**

of Journeyworkers: **10** Quota: **20** Ratio: **2 to 1**

Wage Scale: **Machine Set-Up Operator**

Journeyworker Rate:

\$18.10

Rate Date: **01/27/2022**

Interval	Time	Rate
1	500	\$11.00
2	500	\$11.77
3	1000	\$12.67
4	1000	\$13.58
5	1000	\$14.48

49-9041.00 - Industrial Maintenance Mechanic *Status: In Progress*

OJL Term: **3900** Minimum hours **6000** Total hours

RI Contact Hours: **1168**

of Journeyworkers: **10** Quota: **20** Ratio: **2 to 1**

Wage Scale: **Standard**

Journeyworker Rate: **\$18.75**

Rate Date: **06/26/2015**

Interval	Time	Rate
1	500	\$11.00
2	500	\$12.19
3	1000	\$13.13
4	1000	\$14.06
5	1000	\$15.00
6	1000	\$15.94
7	1000	\$16.88

51-9011.00 - Chemical Operator III *Status: In Progress*

OJL Term: **4000** Minimum hours **6000** Total hours

RI Contact Hours: **992**

of Journeyworkers: **6** Quota: **12** Ratio: **2 to 1**

Wage Scale: **Chemical Operator III**

\$18.50

Rate Date: **01/27/2022**

Journeyworker Rate:

Interval	Time	Rate
1	500	\$11.00
2	500	\$12.03
3	1000	\$12.95
4	1000	\$13.88
5	1000	\$14.80
6	1000	\$15.73
7	1000	\$16.65

51-4121.00 - Welding Status: In Progress

OJL Term: **4500** Minimum hours **6000** Total hours

RI Contact Hours: **1261**

of Journeyworkers: **5** Quota: **10** Ratio: **2 to 1**

Wage Scale: **Welder**

Journeyworker Rate: **\$19.00**

Rate Date: **01/27/2022**

Interval	Time	Rate
1	500	\$15.00
2	500	\$15.50
3	1000	\$16.00
4	1000	\$16.50
5	1000	\$17.00
6	1000	\$17.50
7	1000	\$18.00

17-3026.00 - Quality Control Technician Status: In Progress

OJL Term: **3000** Minimum hours **4000** Total hours

RI Contact Hours: **752**

of Journeyworkers: **3** Quota: **6** Ratio: **2 to 1**

Wage Scale: **Quality Control Technician**

Journeyworker Rate: **\$19.00**

Rate Date: **01/27/2022**

Interval	Time	Rate
1	500	\$14.00
2	500	\$14.50
3	500	\$15.00
4	1000	\$16.00
5	500	\$17.00
6	500	\$17.50
7	500	\$18.00

41-1011.00 - Shift Supervisor- Textiles *Status: In Progress*

OJL Term: **3000** Minimum hours **4000** Total hours

RI Contact Hours: **480**

of Journeyworkers: **2** Quota: **4** Ratio: **2 to 1**

Wage Scale: **Shift Supervisor - Textiles**

\$16.53

Rate Date: **01/27/2022**

Journeyworker Rate:

Interval	Time	Rate
1	500	\$12.00
2	500	\$12.75
3	1000	\$14.00
4	1000	\$15.25
5	1000	\$16.35

49-2094.00 - Mechatronics *Status: In Progress*

OJL Term: **6000** Minimum hours **8000** Total hours

RI Contact Hours: **1168**

of Journeyworkers: **10** Quota: **20** Ratio: **2 to 1**

Wage Scale: **Mechatronics**

Journeyworker Rate: **\$22.00**

Rate Date: **01/27/2022**

Interval	Time	Rate
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1	2000	\$14.00
2	2000	\$15.00
3	2000	\$16.50
4	2000	\$18.70

49-9021.00 - Heating and Air Conditioning Installer Servicer *Status: In Progress*

OJL Term: **6000** Minimum hours **8000** Total hours

RI Contact Hours: **816**

of Journeyworkers: **5** Quota: **10** Ratio: **2 to 1**

Wage Scale: **HVAC** Journeyworker Rate: **\$17.00** Rate Date: **01/27/2022**

Interval	Time	Rate
1	2000	\$11.00
2	2000	\$12.00
3	2000	\$13.00
4	2000	\$14.45

29-2042.00 - Paramedic Medicine Operation *Status: In Progress*

OJL Term: **3000** Minimum hours **4000** Total hours

RI Contact Hours: **1644**

of Journeyworkers: **4** Quota: **8** Ratio: **2 to 1**

Wage Scale: **Paramedic Medicine Operation** Journeyworker Rate:
\$17.64 Rate Date: **01/27/2022**

Interval	Time	Rate
1	1000	\$11.81
2	1000	\$13.29
3	1000	\$14.51
4	1000	\$16.00

47-2111.00 - Maintenance Electrician *Cancellation Requested*
Cancellation Reason: Inactive

51-4081.00 - Machine Operator I *Status: In Progress*

OJL Term: **2000** Total hours

RI Contact Hours: **288**

of Journeyworkers: **10** Quota: **20** Ratio: **2 to 1**

Wage Scale: **Machine Operator I**

Journeyworker Rate:

\$15.00

Rate Date: **01/27/2022**

Interval	Time	Rate
1	500	\$10.50
2	500	\$11.00
3	500	\$11.50
4	500	\$12.75

11-9051.00 - Food Service Manager *Cancellation Requested*
Cancellation Reason: Inactive

31-1131.00 - Certified Nursing Assistant - Advanced *Status: In Progress*

OJL Term: **2000** Total hours

RI Contact Hours: **144**

of Journeyworkers: **4** Quota: **8** Ratio: **2 to 1**

Wage Scale: **Certified Nursing Assistant - Advanced**

Journeyworker Rate:

\$10.75

Rate Date: **01/27/2022**

Interval	Time	Rate
1	2000	\$10.24

51-9041.00 - Press Brake Operator (Fabricator) *Status: In Progress*

OJL Term: **4000** Minimum hours **5000** Total hours

RI Contact Hours: **704**

of Journeyworkers: **5** Quota: **10** Ratio: **2 to 1**

Wage Scale: **Press Brake Operator**

Journeyworker Rate:

\$17.00

Rate Date: **10/01/2022**

Interval	Time	Rate
1	1250	\$15.00
2	1250	\$15.50

3	1250	\$16.00
4	1250	\$16.50

51-4122.00 - Brazing Operator *Status: In Progress*

OJL Term: **4500** Minimum hours **6000** Total hours

RI Contact Hours: **1168**

of Journeyworkers: **4** Quota: **8** Ratio: **2 to 1**

Wage Scale: **Brazing Operator**
\$18.75

Rate Date: **10/01/2022**

Journeyworker Rate:

Interval	Time	Rate
1	500	\$11.00
2	500	\$12.19
3	1000	\$13.13
4	1000	\$14.06
5	1000	\$15.00
6	1000	\$15.94
7	1000	\$16.88

29-2061.00 - Licensed Practical Nurse *Status: In Progress*

OJL Term: **2000** Total hours

RI Contact Hours: **144**

of Journeyworkers: **10** Quota: **20** Ratio: **2 to 1**

Wage Scale: **Licensed Practical Nurse**
\$19.00

Rate Date: **05/25/2022**

Journeyworker Rate:

Interval	Time	Rate
1	1000	\$18.00
2	1000	\$18.50

15.1151.00 - IT Support Technician *Status: In Progress*

OJL Term: **4500** Minimum hours **6000** Total hours

RI Contact Hours: **1488**

of Journeyworkers: 5 Quota: 10 Ratio: 2 to 1

Wage Scale: **IT Support Tech**
\$18.00

Rate Date: 01/27/2022

Journeyworker Rate:

Interval	Time	Rate
1	500	\$11.00
2	500	\$12.50
3	1000	\$13.25
4	1000	\$14.00
5	1000	\$14.75
6	1000	\$15.50
7	1000	\$16.50

47-2111.00 - Industrial Electrician Status: In Progress

OJL Term: 6000 Minimum hours 8000 Total hours

RI Contact Hours: 1424

of Journeyworkers: 4 Quota: 8 Ratio: 2 to 1

Wage Scale: **Industrial Electrician**
\$27.75

Rate Date: 10/01/2022

Journeyworker Rate:

Interval	Time	Rate
1	1000	\$15.00
2	1000	\$16.00
3	1000	\$17.00
4	1000	\$18.50
5	1000	\$20.00
6	1000	\$22.75
7	2000	\$24.75

This document may be executed in counterparts, each of which will be deemed an original and all of which will constitute one and the same document. The parties may exchange signature pages electronically or by facsimile, and such signatures will be effective to bind the parties to all the terms contained in this document.

Signature of Sponsor or Representative	Signature of Apprentice Consultant	Signature of Director's Approval
<p data-bbox="259 420 487 483"><i>Jill Hendrix</i></p> <p data-bbox="146 525 349 567">Date: 8/29/22</p>	<p data-bbox="738 420 950 472"><i>Eric Tillmon</i></p> <p data-bbox="722 525 974 567">Date: 08/16/2022</p>	<p data-bbox="1144 420 1469 493"><i>Dale Garborough</i></p> <p data-bbox="1096 525 1364 567">Date: 9/30/2022</p>

Registered Apprenticeship Standards

- National Program Standards
- Natl Guidelines for Appr Standards
- Statewide Apprenticeship Standards
- Local Apprenticeship Standards

GASTON COLLEGE-APPRENTICESHIP 321

Occupation(s)

Tool & Die Maker

O*NET Code: 51-4111.00

Status: **In Progress**

RAPIDS Code: 0114

Certified Nursing Assistant I

O*NET Code: 31-1131.00

Status: **In Progress**

RAPIDS Code: 0824CL

Shift Supervisor

O*NET Code: 41-1011.00

Status: **In Progress**

RAPIDS Code: 0578

Accounting Technician

O*NET Code: 43-3031.00

Status: **In Progress**

RAPIDS Code: 1125HY

Machine Set-Up Operator

O*NET Code: 51-4034.00

Status: **In Progress**

RAPIDS Code: 1094CB

Industrial Maintenance Mechanic

O*NET Code: **49-9041.00**

Status: **In Progress**

RAPIDS Code: **0308CB**

Chemical Operator III

O*NET Code: **51-9011.00**

Status: **In Progress**

RAPIDS Code: **0791**

Welding

O*NET Code: **51-4121.00**

Status: **In Progress**

RAPIDS Code: **0622CB**

Quality Control Technician

O*NET Code: **17-3026.00**

Status: **In Progress**

RAPIDS Code: **2031CB**

Shift Supervisor- Textiles

O*NET Code: **41-1011.00**

Status: **In Progress**

RAPIDS Code: **0578**

Mechatronics

O*NET Code: **49-2094.00**

Status: **In Progress**

RAPIDS Code: **2014**

Heating and Air Conditioning Installer Servicer

O*NET Code: **49-9021.00**

Status: **In Progress**

RAPIDS Code: **0637R2**

Paramedic Medicine Operation

O*NET Code: **29-2042.00**

Status: **In Progress**

RAPIDS Code: **0730**

Maintenance Electrician	Status: In Progress
O*NET Code: 47-2111.00	RAPIDS Code: 0643

Machine Operator I	Status: In Progress
O*NET Code: 51-4081.00	RAPIDS Code: 0511R

Food Service Manager	Status: In Progress
O*NET Code: 11-9051.00	RAPIDS Code: 0593CB

Certified Nursing Assistant - Advanced	Status: In Progress
O*NET Code: 31-1131.00	RAPIDS Code: 0824CB

Press Brake Operator (Fabricator)	Status: In Progress
O*NET Code: 51-9041.00	RAPIDS Code: 0779

Brazing Operator	Status: In Progress
O*NET Code: 51-4122.00	RAPIDS Code: 0945

Licensed Practical Nurse	Status: In Progress
O*NET Code: 29-2061.00	RAPIDS Code: 0837

IT Support Technician	Status: In Progress
O*NET Code: 15.1151.00	RAPIDS Code: 1059CB

Industrial Electrician

Status: **In Progress**

O*NET Code: **47-2111.00**

RAPIDS Code: **0643**

Developed in Cooperation with the
U.S. Department of Labor
Office of Apprenticeship

Approved by the
NC Community College System Office
ApprenticeshipNC

Registered By: Eric Tillmon
(For ApprenticeshipNC Use Only)

Certified By: Dale Yarborough
(For ApprenticeshipNC Use Only)

Signature: Eric Tillmon
(Sign here for Apprenticeship Standards)

Signature: Dale Yarborough
(Sign here for Apprenticeship Standards)

Title: Apprenticeship Consultant /Coordinator

Title: ApprenticeshipNC Supervisor

Date: 9-15-2022

Approval Date: 9/30/2022

Registration Number: **RA-001347**

Check here if these are revised standards

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SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

- A. Provisional Registration:** Pursuant to 29 CFR §§ 29.3(g) and (h) and NC General Statutes § Chapter 115D, all new programs registered after December 1, 2010, receive provisional registration approval for one (1) year. At the end of the first year, the Division will evaluate the program for compliance and the program may either receive full recognition, continue in provisional status through the first full training cycle, or be recommended for deregistration procedures if not in operation or not conforming to the regulations during the provisional approval period.
- B. Responsibilities of the sponsor:** *Gaston College-Apprenticeship 321* must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) parts 29 and 30, and all relevant guidance issued by the North Carolina Community College System Office and the US Department of Labor (USDOL). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document "**Requirements for Apprenticeship Sponsors Reference Guide.**"

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these standards and the document "Requirements for Apprenticeship Sponsors," and that meets the requirements of Title 29, CFR part 29.7. Apprenticeship agreements are available upon logging into NCRAN.
- Register all apprenticeship standards with the Registration Agency, ApprenticeshipNC including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.

- Arrange for periodic evaluation of apprentices' progress in skills and technical knowledge and maintain appropriate progress records.
- Notify ApprenticeshipNC within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes.
- Provide each apprentice with a copy of these standards, Requirements for Apprenticeship Sponsors Reference Guide, and Appendix A, any applicable written rules and polices, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.
- Adhere to Federal, State, and Local Law Requirements – The State Apprenticeship Agency's registration of the apprenticeship program described in these Standards of Apprenticeship on either a nationwide basis (under the National Program Standards of Apprenticeship) or within a particular State, and the registration of individual apprentices under the same program, does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.
- The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the ApprenticeshipNC under 29CFR § 29.8.

C. Minimum Qualifications - 29 CFR §29.5(b)(10)

An apprentice must be at least **16** years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation. Please include any additional qualification requirements as appropriate (optional):

- There is an educational requirement of : **High School Diploma;High School Equivalency**
- There is a physical requirement of _____
- The following aptitude test(s) will be administered _____
- A valid driver's license is required.
- Other _____

(List all other requirements)

D. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)

The apprenticeship program(s) will select an apprenticeship training approach. See Appendix A to select approach.

E. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b) (3),(4) and NC General Statutes § Chapter 115D-11.11(4)

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices will will not be paid for hours spent attending related instruction classes. Insert Work Process Schedule and Related Instruction Outline at Appendix A.

F. Credit for Previous Experience – 29 CFR § 29.5(b)(12)

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. *Gaston College-Apprenticeship 321* will evaluate the request for credit and make a determination during the apprentice's probationary period.

Additional requirements for an apprentice to receive credit for previous experience [Optional]:

G. Probationary Period – (29 CFR § 29.5 (b)(8) and (20) NC General Statutes § Chapter 115D-11.11(7)

Every applicant selected for apprenticeship will serve a probationary period which may not exceed 25 percent of the length of the program or 1 year whichever is shorter. Insert probationary period at Appendix A.

H. Ratio of Apprentices to Journey workers - 29 CFR § 29.5 (b)(7)

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journey workers for adequate supervision. Insert ratio at Appendix A.

I. Apprentice Wage Schedule - 29 CFR § 29.5 (b)(5)

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey worker wage rate. Insert the progressive wage schedule at Appendix A.

J. Equal Employment Opportunity and Affirmative Action

1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

Gaston College-Apprenticeship 321 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.

Gaston College-Apprenticeship 321 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.

[Optional] The equal opportunity pledge applies to the following additional protected bases (as applicable per the sponsor's state or locality):

2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4, and 30.10

Gaston College-Apprenticeship 321 acknowledges that it will adopt an affirmative action plan in accordance with 29 Title CFR § 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

3. Selection Procedures - 29 CFR § 30.10

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). See Appendix A to enter your selection procedures for each occupation for which the sponsor intends to train apprentices.

K. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the

apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within 300 days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

U.S. Department of Labor, Office of Apprenticeship

200 Constitution Ave. NW, Washington, DC 20210

Telephone Number: (202) 693-2796

Email Address: ApprenticeshipEEOcomplaints@dol.gov

Point of Contact: Director, Division of Registered Apprenticeship and Policy

Attn: Apprenticeship EEO Complaints

- 2. Other General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Any complaint described in that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency. Complaints may be filed with the Registration Agency at (To be completed by ApprenticeshipNC):

Name: *Kathryn P. Castelloes*

Address: *5001 Mail Service Center*

Raleigh, NC 27699

Telephone Number: *919-807-6991*

Email Address: *castelloesk@nccommunitycolleges.edu*

L. Registration Agency General Contact Information 29 CFR § 29.5(b)(17)

The Registration Agency is the NC Community College System Office/ApprenticeshipNC. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below: (To be completed by

ApprenticeshipNC).

Name: Kathryn P. Castelloes

Address: 5001 Mail Service Center
Raleigh, NC 27699

Telephone Number: 919-807-6991

Email Address: castelloesk@nccommunitycolleges.edu

M. Reciprocity of Apprenticeship Programs 29 CFR § 29.13 (a)(7)

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

SECTION II - APPENDICES AND ATTACHMENTS

- Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journey-workers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- Appendix B** – *Apprenticeship Agreement*
- Appendix C** – *Affirmative Action Plan* (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))
- Appendix D** – *Employer Acceptance Agreement (For programs with multiple-employers only)*

SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program standards the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship

program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

NOTE: The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.

SECTION IV - SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provision of the Apprenticeship Standards formulated and registered by *Gaston College-Apprenticeship 321*, by the 23rd day of August, 2022.

The signatories acknowledge that they have read and understand the document titled "Requirements for Apprenticeship Sponsors Reference Guide" and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

Signature of Sponsor (designee)
(Requires Manual Signature)

Printed Name

Jill L. Hendrix

Signature of Sponsor (designee)
(Requires Manual Signature)

Jill L. Hendrix

Printed Name

SECTION V - DISCLOSURE AGREEMENT *(Optional)*

ApprenticeshipNC routinely makes public general information relating to Registered Apprenticeship programs. General information includes the name and contact information of the sponsor, the location of the program, and the occupation(s) offered.

In addition, sponsors submitting National Program Standards or Local Standards have the option of allowing ApprenticeshipNC to share publicly the contents of a sponsor's application for registration to assist in building a high-quality National Apprenticeship System. This may include a copy of the Standards, Appendix A, Appendix D (as applicable), but not completed versions of Agreements, or Appendix C "Affirmative Action Plan" because those documents are submitted after a sponsor's application is approved and the program is registered. **Please note that ApprenticeshipNC will consider a sponsor's application as releasable to the public unless the sponsor requests non-disclosure by signing below.**

I, Jill L Hendrix *(Sponsor Representative)*, acting on behalf of *Gaston College-Apprenticeship 321* request that ApprenticeshipNC not publicly disclose its application, other than general information about the program, as described above as it is considered confidential commercial information and steps are taken to preserve it. Further, I understand that if Apprenticeship receives a request for this application pursuant to 5 U.S.C. 552, we may be contacted to support ApprenticeshipNC's withholding of the information, including in litigation, if necessary. I understand that my request that ApprenticeshipNC not publicly disclose this application will remain in effect, including with respect to subsequent amendments to this application, unless and until I notify ApprenticeshipNC otherwise.

Jill L Hendrix
Signature
(Requires Manual Signature)

8/29/22
Date

Jill L. Hendrix
Printed Name

Appendix A

WAGE SCALE, WORK PROCESS SCHEDULE, AND RELATED INSTRUCTION OUTLINE

**Gaston College-Apprenticeship 321
(RA-001347)**

Tool & Die Maker 51-4111.00 (0114)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years over 8000 hours of OJL training with a minimum of 6000 required hours of OJL training, and a required 1296 hours of Related Instruction

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Standard Wage Scale **\$22.00** per hour Journeyworker rate

Seq	Hours	Rate
1	2000	\$ 14.00
2	2000	\$ 15.00
3	2000	\$ 16.50
4	2000	\$ 18.70

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of

minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

☐ ***Veteran with military training in industry***

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Advanced Manufacturing** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Tool & Die Maker 51-4111.00

Hybrid Occupation: Please include the minimum/maximum number of hours (right column) with the breakdown of the Job Tasks and the successful demonstration of competencies described in the WPS (left column), required to complete the apprenticeship program and identify an appropriate means of testing and evaluation for such competencies.

The term of the apprenticeship is **8000** hours of OJL training with a minimum of **6000** required hours of OJL training.

	Description	Hours
	Safety is included in all aspects of on the job training	
1	Orientation to Machine Trades	8000
2	Industrial Safety and Environmental Protection	0
3	Mathematics	0
4	Measurement	0
5	Engineering Drawings and Job Planning	0
6	Bench work	0
7	Basic Shop Machinery	0
8	Metallurgy and Material Properties	0
9	Coordinate Drilling	0
10	Conventional Turning	0
11	Conventional Milling	0
12	CNC Machining	0
13	Heat Treating	0
14	Electric Discharge Machining	0
15	Surface Grinding	0
16	Mold Specialization	0

RELATED INSTRUCTION OUTLINE
Tool & Die Maker 51-4111.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **Gaston College**
Ttl Min Num of Contact Hrs: **1296**
Instruction Type:
Program Type: **Curriculum**
Program Name:
Credentials:
Description:

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	ACA 111 or ACA 122 College Transfer Success		1296
2	MAC 141 Machining Applications I		0
3	ENG 111 Writing & Inquiry		0
4	MAT 121 Algebra and Trig		0
5	CIS 111 Basic PC Literacy		0
6	MAC 180 CNC Turn: Program, Set-up & Operator		0
7	MAC 231 CAM: CNC Turning		0
8	MAC 181 CNC Mill: Program, Set-up & Operator		0

9	MAC 232 CAM: CNC Milling	0
10	BPR 111 Blueprint Reading I	0
11	MAC 122 CNC Turning	0
12	MAC 124 CNC Milling	0
12	MAC 142 Machining Applications II	0
13	MAC 233 Applications in CNC Machining	0

Certified Nursing Assistant I 31-1131.00 (0824CL)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 1 years over 2000 hours of OJL training , and a required 144 hours of Related Instruction **(Note: The competency-based training approach does not require hours.)**

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Certified Nursing Assistant I Wage Scale **\$10.00** per hour Journeyworker rate

Seq	Hours	Rate
1	2000	\$ 9.00

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

Veteran with military training in industry

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or

related occupation while in the military in the occupations registered in the **Healthcare** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Certified Nursing Assistant I 31-1131.00

Competency-based Occupation: Please describe competencies required for the apprenticeship (left column and identify an appropriate means of testing and/or evaluating for such competencies (right column)).

The term of the apprenticeship is **2000** hours of OJL training .

	Description	Hours
	Safety is included in all aspects of on the job training	
1	Maintain Clean and Safe Environment	2000
2	Communicate Effectively, While Following Regulations with Residents, Family, Medical Team and Other Authorized Persons	0
3	Basic Nursing Assistant Skills	0
4	Personal Care Skills and Activities of Daily Living	0
5	Promote Resident's Developmental, Mental Health and Social Service Needs	0
6	Care of Cognitively Impaired Residents	0
7	Basic Restorative Skills/Services	0
8	Resident's Rights	0
9	Perform Administrative Tasks	0

RELATED INSTRUCTION OUTLINE
Certified Nursing Assistant I 31-1131.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **Gaston College**
 Ttl Min Num of Contact Hrs: **144**
 Instruction Type: **Classroom;Online**
 Program Type: **Curriculum**
 Program Name:
 Credentials: **Other**
 Description: **Nursing Assistant I Certificate**

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	Basic nursing skills required to provide safe, competent personal care for individuals.		144
2	Nursing Assistant I Certificate		0
3	Person-centered care		0
4	The aging process		0
5	Communication		0
6	Safety/emergencies		0
7	Infection prevention		0
8	Legal and ethical issues		0

9	Vital signs	0
10	Height and weight measurements	0
11	Elimination	0
12	Nutrition	0
13	Basic restorative care/rehabilitation	0
14	Dementia, mental health and end-of-life care. Demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry	0

Shift Supervisor 41-1011.00 (0578)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 2 years over 4000 hours of OJL training with a minimum of 3000 required hours of OJL training, and a required 464 hours of Related Instruction

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Shift Supervisor Wage Scale **\$16.53** per hour Journeyworker rate

Seq	Hours	Rate
1	500	\$ 12.00
2	500	\$ 12.75
3	1000	\$ 14.00
4	1000	\$ 15.25
5	1000	\$ 16.35

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of

minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

☐ ***Veteran with military training in industry***

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Advanced Manufacturing** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Shift Supervisor 41-1011.00

Hybrid Occupation: Please include the minimum/maximum number of hours (right column) with the breakdown of the Job Tasks and the successful demonstration of competencies described in the WPS (left column), required to complete the apprenticeship program and identify an appropriate means of testing and evaluation for such competencies.

The term of the apprenticeship is **4000** hours of OJL training with a minimum of **3000** required hours of OJL training.

	Description	Hours
	Safety is included in all aspects of on the job training	
1	Management	4000
2	Safety & Security	0
3	Operations	0
4	Human Resources	0
5	Financial Reporting/Administration	0

RELATED INSTRUCTION OUTLINE
Shift Supervisor 41-1011.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **Gaston College**
 Ttl Min Num of Contact Hrs: **464**
 Instruction Type: **Classroom;Online**
 Program Type: **Curriculum**
 Program Name:
 Credentials: **Other**
 Description:

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	Introduction to Business BUS 110 Introduction to Business	BUS-110	464
2	Principles of Management BUS 137 Principals of Management	BUS-137	0
3	Introduction to Computers CIS 110 Introduction to Computers	CIS-110	0
4	Training and Development BUS 234 Training and Development	BUS-234	0
5	Ten-Key Skills ACC 110 Principals of Financial Accounting	ACC-110	0
6	Compensation and Benefits BUS 228 Compensation and Benefits	BUS-258	0
7	Employment Law and Regs BUS 127 Employment Law	BUS-217	0

8	Recruit Select & Per Plan BUS 256 Recruiting Selection and Per Plan	BUS-256	0
9	Introduction to Logistics LOG 110 Introduction to Logistics	LOG-110	0

Accounting Technician 43-3031.00 (1125HY)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 2.5 years over 5000 hours of OJL training with a minimum of 4000 required hours of OJL training, and a required 400 hours of Related Instruction

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Accounting Technician Wage Scale **\$18.00** per hour Journeyworker rate

Seq	Hours	Rate
1	500	\$ 14.00
2	500	\$ 14.50
3	500	\$ 15.00
4	500	\$ 15.50
5	1000	\$ 16.00
6	1000	\$ 16.50
7	1000	\$ 17.00

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The

selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship

program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

Veteran with military training in industry

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Finance** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Accounting Technician 43-3031.00

Hybrid Occupation: Please include the minimum/maximum number of hours (right column) with the breakdown of the Job Tasks and the successful demonstration of competencies described in the WPS (left column), required to complete the apprenticeship program and identify an appropriate means of testing and evaluation for such competencies.

The term of the apprenticeship is **5000** hours of OJL training with a minimum of **4000** required hours of OJL training.

	Description	Hours
	Safety is included in all aspects of on the job training	
1	Accounting Practices	5000
2	Financial Statements	
3	Cost Analysis	
4	Payroll	
5	General Operations	
6	Accuracy of Financial or Transactional Data	
7	Compile Data or Documentation	
8	Calculate Financial Data	
9	Collect Deposits, Payments or Fees	
10	Reconcile Records of Sales or Other Financial Transactions	
11	Monitor Financial Information	
12	Code Data	
12	Search Files, Databases or Reference Materials to Obtain Needed Information	
13	Prepare Documentation for Contracts, Transactions or Regulatory Compliance	
14	Calculate Costs of Goods or Services	
15	Maintain Inventory Records	

RELATED INSTRUCTION OUTLINE
Accounting Technician 43-3031.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **Gaston College**
Ttl Min Num of Contact Hrs: **400**
Instruction Type: **Classroom;Online**
Program Type: **Continuing Education**
Program Name:
Credentials: **Certificate**
Description:

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	ACC 120 Prin of Financial Acct		400
2	CIS 120 Introduction to Computers		
3	ACC 121 Prin of Managerial Acct		
4	ACC 149 IntRo to ACC Spreadsheets		
5	ACC 122 Principles of Financial Accounting II		
6	ACC 150 Accounting Software Appl		

Machine Set-Up Operator 51-4034.00 (1094CB)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 2 years over 4000 hours of OJL training with a minimum of 3000 required hours of OJL training, and a required 832 hours of Related Instruction

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Machine Set-Up Operator Wage Scale **\$18.10** per hour Journeyworker rate

Seq	Hours	Rate
1	500	\$ 11.00
2	500	\$ 11.77
3	1000	\$ 12.67
4	1000	\$ 13.58
5	1000	\$ 14.48

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of

minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

Veteran with military training in industry

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Advanced Manufacturing** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Machine Set-Up Operator 51-4034.00

Hybrid Occupation: Please include the minimum/maximum number of hours (right column) with the breakdown of the Job Tasks and the successful demonstration of competencies described in the WPS (left column), required to complete the apprenticeship program and identify an appropriate means of testing and evaluation for such competencies.

The term of the apprenticeship is **4000** hours of OJL training with a minimum of **3000** required hours of OJL training.

	Description	Hours
	Safety is included in all aspects of on the job training	
1	Controlling Machines and Processes	4000
2	Performing Task-Related Physical Activities	0
3	Inspecting Equipment, Structures, or Material	0
4	Repairing and Maintaining Equipment -	0
5	Communicating with Supervisors, Peers, Subordinates and Others	0
6	Gathering Information, Making Decisions and Solving Problems	0
7	Monitoring Processes Materials or Equipment Conditions	0
8	Handling and Moving Objects	0
9	Identifying Objects, Actions, and Events -	0
10	Operating Vehicles, Mechanized Devices, or Equipment	0
11	Related Instruction/Job Related Education (JRE)	0

RELATED INSTRUCTION OUTLINE
Machine Set-Up Operator 51-4034.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **Gaston College**
 Ttl Min Num of Contact Hrs: **832**
 Instruction Type: **Classroom;Online**
 Program Type: **Curriculum**
 Program Name:
 Credentials: **Diploma**
 Description:

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	Diploma Career Pathway		832
2	College Student Success or Transfer Success		0
3	Algebra/Trigonometry I or Precalculus Algebra		0
4	Industrial Safety		0
5	Introduction to Automation		0
6	Circuit Analysis I or Intro to PLC		0
7	Writing and Inquiry		0
8	Engineering Materials		0

9	Manufacturing Quality Control or DC/AC Electricity	0
10	Engineering Graphics or Basic CAD	0
11	Prog Logic Controllers (optional)	0
12	Hydraulics/Pneumatics	0
13	Manufacturing Processes I	0
14	Mechanical Mfg Systems (Optional)	0

Industrial Maintenance Mechanic 49-9041.00 (0308CB)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 3 years over 6000 hours of OJL training with a minimum of 3900 required hours of OJL training, and a required 1168 hours of Related Instruction

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Standard Wage Scale **\$18.75** per hour Journeyworker rate

Seq	Hours	Rate
1	500	\$ 11.00
2	500	\$ 12.19
3	1000	\$ 13.13
4	1000	\$ 14.06
5	1000	\$ 15.00
6	1000	\$ 15.94
7	1000	\$ 16.88

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship

program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

Veteran with military training in industry

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Advanced Manufacturing** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Industrial Maintenance Mechanic 49-9041.00

Hybrid Occupation: Please include the minimum/maximum number of hours (right column) with the breakdown of the Job Tasks and the successful demonstration of competencies described in the WPS (left column), required to complete the apprenticeship program and identify an appropriate means of testing and evaluation for such competencies.

The term of the apprenticeship is **6000** hours of OJL training with a minimum of **3900** required hours of OJL training.

	Description	Hours
	Safety is included in all aspects of on the job training	
0	Hybrid Training Program - 3900-6000 Hours Competency Checklist Included	6000
1	PC/PLC/Instrumentation Basics	0
2		0
3	Rigging & Handling Practices/Equipment	0
4		0
5	Cranes (production)	0
6		0
7	Industrial Maintenance Principals	0
8		0
9	Industrial Plant Benchwork	0
10		0
11	Industrial Electrical	0
12		0
13	Industrial Plant - Repairing, Maintaining, Troubleshooting Equipment	0
14		0
15	Air Compressors & Components	0
16		0
17	Ovens	0

RELATED INSTRUCTION OUTLINE
Industrial Maintenance Mechanic 49-9041.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **Gaston College**
 Ttl Min Num of Contact Hrs: **1168**
 Instruction Type:
 Program Type: **Curriculum**
 Program Name:
 Credentials:
 Description:

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	Apprentices will have the option of obtaining an AAS degree or a Diploma upon completion of related instruction courses for each respective pathway.		0
4	ELC 112 DC/AC Electricity		0
5	ISC 112 Industrial Safety		0
6	MNT 220 Rigging and Moving		0
7	BPR 111 Print Reading		0
8	WLD 112 Basic Welding Processes		0
9	ENG 111 Engineering Comp and Careers		0
10	EGR 111 Writing and Inquiry		0

11	MTN 110 Intro to Maintenance Procedures	0
12	MAT 121 Algebra/Trigonometry I	0
13	MAC 141 Machining Applications I	0
14	ELC 128 Intro to PLC	0
15	ELC 115 Industrial Wiring	0
16	ELC 117 Motors and Controls	0
17	HYD 110 Hydraulics/Pneumatics I	0
18	--	0
19	Level 2 - 1168 hours AAS Level Degree (Apprentice must complete Level 1)	1168
20	MNT 110 Intro to Maintenance Procedures	0
21	MNT 230 Pumps & Piping Systems	0
22	CIS 111 Basic PC Literacy	0
23	MAT 110 Math & Measurement Literacy	0
24	AHR 110 Intro to Refrigeration	0
25	MAC 141 Machining Applications I	0

26	ELC 115 Industrial Wiring	0
27	ELC 128 Intro to PLC	0

Chemical Operator III 51-9011.00 (0791)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 3 years over 6000 hours of OJL training with a minimum of 4000 required hours of OJL training, and a required 992 hours of Related Instruction

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Chemical Operator III Wage Scale **\$18.50** per hour Journeyworker rate

Seq	Hours	Rate
1	500	\$ 11.00
2	500	\$ 12.03
3	1000	\$ 12.95
4	1000	\$ 13.88
5	1000	\$ 14.80
6	1000	\$ 15.73
7	1000	\$ 16.65

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The

selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship

program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

Veteran with military training in industry

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Advanced Manufacturing** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Chemical Operator III 51-9011.00

Hybrid Occupation: Please include the minimum/maximum number of hours (right column) with the breakdown of the Job Tasks and the successful demonstration of competencies described in the WPS (left column), required to complete the apprenticeship program and identify an appropriate means of testing and evaluation for such competencies.

The term of the apprenticeship is **6000** hours of OJL training with a minimum of **4000** required hours of OJL training.

	Description	Hours
	Safety is included in all aspects of on the job training	
1	Controlling/Operating Chemical Processes/Equipment	6000
2	Waste Water System	0
3	Chemical Storage System	0
4	Production Tanks	0
5	Regeneration Lab	0
6	Handling, Moving Objects, Mechanical Devices	0
7	Operating Laboratory Equipment	0
8	Quality Control	0
9	QA/Monitor Surroundings/Gathering Information/Solving Problems/Identifying Objects	0
10	Communication/Record Keeping/Documenting Information	0

**RELATED INSTRUCTION OUTLINE
Chemical Operator III 51-9011.00**

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider:	Gaston College
Ttl Min Num of Contact Hrs:	992
Instruction Type:	Classroom;Online
Program Type:	Curriculum
Program Name:	
Credentials:	Associate in Applied Science;Diploma
Description:	Apprentices will have the option of obtaining an AAS degree or a diploma upon completion of all related instruction courses.

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	ACA 122 College Transfer		992
2	EGR 111 Engineer & Comp Careers		0
3	ISC 112 Industrial Safety		0
4	MAT 171 or MAT 121 Precalculus Algebra		0
5	CHM 151 General Chemistry I		0
6	ELC 128 Intro to PLC		0
7	MEC 180 Engineering Materials		0
8	DFT 119 Basic CAD		0

9	CHM 152 General Chemistry II	0
10	ENG 111 Writing & Inquiry	0
11	HYD 110 Hydraulics/Pneumatics I	0
12	MEC 161 Manufacturing Processes I	0
13	ELC 112 DC/AC Electricity	0
14	ISC 132 Mfg Quality Control	0
15	ATR 112 Introduction to Automation	0

Welding 51-4121.00 (0622CB)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 3 years over 6000 hours of OJL training with a minimum of 4500 required hours of OJL training, and a required 1261 hours of Related Instruction

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Welder Wage Scale **\$19.00** per hour Journeyworker rate

Seq	Hours	Rate
1	500	\$ 15.00
2	500	\$ 15.50
3	1000	\$ 16.00
4	1000	\$ 16.50
5	1000	\$ 17.00
6	1000	\$ 17.50
7	1000	\$ 18.00

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

 Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

 Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The

selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship

program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

Veteran with military training in industry

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Advanced Manufacturing** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Welding 51-4121.00

Hybrid Occupation: Please include the minimum/maximum number of hours (right column) with the breakdown of the Job Tasks and the successful demonstration of competencies described in the WPS (left column), required to complete the apprenticeship program and identify an appropriate means of testing and evaluation for such competencies.

The term of the apprenticeship is **6000** hours of OJL training with a minimum of **4500** required hours of OJL training.

	Description	Hours
	Safety is included in all aspects of on the job training	
1	Shielded Metal Arc Welding	6000
2	Gas Metal Arc Welding	
3	Submerged Arc Welding	
4	Gas Tungsten Arc Welding	
5	Oxygen Acetylene Cutting and Welding	
6	Metalizing, Fused Metalizing Coatings and ARC-Spray Metalizing	
7	Electrical Practices	

RELATED INSTRUCTION OUTLINE
Welding 51-4121.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **Gaston College**
 Ttl Min Num of Contact Hrs: **1261**
 Instruction Type: **Classroom**
 Program Type: **Continuing Education**
 Program Name:
 Credentials: **Certificate**
 Description:

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	ACA-111 College Student Success or ACA 122 College Transfer Success		1261
2	WLD 110 Cutting Processes		
3	WLD 115 SMAW (Stick) Plate		
4	Oxy-Fuel Welding WLD 111 Oxy-fuel Welding	WLD-111	
5	WLD 116 SMAW (Stick) Plate/Pipe		
6	CIA 111 Basic PC Literacy		
7	WLD 131 GTAW (TIG) Plate		
8	WLD 141 Symbols and Specs.		

- 9 COM 110 Introduction to Communication

- 10 WLD 121 GMAW (MIG) FCAW/Plate

- 11 WLD 151 Fabrication I

- 12 MAT 110 Math & Measurement Literacy

- 13 BPR 111 Print Reading

Quality Control Technician 17-3026.00 (2031CB)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 2 years over 4000 hours of OJL training with a minimum of 3000 required hours of OJL training, and a required 752 hours of Related Instruction

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Quality Control Technician Wage Scale **\$19.00** per hour Journeyworker rate

Seq	Hours	Rate
1	500	\$ 14.00
2	500	\$ 14.50
3	500	\$ 15.00
4	1000	\$ 16.00
5	500	\$ 17.00
6	500	\$ 17.50
7	500	\$ 18.00

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The

selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship

program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

Veteran with military training in industry

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Advanced Manufacturing** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE

Quality Control Technician 17-3026.00

Hybrid Occupation: Please include the minimum/maximum number of hours (right column) with the breakdown of the Job Tasks and the successful demonstration of competencies described in the WPS (left column), required to complete the apprenticeship program and identify an appropriate means of testing and evaluation for such competencies.

The term of the apprenticeship is **4000** hours of OJL training with a minimum of **3000** required hours of OJL training.

	Description	Hours
	Safety is included in all aspects of on the job training	
1	Tests and inspects products at various stages of production process and compiles and evaluates statistical data to determine and maintain quality and reliability of products.	4000
2	Interprets engineering drawings, schematic diagrams, or formulas and confers with management or engineering staff to determine quality and reliability standards.	
3	Selects products for tests at specified stages in production process, and tests products for variety of qualities, such as dimensions, performance, and mechanical, electrical, or chemical characteristics.	
4	Records test data, applying statistical quality control procedures.	
5	Evaluates data and writes reports to validate or indicate deviations from existing standards.	
6	Recommends modifications of existing quality or production standards to achieve optimum quality within limits of equipment capability.	
7	Set up and perform destructive and nondestructive tests on materials, parts, or products to measure performance, life, or material characteristics	
8	Specialize in particular area of quality control engineering, such as design, incoming material, process control, product evaluation, inventory control, product reliability, research and development, and administrative application.	
9	Engineering Drawing and Related Documentation: learn the rules, principles and methods of dimensioning and tolerancing used to define the required condition of a part or component based on a drawing as used by both industry and government.	
10	Take simple measurements using standard measuring instruments such as micrometers, dial verniers, depth micrometers, etc.	
11	General care and maintenance of inspection equipment.	

- 12 Assist the inspector in the set-up of inspection for the taking of more difficult measures such as coordinate and concentricity measurements, datum locations, angularity, etc
- 13 Assist Production Management team in streamlining processes to improve factory's efficiency.
- 14 Perform time-motion studies on shop employees to determine effective manpower planning.
- 15 Assist Operation Management team in identifying efficient vendor selection, material buy requirement, material scheduling, material storage, and outbound logistics for on-time delivery of material finished goods to customers.
- 16 Prepare written summaries to validate or show deviations from established standards

RELATED INSTRUCTION OUTLINE
Quality Control Technician 17-3026.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **Gaston College**
 Ttl Min Num of Contact Hrs: **752**
 Instruction Type: **Classroom;Online**
 Program Type: **Curriculum**
 Program Name:
 Credentials: **Certificate**
 Description:

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	DFT 170 Engineering Graphics		752
2	EGR 111 Engineer & Comp Careers		
3	LOG 110 Introduction to Logistics		
4	ATR 112 Introduction to Automation		
5	MEC 161 Manufacturing Processes I		
6	LOG 120 Global Logistics		
7	BUS 137 Principles of Management		
8	ISC 112 Industrial Safety		

- 9 ISC 132 Mfg Quality Control

- 10 DFT 153 CAD III

- 11 MEC 180 Engineering Materials

- 13 LOG 211 Distribution Management

Shift Supervisor- Textiles 41-1011.00 (0578)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 2 years over 4000 hours of OJL training with a minimum of 3000 required hours of OJL training, and a required 480 hours of Related Instruction

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Shift Supervisor - Textiles Wage Scale **\$16.53** per hour Journeyworker rate

Seq	Hours	Rate
1	500	\$ 12.00
2	500	\$ 12.75
3	1000	\$ 14.00
4	1000	\$ 15.25
5	1000	\$ 16.35

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of

minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

☐ ***Veteran with military training in industry***

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Advanced Manufacturing** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Shift Supervisor- Textiles 41-1011.00

Hybrid Occupation: Please include the minimum/maximum number of hours (right column) with the breakdown of the Job Tasks and the successful demonstration of competencies described in the WPS (left column), required to complete the apprenticeship program and identify an appropriate means of testing and evaluation for such competencies.

The term of the apprenticeship is **4000** hours of OJL training with a minimum of **3000** required hours of OJL training.

	Description	Hours
	Safety is included in all aspects of on the job training	
1	Management	4000
2	Safety and Security	0
3	Operations	0
4	Human Resources	0
5	Financial Reporting/Administration	0

RELATED INSTRUCTION OUTLINE
Shift Supervisor- Textiles 41-1011.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **Gaston College**
 Ttl Min Num of Contact Hrs: **480**
 Instruction Type: **Classroom;Online**
 Program Type: **Curriculum**
 Program Name:
 Credentials: **Certificate**
 Description: **Certificate in Business Administration - Human Resource Management**

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	Introduction to Business Introduction to Business	BUS-110	480
2	Principles of Management Principals of Management	BUS-137	0
3	Fundamentals of Textiles	TEX-110	0
5	Introduction to Computers Introduction to Computers	CIS-110	0
6	Training and Development Training and Development	BUS-234	0
7	Compensation and Benefits Compensation and Benefits	BUS-258	0
8	Employment Law and Regs Employment Law	BUS-217	0
9	Mfg Quality Control MFG Quality Control	ISC-132	0

10	Recruit Select & Per Plan Recruiting Selection and Per Plan	BUS-256	0
11	Introduction to Logistics Introduction to Logistics	LOG-110	0

Mechatronics 49-2094.00 (2014)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years over 8000 hours of OJL training with a minimum of 6000 required hours of OJL training, and a required 1168 hours of Related Instruction

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Seq	Hours	Rate
1	2000	\$ 14.00
2	2000	\$ 15.00
3	2000	\$ 16.50
4	2000	\$ 18.70

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of

minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

☐ ***Veteran with military training in industry***

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Advanced Manufacturing** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Mechatronics 49-2094.00

Hybrid Occupation: Please include the minimum/maximum number of hours (right column) with the breakdown of the Job Tasks and the successful demonstration of competencies described in the WPS (left column), required to complete the apprenticeship program and identify an appropriate means of testing and evaluation for such competencies.

The term of the apprenticeship is **8000** hours of OJL training with a minimum of **6000** required hours of OJL training.

	Description	Hours
	Safety is included in all aspects of on the job training	
6	1. Pneumatics	8000
7	2. Hydraulics	0
8	3. Preventive Maintenance	0
9	4. Mechanical Work	0
10	5. Conduit Bending, AC Electrical 110 through 480 V Installation	0
11	7. Lighting	0
12	6. Motors	0
13	8. PLC, HMI, Robotics, Relay Logic Troubleshooting and Wiring	0
14	9. DC Power Systems	0
15	10. Documentation, Communication and Collaboration	0

RELATED INSTRUCTION OUTLINE
Mechatronics 49-2094.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **Gaston College**
Ttl Min Num of Contact Hrs: **1168**
Instruction Type: **Classroom;Online**
Program Type: **Curriculum**
Program Name:
Credentials: **Associate in Applied Science**
Description:

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	Apprentice will earn a diploma upon completion (1168 Hours)		1168
2	ELC 131 Circuit Analysis I		0
3	ELC 131 Introduction to Automation		0
4	PHY 151 College Physics I		0
5	DFT 150 Engineering Graphics		0
6	ACA 111 College Student Success		0
7	ATR 121 Robot Programming		0
8	MEC 265 Fluid Mechanics		0

9	ELC 213 Instrumentation	0
10	ELN 260 Prog Logic Controllers	0
11	ELC 117 Motors and Controls	0
12	MEC 275 Engineering Mechanisms	0
13	MEC 180 Engineering Materials	0
14	MEC 161 Manufacturing Processes I	0
15	MAT 171 Precalculus Algebra	0
16	ERG 111 Engineer & Comp Careers	0

Heating and Air Conditioning Installer Servicer 49-9021.00 (0637R2)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years over 8000 hours of OJL training with a minimum of 6000 required hours of OJL training, and a required 816 hours of Related Instruction

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

HVAC Wage Scale **\$17.00** per hour Journeyworker rate

Seq	Hours	Rate
1	2000	\$ 11.00
2	2000	\$ 12.00
3	2000	\$ 13.00
4	2000	\$ 14.45

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral

interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

□ ***Veteran with military training in industry***

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Advanced Manufacturing** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Heating and Air Conditioning Installer Servicer 49-9021.00

Hybrid Occupation: Please include the minimum/maximum number of hours (right column) with the breakdown of the Job Tasks and the successful demonstration of competencies described in the WPS (left column), required to complete the apprenticeship program and identify an appropriate means of testing and evaluation for such competencies.

The term of the apprenticeship is **8000** hours of OJL training with a minimum of **6000** required hours of OJL training.

	Description	Hours
	Safety is included in all aspects of on the job training	
5	General Trade Orientation	8000
6	Fabrication Of System Components	0
7	System Installation And Connection	0
8	Equipment Installation	0
9	System Maintenance	0
10	Equipment Repair	0

RELATED INSTRUCTION OUTLINE
Heating and Air Conditioning Installer Servicer 49-9021.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **Gaston College**
 Ttl Min Num of Contact Hrs: **816**
 Instruction Type: **Classroom;Online**
 Program Type: **Curriculum**
 Program Name:
 Credentials: **Other**
 Description:

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	College Student Success	ACA 111	816
2	HVAC Servicing	AHR 133	0
3	Writing and Inquiry	ENG 111	0
4	Residential Building Code	AHR 210	0
5	Heat Pump Technology	AHR 114	0
6	Intro to Refrigeration	AHR 110	0
7	Math Measurement & Literacy	MAT 110	0
8	HVACR Electricity	AHR 111	0

9	Heating Technology AHR 112	0
10	Refrigerant Certification AHR 160	0
11	Basic PC Literacy CIS 111	0
12	Comfort Cooling AHR 113	0
13	HVAC Controls AHR 130	0
14	Industrial Safety ISC 112	0

Paramedic Medicine Operation 29-2042.00 (0730)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 2 years over 4000 hours of OJL training with a minimum of 3000 required hours of OJL training, and a required 1644 hours of Related Instruction

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Paramedic Medicine Operation Wage Scale **\$17.64** per hour Journeyworker rate

Seq	Hours	Rate
1	1000	\$ 11.81
2	1000	\$ 13.29
3	1000	\$ 14.51
4	1000	\$ 16.00

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of

minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

☐ ***Veteran with military training in industry***

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Healthcare** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Paramedic Medicine Operation 29-2042.00

Hybrid Occupation: Please include the minimum/maximum number of hours (right column) with the breakdown of the Job Tasks and the successful demonstration of competencies described in the WPS (left column), required to complete the apprenticeship program and identify an appropriate means of testing and evaluation for such competencies.

The term of the apprenticeship is **4000** hours of OJL training with a minimum of **3000** required hours of OJL training.

	Description	Hours
	Safety is included in all aspects of on the job training	
1	Immediate Response to Medical and Trauma Emergencies	4000
2	Assessment of Medical or Trauma Patient Providing Basic and Advanced Care	0
3	Provides Safe and Effective Patient Transport to Medical Facilities, Provides Documentation of Assessment, Treatment, and Response to Interventions	0
4	Prepares and Maintains Equipment for Emergency Response and Focuses on a Culture of Safe	0
5	Interacts with the General Public, Patients, Medical Providers and Public Safety Personnel in Situations Including Critical, Emergency and Low Acuity Patient Care	0

RELATED INSTRUCTION OUTLINE
Paramedic Medicine Operation 29-2042.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **Gaston College**
 Ttl Min Num of Contact Hrs: **1644**
 Instruction Type: **Classroom;Online**
 Program Type: **Curriculum**
 Program Name:
 Credentials: **Associate in Applied Science;Certificate**
 Description: **Two pathways for this occupation**

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	EMS 3000 Anatomy and Physiology or EMS 3163 Basic Anatomy and Physiology		1644
2	or		
3	BIO 163 Basic Anatomy and Physiology OR BIO 165 & BIO 166 Anatomy and Physiology I & II (must complete both sections)		
4	or		
5	BIO 168 & BIO 169 Anatomy and Physiology I & II (must complete both sections)		
6	--		

7	EMS 7406 Paramedic Certification-Section I	0
	<ul style="list-style-type: none"> -EMS Systems -Workforce Safety and Wellness -Public Health -Medical, Legal and Ethical Issues -Therapeutic Communications -Patient Assessment 	
8	--	
9	EMS 7406 Paramedic Certification-Section II	
	<ul style="list-style-type: none"> -Pharmacology -Airway Management and Ventilation -Critical Thinking and Clinical Decision Process Lab -Cardiovascular Emergencies I -Management & Resuscitation of the Critical Patient -Psychomotor Skill Labs -Hospital Clinical Experience I -Hospital Clinical Experience II -EMS Field Ambulance Observation 	
10	--	
11	EMS 7407 Paramedic Certification-Section 2	0
	<ul style="list-style-type: none"> -Medical Emergencies -Life Span Emergencies -Trauma Emergencies -Prehospital Trauma Life Support -EMS Operations <ul style="list-style-type: none"> -Advanced Cardiac Life Support -Pediatric Advanced Life Support -Advanced Medical Life Support -EMS Capstone -Psychomotor Skills Labs -Hospital Clinical III -Clinical Field Experience 	
12	EMS 110 or EMS 7400	0
13	or	

14 Paramedic Medicine Operation Emergency Medical Science
- Paramedic, A.A.S. Pathway

15 ACA 111 College Student Success or ACA 122 (1 Credit Hour)
EMS 110 EMT (9 Credit Hours)
BIO 168 Anatomy and Physiology I (4 Credit Hours)
ENG 111 Writing and Inquiry (3 Credit Hours)
BIO 169 Anatomy and Physiology II (4 Credit Hours)
EMS 122 EMS Clinical Practicum I (1 Credit Hour)
EMS 130 Pharmacology (4 Credit Hours)
EMS 131 Advanced Airway Management (2 Credit Hours)
EMS 160 Cardiology I (3 Credit Hours)
EMS 210 Adv. Patient Assessment (2 Credit Hours)
EMS 220 Cardiology II (3 Credit Hours)
EMS 221 EMS Clinical Practicum II (2 Credit Hours)
EMS 240 Patients W/ Special Challenges (2 Credit Hours)
EMS 231 EMS Clinical Pract III (3 Credit Hours)
EMS 250 Medical Emergencies (4 Credit Hours)
EMS 260 Trauma Emergencies (2 Credit Hours)
EMS 270 Life Span Emergencies (4 Credit Hours)
ENG 112 Writing/Research in the Disc (3 Credit Hours)
1 Social/Behavioral Science Elective (3 Credit Hours)
1 Health & Human Services Humanities Elective (3 Credit Hours)
EMS 235 EMS Management (2 Credit Hours)
EMS 241 EMS Clinical Practicum IV (4 Credit Hours)
EMS 285 EMS Capstone (2 Credit Hours)
PHI 240 Intro to Ethics (3 Credit Hours)

Maintenance Electrician 47-2111.00 (0643)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is **4** years over **8000** hours of OJL training , and a required **1408** hours of Related Instruction

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Maintenance Electrician Wage Scale **\$33.30** per hour Journeyworker rate

Seq	Hours	Rate
1	500	\$ 16.65
2	500	\$ 18.65
3	1000	\$ 20.65
4	2000	\$ 22.31
5	2000	\$ 25.31
6	2000	\$ 28.31

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of **500** hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral

interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

□ ***Veteran with military training in industry***

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Construction** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Maintenance Electrician 47-2111.00

Time-Based Occupation: Please provide the Work Process Schedule below to include the Job Tasks (left column) required to complete the apprenticeship program with the approximate amount of time (right column) the apprentice will spend in each task.

The term of the apprenticeship is **8000** hours of OJL training .

	Description	Hours
	Safety is included in all aspects of on the job training	
4	1. Electrical Measuring Instruments	300
5		0
6	2. Transformers, storage masteries, etc.	300
7		0
8	3. Electrical Wiring	1500
11		0
12	5. Rebuild and repair electrical equipment: D.C. motors and generators, A.C. motors, generators and rectifiers, solenoids	1200
13		0
14	6. Construction and installation of conduit and pipe, machines and equipment, light and power distribution	1200
15		0
16	7. General building maintenance: Substations (Secondary circuits), light and power circuits elevators, cranes, hoists, etc.	1000
17		0
18	8. General machine and equipment maintenance: Control systems, venting, induction heating, machine tools, welding equipment, electrical equipment	1200
19		0
20	9. Electronic equipment and controls: Construction and installation, troubleshooting and repair	800
21		0
22	10. I. Miscellaneous	500

RELATED INSTRUCTION OUTLINE
Maintenance Electrician 47-2111.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider:	Gaston College
Ttl Min Num of Contact Hrs:	1408
Instruction Type:	Classroom;Online
Program Type:	Curriculum
Program Name:	
Credentials:	Other
Description:	

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
5	1. DC/AC Electricity		144
6	2. National Electric Code		48
7	3. Industrial Equipment Troubleshooting		64
8	4. Conceptual Physics		80
9	5. Basic PC Literacy		48
10	6. NEC Calculations		48
11	7. Algebra/Trigonometry I		64
12	8. Intro to PC		80

13	9. Industrial Wiring	128
14	10. Motors and Controls	128
15	11. Electrical Machines I	64
16	12. Photovoltaic Systems Tech	80
17	13. Industrial Safety	32
18	14. Introduction to Automation	80
19	15. Circuit Analysis I	96
20	16. Advanced Photovoltaic Systems	64
21	17. Programmable Logic Controllers	80
22	18. Industrial Controls	80

Machine Operator I 51-4081.00 (0511R)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 1 years over 2000 hours of OJL training , and a required 288 hours of Related Instruction **(Note: The competency-based training approach does not require hours.)**

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Machine Operator I Wage Scale		\$15.00 per hour Journeyworker rate
Seq	Hours	Rate
1	500	\$ 10.50
2	500	\$ 11.00
3	500	\$ 11.50
4	500	\$ 12.75

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of

minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

Veteran with military training in industry

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Advanced Manufacturing** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Machine Operator I 51-4081.00

Competency-based Occupation: Please describe competencies required for the apprenticeship (left column and identify an appropriate means of testing and/or evaluating for such competencies (right column)).

The term of the apprenticeship is **2000** hours of OJL training .

	Description	Hours
	Safety is included in all aspects of on the job training	
5	Shop Training	2000
6		0
7	Controlling Machines and Processes	0
8		0
9	Task-Related Physical Activity	0
10		0
11	Inspections	0
12		0
13	Repair and Maintenance	0
14		0
15	Communications	0

RELATED INSTRUCTION OUTLINE
Machine Operator I 51-4081.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **Gaston College**
Ttl Min Num of Contact Hrs: **288**
Instruction Type: **Classroom;Online**
Program Type: **Curriculum**
Program Name:
Credentials: **Certificate**
Description:

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	Provider: Gaston Community College		288
2	Industrial Hygiene		
3	Machine Applications I		
4	Machine Applications II		
5	Machine Applications III		
6	Alegra/Trigonometry		
7	Blueprint Reading/MACH I		
8	Blueprint Reading/MACH II		

- 9 Production Tooling
- 10 Coordinate Measuring
- 11 or
- 12 Machine Operator -Textiles Pathway (276 Hours)
- 13 Fundamentals of Textiles TEX-110
- 14 College Success ACA-111
- 15 Industrial Safety - ISC 112
- 16 Fiber Science - TEX-210
- 17 Intro to Computers CIS-110
- 18 Intro to Fiber Science TEX-111
- 19 --
- 20 The sponsor/apprentice will have the option of registering/enrolling in either pathway. The Machine Operator I pathway consists of 288 hours and the Machine Operator I-Textiles pathway consists of 276 contact hours of related instruction.

Food Service Manager 11-9051.00 (0593CB)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 1 years over 2000 hours of OJL training , and a required 270 hours of Related Instruction **(Note: The competency-based training approach does not require hours.)**

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Food Service Manager Wage Scale **\$16.00** per hour Journeyworker rate

Seq	Hours	Rate
1	1000	\$ 11.00
2	1000	\$ 13.60

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

Veteran with military training in industry

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Hospitality** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Food Service Manager 11-9051.00

Competency-based Occupation: Please describe competencies required for the apprenticeship (left column and identify an appropriate means of testing and/or evaluating for such competencies (right column)).

The term of the apprenticeship is **2000** hours of OJL training .

	Description	Hours
	Safety is included in all aspects of on the job training	
5	Foodservice Calculations	2000
6	Menu Planning	
7	Standardized Recipes for Food Production	
8	Food Preparation Standards/Revenue Generating Services	
9	Food and Nutrition Patient Surveys	
10	The Quality Process: Plate Waste Study	
11	Managing Staffing, Recruiting and Hiring	
12	Employee Scheduling and Assignments	
13	Ongoing Employee Education	
14	Food Preparation	
15	Facility Sanitation	
16	Department Design and Layout	
17	The Purchasing Process	
18	Mange the Operating Budget/Revenue and Cash Handling	
19	Professional Meeting	

RELATED INSTRUCTION OUTLINE
Food Service Manager 11-9051.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **RI Provider - Gaston College**
Ttl Min Num of Contact Hrs: **270**
Instruction Type: **Classroom;Online**
Program Type: **Curriculum**
Program Name:
Credentials: **Other**
Description:

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	RI Provider - Gaston College		270
5	Nutrition & Food Pro Training I - HEA 3009-101		
7	Nutrition & Food Pro Training II - HEA 3009-101		

Certified Nursing Assistant - Advanced 31-1131.00 (0824CB)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 1 years over 2000 hours of OJL training , and a required 144 hours of Related Instruction (**Note: The competency-based training approach does not require hours.**)

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Certified Nursing Assistant - Advanced Wage Scale **\$10.75** per hour Journeyworker rate

Seq	Hours	Rate
1	2000	\$ 10.24

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of

minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

Veteran with military training in industry

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Advanced Manufacturing** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Certified Nursing Assistant - Advanced 31-1131.00

Competency-based Occupation: Please describe competencies required for the apprenticeship (left column and identify an appropriate means of testing and/or evaluating for such competencies (right column)).

The term of the apprenticeship is **2000** hours of OJL training .

	Description	Hours
	Safety is included in all aspects of on the job training	
1	Skill Module 1: Role of the Nurse Aide II	2000
2	Skill Module 2: Oxygen Therapy - Set Up and Monitoring Flow Rate	0
3	Skill Module 3: Sterile Technique	0
4	Skill Module 4: Wound Care: Sterile Dressing Change for Wounds Over 48 Hours Old (Part A & B)	0
5	Skill Module 5: Suctioning: Oropharyngeal and Nasopharyngeal	0
6	Skill Module 6: Tracheostomy Care (Established Tracheostomy)	0
7	Skill Module 7: Peripheral IV Fluids	0
8	Skill Module 8: Urinary Catheter: Catheterization	0
9	Skill Module 9: Oral/Nasogastric, Gastrostomy, Jejunostomy, And Percutaneous Gastric (P.E.G.) Feeding Tubes	0
10	Skill Module 10: Elimination Procedures: Ostomy Care and Irrigation	0
11	Skill Module 11: Break-Up and Removal of a Fecal Impaction	0

RELATED INSTRUCTION OUTLINE
Certified Nursing Assistant - Advanced 31-1131.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **Gaston College**
 Ttl Min Num of Contact Hrs: **144**
 Instruction Type: **Classroom;Online**
 Program Type: **Curriculum**
 Program Name:
 Credentials: **Other**
 Description:

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	Skill Module 1: Role of the Nurse Aide II		144
2	Skill Module 2: Oxygen Therapy - Set Up and Monitoring Flow Rate		0
3	Skill Module 3: Sterile Technique		0
4	Skill Module 4: Wound Care: Sterile Dressing Change for Wounds Over 48 Hours Old (Part A & B)		0
5	Skill Module 5: Suctioning: Oropharyngeal and Nasopharyngeal		0
6	Skill Module 6: Tracheostomy Care (Established Tracheostomy)		0
7	Skill Module 7: Peripheral IV Fluids		0

8	Skill Module 8: Urinary Catheter: Catheterization	0
9	Skill Module 9: Oral/Nasogastric, Gastrostomy, Jejunostomy, And Percutaneous Gastric (P.E.G.) Feeding Tubes	0
10	Skill Module 10 Elimination Procedures: Ostomy Care and Irrigation	0
11	Skill Module 11; Break-Up and Removal of a Fecal Impaction	0
12	Nurse Aid Final Examination - Skills Test	0

Press Brake Operator (Fabricator) 51-9041.00 (0779)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 2.5 years over 5000 hours of OJL training with a minimum of 4000 required hours of OJL training, and a required 704 hours of Related Instruction

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Press Brake Operator Wage Scale **\$17.00** per hour Journeyworker rate

Seq	Hours	Rate
1	1250	\$ 15.00
2	1250	\$ 15.50
3	1250	\$ 16.00
4	1250	\$ 16.50

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of

minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

Veteran with military training in industry

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Advanced Manufacturing** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Press Brake Operator (Fabricator) 51-9041.00

Hybrid Occupation: Please include the minimum/maximum number of hours (right column) with the breakdown of the Job Tasks and the successful demonstration of competencies described in the WPS (left column), required to complete the apprenticeship program and identify an appropriate means of testing and evaluation for such competencies.

The term of the apprenticeship is **5000** hours of OJL training with a minimum of **4000** required hours of OJL training.

	Description	Hours
	Safety is included in all aspects of on the job training	
1	Basic Training	5000
2	Controlling Machines and Processes	
3	Task-Related Physical Activity	
4	Inspections	
5	Repair and Maintenance	
6	Communications	

RELATED INSTRUCTION OUTLINE
Press Brake Operator (Fabricator) 51-9041.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider:	Gaston College
Ttl Min Num of Contact Hrs:	704
Instruction Type:	Classroom
Program Type:	Curriculum
Program Name:	
Credentials:	Certificate
Description:	New Certificate in Applied Engineering Technology - Industrial

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	ACA 111 College Student Success or ACA 122 College Transfer Success		704
2	BPR 111 Blueprint Reading I		
3	EGR 111 Engineering Comp and Careers		
4	MNT 110 Intro to Maintenance Procedures		
5	MEC 161 Manufacturing Processes I		
6	MAT 121 Algebra/Trigonometry I		
7	MEC 180 Engineering Materials		
8	WLD 112 Basic Welding Processes		

- 9 ISC 112 Industrial Safety

- 10 ISC 132 Mfg Quality Control

- 11 MAC 141 Machining Applications I

Brazing Operator 51-4122.00 (0945)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 3 years over 6000 hours of OJL training with a minimum of 4500 required hours of OJL training, and a required 1168 hours of Related Instruction

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Brazing Operator Wage Scale **\$18.75** per hour Journeyworker rate

Seq	Hours	Rate
1	500	\$ 11.00
2	500	\$ 12.19
3	1000	\$ 13.13
4	1000	\$ 14.06
5	1000	\$ 15.00
6	1000	\$ 15.94
7	1000	\$ 16.88

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The

selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship

program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

Veteran with military training in industry

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Advanced Manufacturing** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Brazing Operator 51-4122.00

Hybrid Occupation: Please include the minimum/maximum number of hours (right column) with the breakdown of the Job Tasks and the successful demonstration of competencies described in the WPS (left column), required to complete the apprenticeship program and identify an appropriate means of testing and evaluation for such competencies.

The term of the apprenticeship is **6000** hours of OJL training with a minimum of **4500** required hours of OJL training.

	Description	Hours
	Safety is included in all aspects of on the job training	
1	PC/PLC/Instrumentation Basics	6000
2	Rigging & Handling Practices/Equipment	
3	Cranes (production)	
4	Industrial Maintenance Principals	
5	Industrial Plant Benchwork	
6	Industrial Electrical	
7	Industrial Plant - Repairing, Maintaining, Troubleshooting Equipment	
8	Air Compressors & Components	
9	Ovens	
10	Brazing Machine Operation and Set-Up	
11	Operation of Machine	

RELATED INSTRUCTION OUTLINE
Brazing Operator 51-4122.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider:	Gaston College
Ttl Min Num of Contact Hrs:	1168
Instruction Type:	Classroom
Program Type:	Curriculum
Program Name:	
Credentials:	Diploma
Description:	Diploma in Applied Engineering Technology - Industrial

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	ACA 111 College Student Success or ACA 122		1168
2	ELC 112 DC/AC Electricity		
3	EGR 111 Engineering Comp and Careers		
4	ISC 112 Industrial Safety		
5	MNT 110 Intro to Maintenance Procedures		
6	ENG 111 Writing and Inquiry		
7	MAT 121 Algebra/Trigonometry I		
8	MEC 180 Engineering Materials		

- 9 WLD 112 Basic Welding Processes
- 10 MNT 220 Rigging and Moving
- 11 MAC 141 Machining Applications I
- 12 ELC 128 Intro to PLC
- 13 ELC 115 Industrial Wiring
- 14 ELC 117 Motors and Controls (P) ELC 112 or ELC 131
- 15 HYD 110 Hydraulics/Pneumatics I

Licensed Practical Nurse 29-2061.00 (0837)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 1 years over 2000 hours of OJL training, and a required 144 hours of Related Instruction (**Note: The competency-based training approach does not require hours.**)

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Licensed Practical Nurse Wage Scale **\$19.00** per hour Journeyworker rate

Seq	Hours	Rate
1	1000	\$ 18.00
2	1000	\$ 18.50

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

Veteran with military training in industry

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Healthcare** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Licensed Practical Nurse 29-2061.00

Competency-based Occupation: Please describe competencies required for the apprenticeship (left column and identify an appropriate means of testing and/or evaluating for such competencies (right column)).

The term of the apprenticeship is **2000** hours of OJL training .

	Description	Hours
	Safety is included in all aspects of on the job training	
1	Evaluation Tool I	2000
2	Adult Health Evaluation	
3	Maternity New Born Evaluation	
4	Pediatric Evaluation Tool	
5	Evaluation Tool II	

RELATED INSTRUCTION OUTLINE
Licensed Practical Nurse 29-2061.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **Gaston College**
Ttl Min Num of Contact Hrs: **144**
Instruction Type: **Classroom**
Program Type: **Curriculum**
Program Name:
Credentials: **Other**
Description:

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	PSY 150 General Psychology		144
2	BIO 168 Anatomy and Physiology I		
3	NUR 101 Practical Nursing I		
4	ENG 111 Writing and Inquiry		
5	BIO 169 Anatomy and Physiology II		
6	NUR 102 Practical Nursing II		
7	NUR 103 Practical Nursing III		

IT Support Technician 15.1151.00 (1059CB)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 3 years over 6000 hours of OJL training with a minimum of 4500 required hours of OJL training, and a required 1488 hours of Related Instruction

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

IT Support Tech Wage Scale **\$18.00** per hour Journeyworker rate

Seq	Hours	Rate
1	500	\$ 11.00
2	500	\$ 12.50
3	1000	\$ 13.25
4	1000	\$ 14.00
5	1000	\$ 14.75
6	1000	\$ 15.50
7	1000	\$ 16.50

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The

selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship

program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

Veteran with military training in industry

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Information Technology** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
IT Support Technician 15.1151.00

Hybrid Occupation: Please include the minimum/maximum number of hours (right column) with the breakdown of the Job Tasks and the successful demonstration of competencies described in the WPS (left column), required to complete the apprenticeship program and identify an appropriate means of testing and evaluation for such competencies.

The term of the apprenticeship is **6000** hours of OJL training with a minimum of **4500** required hours of OJL training.

	Description	Hours
	Safety is included in all aspects of on the job training	
1	Tech Support: Infrastructure	6000
2	IT/Hardware	
3	Core Operating Systems	
4	Software Applications	
5	General Information Security	
6	General Networking Tools and Concepts	
7	Critical Thinking/Problem Solving	
8	Creativity/Innovation	
9	Inquiry	
10	Risk Taking	
11	Self-Management/Self Awareness	
12	Self-Direction	
13	Adaptability/Flexibility	
14	Perseverance/Resilience	
15	Collaboration/Teamwork	
16	Communication	
17	Global/Cultural Awareness	
18	Ethics	
19	Task/Time Management	
20	Self-Advocacy	
21	Work Ethic	
22	Core Academic Foundation	

**RELATED INSTRUCTION OUTLINE
IT Support Technician 15.1151.00**

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **RI-Provider Gaston College**
 Ttl Min Num of Contact Hrs: **1488**
 Instruction Type: **Classroom;Online**
 Program Type: **Curriculum**
 Program Name:
 Credentials: **Associate in Applied Science**
 Description: **RI-Provider Gaston College**

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	College Student Success College Student Success or College Transfer Success ACA-111 or ACA 122	ACA-111	1488
2	Introduction to Computers Introduction to Computers	CIS-110	
3	Web, Pgm, & Db Foundation Web, Pgm and Db Foundation	CTI-110	
4	Network & Sec Foundation Network & Sec Foundation	CTI-120	
5	Introduction to Networks Introduction to Networks	NET-125	
6	Statistical Methods I Statistical Methods	MAT-152	
7	Prin of Microeconomics Prin of Microeconomics	ECO-251	
8	Writing and Inquiry Writing and Inquiry	ENG-111	

9	Windows Single User Windows Single User	NOS-130
10	Routing Basics Routing Basics	NET-126
11	Hardware/Software Support Hardware/Software Support	CTS-120
12	Routing & Switching I Routing & Switching I	NET-225
13	Windows Administration I Windows Admin I	NOS-230
14	Intro to Prog & Logic Intro to Prog & Logic	CIS-115
15	Virtualization Concepts Virtualization Concepts	CTI-140
16	Prof Research & Reporting	ENG-114
17	Project Management Project Management	CTS-240
18	Wireless Technology Wireless Technology	NET-175
19	Introduction to Ethics Introduction to Ethics	PHI-240
20	Info Sys Business Concepts Info Sys Business Concepts	CTS-115
21	Intrusion Detection Intrusion Detection	SEC-210
22	Professional Practices in IT Prof Practices in IT	CTS-288
23	Networking Project Networking Project	NET-289

Industrial Electrician 47-2111.00 (0643)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years over 8000 hours of OJL training with a minimum of 6000 required hours of OJL training, and a required 1424 hours of Related Instruction

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Industrial Electrician Wage Scale **\$27.75** per hour Journeyworker rate

Seq	Hours	Rate
1	1000	\$ 15.00
2	1000	\$ 16.00
3	1000	\$ 17.00
4	1000	\$ 18.50
5	1000	\$ 20.00
6	1000	\$ 22.75
7	2000	\$ 24.75

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The

selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship

program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

Veteran with military training in industry

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Advanced Manufacturing** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Industrial Electrician 47-2111.00

Hybrid Occupation: Please include the minimum/maximum number of hours (right column) with the breakdown of the Job Tasks and the successful demonstration of competencies described in the WPS (left column), required to complete the apprenticeship program and identify an appropriate means of testing and evaluation for such competencies.

The term of the apprenticeship is **8000** hours of OJL training with a minimum of **6000** required hours of OJL training.

	Description	Hours
	Safety is included in all aspects of on the job training	
5	Electrical Measuring Instruments	8000
6	Transformers, storage masteries, etc.	0
7	Electrical Wiring	0
8	Rebuild and repair electrical equipment:	0
9	Construction and installation	0
10	General building maintenance:	0
11	General machine and equipment maintenance	0
12	Electronic equipment and controls	0
13	Miscellaneous/Safety included.	0

RELATED INSTRUCTION OUTLINE
Industrial Electrician 47-2111.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider:	Gaston College
Ttl Min Num of Contact Hrs:	1424
Instruction Type:	Classroom;Online
Program Type:	Curriculum
Program Name:	
Credentials:	Associate in Applied Science;Diploma
Description:	Apprentices have the option of obtaining an AAS Degree or Diploma

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	Apprentice will receive an AAS degree upon Completion (1424 Hours)		1424
2	College Student Success		0
3	DC/AC Electricity		0
4	National Electric Code		0
5	Intro to PLC		0
6	Industrial Wiring		0
7	Motors and Controls		0
8	Electrical Machines I		0

9	Basic PC Literacy	0
10	NEC Calculations	0
11	Algebra/Trigonometry I	0
12	Advanced Photovoltaic Systems	0
13	Industrial Safety	0
14	Circuit Analysis I	0
15	Introduction to Automation	0
16	Prog. Logic Controllers	0
17	Industrial Controls	0
18	Photovoltaic Systems Tech	0
19	Conceptual Physics	0

Accounting Technician Competency Checklist

Apprentice Name:		
Company:		
Legth of Program:		
	Apprentice Signature & Date	Mentor Signature & Date
Accounting Practices		
Comprehend elements of the accounting cycle.		
Evaluate, analyze and apply generally accepted accounting principles and concepts.		
Classify and perform comparative analyses of financial statements.		
Comprehend basic managerial accounting concepts and theory utilized by managerial personnel in making business decisions.		
Operate computers programmed with accounting softward to record, store and analyze information.		
Recognize the potential accounting issues involved in many common business transactions and devise acceptable alternative solutions to them.		
Financial Statements		
Explain the ten elements of business financial statements.		
Construct acceptably-formatted financial statements.		
Explain the interrelationship among the four required financial statements.		
Formulate criteria for proper classification and recording of energy costs.		
Classify and perform comparative analyses of financial statements.		
Perform bookkeeping services		
Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.		
Prepare trial balances of books		
Cost Analysis		
Evaluate production systems to determine and apply proper costing system procedures for various types of manufacturers.		
Analyze variances from standard cost and determine causes for variances.		

Accounting Technician Competency Checklist

Apprentice Name:		
Company:		
Legth of Program:		
Training Category	Apprentice Signature & Date	Mentor Signature & Date
Payroll		
Prepare and process payroll information		
General Operations		
Effectively interface with others outside of the department to include but not be limited to, Legal, Tax, Credit, Trade Finance.		
Perform general office duties such as filing, answering telephones and handling routine correspondence		
Operate 10-key calculators, computer and copy machines to perform calculations and produce		
Accuracy of Financial or Transactional Data		
Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.		
Match order forms with invoices, and record the necessary information.		
Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.		
Compare computer printouts to manually maintained journals to determine if they match.		
Compile Data or Documentation		
Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.		
Compile budget data and documents, based on estimated revenues and expenses and previous budgets.		
Compile statistical, financial, accounting, or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.		
Calculate Financial Data		

Accounting Technician Competency Checklist

Apprentice Name:		
Company:		
Length of Program:		
Training Category	Apprentice Signature & Date	Mentor Signature & Date
Perform financial calculations, such as amounts due, interest charges, balances, discounts, equity, and principal.		
Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.		
Compute deductions for income and social security taxes.		
Calculate and prepare checks for utilities, taxes, and other payments.		
Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.		
Collect Deposits, Payments or Fees		
Receive, record and bank cash, checks and vouchers		
Reconcile Records of Sales or Other Financial Transactions		
Reconcile or note and report discrepancies found in records		
Reconcile records of bank transactions		
Monitor Financial Information		
Monitor status of loans and accounts to ensure that payments are up to date		
Code Data		
Code documents according to company procedures		
Search Files, Databases or Reference Materials to Obtain Needed Information		
Access computerized financial information to answer general questions as well as those related to specific accounts		
Prepare Documentation for Contracts, Transactions or Regulatory Compliance		
Complete and submit tax forms and returns, workers' compensation forms, pension contribution forms and other government documents		
Prepare purchase orders and expense reports		
Calculate Costs of Goods or Services		
Calculate costs of materials, overhead and other expenses, based on estimates, quotations and price lists		

Accounting Technician Competency Checklist

Apprentice Name:		
Company:		
Legth of Program:		
Training Category	Apprentice Signature & Date	Mentor Signature & Date
Maintain Inventory Records		
Maintain Inventory Records		

Brazing Operator Competency Checklist

Apprentice Name:		
Company:		
Legth of Program: 4,000 Hours		
Training Category	Apprentice Signature & Date	Mentor Signature & Date
PC/PLC/Instrumentation Basics		
Describe the PC locations, usages at the Plant		
Work with the basic functionality and operations of PLC		
Provide explanation on how production/programmable logic interchange with each other		
Work with control room operator on understanding of how system works		
Recognize built in safety alarms and hazards associated to promote such alarm		
Initiate a report on how to respond to emergency production alarms		
Identify the instrumentation to equipment, its purpose, basic functions		
Explain one programmable system on control room monitor		
Rigging & Handling Practices/Equipment		
Slings/Adapter, holst lifting devices		
Identify various sling, materials used in the plant		
Review sling failutes, identify cause and effects in one report		
Demonstrate proper lifting techniques utilizing hoist, slings, shackles		
Identify production lifitng devices & adapters used through-out the plant		
Perform inspection and failure analysis on hand held hoist/lifting devices		
Cranes (production)		
Explain different types of cranes, traits		
Perform daily inspection on units		
Industrial Maintenance Principlas		
Over-all practices, machine technology		
Interpret and plan job processes from engineered/fabrication drawings		
Develop a job process plan/procedure for completion of task on one piece of equipment		
Explain equipment information - categorize/recognize similarities and differences		
Plan a Strategy for Preventative Maintenance on one elected piece of equipment		
Explain structure of framework for preventative maintenance program		
Analyze information and provide a method of resolution on one job task report		

Brazing Operator Competency Checklist

Apprentice Name:		
Company:		
Legth of Program: 4,000 Hours		
Training Category	Apprentice Signature & Date	Mentor Signature & Date
Provide a competent solution to one area where improvement can be made		
Demonstrate proper techniques in Ergonomics on moving objects/equipment		
Provide an inspection report on one vital Re-gen Equipment		
Trouble shoot equipment - explain steps in analyzing information and evaluating results		
Provide a basic asset inventory sheet for building equipment		
Provide a spread sheet on equipment, inventory controls		
Hydraulics/Pneumatics		
Provide a Understanding Ultrasound Tank systems, it major components interlinked		
Industrial Plant Benchwork		
Tool Usages, Identifiers		
Identify and use of basic hand tools/wrenches for benchwork		
Identify layout tools and equipment including: scribe, center punch, surface plate, dividers, caliper, scale, layout dye		
Demonstrate/layout the location of holes for gaskets/surfaces to specified tolerances		
Industrial Electrical		
Circuits - Motors - Controls		
Perform wiring connection, receptacles, lighting system on low voltage circuit		
Install/run basic new wiring & conduits, repair old wiring		
Identify the various circuit, voltage routes, transformers on site		
Identify the electrical origins/circuits of buildings on site		
Use electrical meters for trouble shooting & repairing electrical systems		
Perform uses of various electrical hand tools, meters		
Explain principals of grounding techniques		
site		
Apply applications to VFD, where utilized, purposes, components		
Identify motors where applicable for equipment		
Demonstrate motor functions, currents, hp on associated equipment on site		
Provide examples of motor control circuits, systems at facility - overview		
Demonstrate the motor control cabinet locations / to which equipment		
Understanding of basic electrical drawings		
Explain different wires, sizes, uses for plant		

Brazing Operator Competency Checklist

Apprentice Name:		
Company:		
Legth of Program: 4,000 Hours		
Training Category	Apprentice Signature & Date	Mentor Signature & Date
Industrial Plant - Repairing, Maintaining, Troubleshooting Equipment		
Pumps / Valve / Piping Systems		
Explain fundamentals/types of pumps		
Trouble shoot a pump failure, provide a report to supervisor		
Identify and provide the instruction manual for one critical piece of equipment		
Demonstrate pump parts/internal/sealing systems understanding		
Identify cause and effects of pump failure in production tanks		
Provide a basic lay-out of all pumps locations at facility		
Rebuild a pump - breakdown, rebuild with appropriate parts - provide a cause-remedy sheet		
Provide bearing/types and applications		
Provide the types of valves and identify their functions at the facility		
Rebuild 3 different types of valves. Provide a cause-remedy sheet of maintenance		
Explain pipe principals as pertaining to pump flows. T net head, distances, sizing		
Describe piping materials. List materials used with-in the plant		
Quantify how to measure piping/versus tubing, thickness, schedules		
Identify the plants piping & auxiliaries - hangers, supports		
Complete a pipe failure analysis, diagnose pre-pair a cause and effect report		
Boiler, process aux. equipment		
Work on Pm's repairs as required		
Work on all auxillary equipment associated with boiler, DA tank, headers		
Re-pack a steam valve, select proper packing		
Identify steam traps, nozzles, drains		
Air Compressors & Components		
Demonstrate a knowledge of compressed air system		
Provide & assist in a PM data sheet (filled-out) for each compressor		
Identify cause and effect report for a compressor failure		
Identify the major components on our air compressor/dryers		
Locate and replace particulate filters in the plant system		
Ovens		
Perform Pm's on pre-drying and calcination ovens		
Identify gas trains, valves, and components on ovens		
Brazing Machine Operation and Set-Up		
Change-overs, Program Modifications		
Prioritize Machine Break-Downs and Repairs		

Brazing Operator Competency Checklist

Apprentice Name:		
Company:		
Legth of Program: 4,000 Hours		
Training Category	Apprentice Signature & Date	Mentor Signature & Date
Extensive in-depth Trouble-shooting		
Walkie-Stackie Training (e.g., Big Joe)		
Ability to Identify and Work through Production issues		
-		
Importance of notifying Shift Coordinator in case of machine crash, failure, downtime		
Set-up of re-work program		
Re-filling and Replacing Flux Canisters		
How to do complete Machine Set-up: angles, dosing valves, making coils, tip conveyor timing and alignment		
Lct-PA3 CSB-WI-025 Coil Making		
Lct-PA3 CSB-WI-024 Coil Soldering		
Operation of Machine		
Safety:		
Review of Safety Hazards Dept./Job		
Location of all guards, light curtains, and E-Stop buttons		
How to handle waste: (rags, tips, alloy, empty cans, alcohol, hazardous)		
Location of SDS Documentation (yellow binder)		
Lct-PA3 CSB-WI-033 Grinder Cart Handling		
System:		
Location and Review of Work Instructions		
How to Complete Traveler / Routing		
Explanation of K-Failures - crack tip, open braze/failed hammer test		
Handling of Suspect/Re-work Material		
Machine Start-up:		
Understands Machine Controls		
Understands how to start machine		
Machine Operation:		
Lct-PA3-CSB-WI-0037 Brazing Covers		
Load and unload machine		
WI-PA3-0009 Brazing Inductor Regulation		
WI-PA3-0001 Standard Brazing		
Ceramic Clampings Replacement		
WI-PA3-0053 Shift Timeline		
Replacing and Feeding-in new Alloy		

Brazing Operator Competency Checklist

Apprentice Name:		
Company:		
Legth of Program: 4,000 Hours		
Training Category	Apprentice Signature & Date	Mentor Signature & Date
WI-PA3-0003 Changing the Brazing Flux Bin		
Dosing Adjustments		

Learning Objectives for CNA II

1. Skill Module 1: Role of the Nurse Aide II

- a. Compare NA I to NA II functions
- b. Discuss legal factors related to NA II
- c. Describe the supervision of a NA II in Health care settings
- d. Discuss ethical conduct
- e. Identify the most critical technical proficiency components when performing NA II tasks
- f. Describe the NA II listing process
- g. Describe the relisting process for NA II

2. Skill Module 2: Oxygen Therapy - Set Up and Monitoring Flow Rate

- a. Identify three (3) sources of supplemental oxygen
- b. Identify at least three (3) oxygen delivery devices
- c. Discuss safety precautions necessary when clients are receiving oxygen therapy
- d. List equipment needed to set up an oxygen system using:
 - 1) wall oxygen
 - 2) cylinder oxygen
 - 3) oxygen concentrator
- e. List equipment needed for delivery devices:
 - 1) Nasal cannula
 - 2) Face mask
 - 3) Trachea collar
- f. Discuss the activities related to care of the client receiving oxygen therapy

3. Skill Module 3: Sterile Technique

- a. Define:
 - 1) pathogen
 - 2) micro-organism
- b. Discuss conditions that support the growth of and spread of infectious agents
- c. List examples of natural body defenses that protect individuals from acquiring infections
- d. State factors that increase the potential of infections
- e. Define:
 - 1) reservoir
 - 2) vehicle of transmission
 - 3) portal of entry
 - 4) susceptible host
- f. Describe medical asepsis
- g. Explain the difference between medical and surgical asepsis
- h. List common situations in which NA II may use sterile technique
- i. Discuss principles that should be applied when carrying out sterile technique
- j. State corrective action to problems encountered when using sterile technique

4. Skill Module 4: Wound Care: Sterile Dressing Change for Wounds Over 48 Hours Old (Part A & B)

PART A: Sterile Dressing Change for Wounds Over 48 Hours Old

- a. Distinguish between open and closed wounds

- b. Identify types of open wounds
- c. Describe factors affecting wound healing
- d. List reasons for dressing a wound
- e. Describe differences among commonly used dressing materials
- f. Describe the steps in applying a sterile dressing

PART B: Wound Irrigation for Wounds Over 48 Hours Old

- a. Discuss the purpose of wound irrigation
- b. Describe the procedure for irrigating a wound

5. Skill Module 5: Suctioning: Oropharyngeal and Nasopharyngeal

- a. Define suctioning
- b. Discuss two (2) areas which may be suctioned by the NA II
- c. State four (4) purposes of pharyngeal suctioning
- d. Identify the equipment necessary for suctioning
- e. Discuss the steps in preparing to suction a client
- f. Describe the procedure for:
 - 1) oropharyngeal suctioning
 - 2) nasopharyngeal suctioning

6. Skill Module 6: Tracheostomy Care (Established Tracheostomy)

- a. Define tracheostomy
- b. State two (2) reasons tracheostomy tubes are inserted
- c. Discuss types of tracheostomy tubes
- d. Discuss the procedure for cleaning a tracheostomy tube
 - 1) single
 - 2) double
- e. Discuss the procedure for suctioning an established tracheostomy

7. Skill Module 7: Peripheral IV Fluids

PART A: Preparing for Administration of IV Fluids

- a. State two (2) purposes for administering IV fluids
- b. List four (4) classes of IV solutions and their major components
- c. Identify information needed as a part of preparing for IV fluid administration
- d. Discuss the delivery devices for IV fluid administration
- e. Identify equipment necessary to set up intravenous fluids

PART B: IV Fluid Monitoring Flow Rate

- a. State two (2) observations necessary to insure appropriate IV flow
- b. Identify one cause of an obstructed IV
- c. Discuss the significance of a slowing in the IV rate
- d. Describe additional important observation in the patient receiving IV fluids
- e. Identify special considerations related to patient age

PART C: IV Fluid Site Care and Patient Activities

- a. Identify the most common sites for venipuncture
- b. Describe the appearance of a normal venipuncture site

- c. Define phlebitis and infiltration
- d. Recognize and Report two (2) signs each of phlebitis and infiltration
- e. Discuss the care activities for the patient with an IV

PART D: Discontinuing Peripheral Intravenous Infusions

- f. Describe the process for discontinuing a peripheral IV

8. Skill Module 8: Urinary Catheter: Catheterization

- a. Identify the meaning of terms related to catheterization
- b. Describe the anatomical structure of urinary tract
- c. Identify various types of urinary catheters
- d. Discuss the preparation of the patient
- e. Discuss the procedure for catheterizing a male patient
- f. Discuss the procedure for catheterizing a female patient
- g. Describe the steps necessary to perform catheter-related procedures
- h. Identify the process for the removal of a urinary catheter

9. Skill Module 9: Oral/Nasogastric, Gastrostomy, Jejunostomy, And Percutaneous Gastric (P.E.G.) Feeding Tubes

PART A: Promoting Proper Nutrition

- a. Discuss the cultural factors which influence eating practice
- b. Discuss six (6) nutritional habits that could influence adequate nutrition
- c. Discuss four (4) physical signs that indicate poor nutrition
- d. Discuss the following which could cause potential nutritional deficits:
 - 1) anorexia
 - 2) nausea
 - 3) vomiting
 - 4) projectile vomiting
 - 5) belching
 - 6) flatus
- e. Describe three (3) measures for supporting nutrition in each of the following situations:
 - 1) infants/children
 - 2) pregnant/lactating patients
 - 3) visually impaired patients
 - 4) elderly patients

PART B: Alternative Methods for Providing Nourishment

- a. Define the following terms:
 - 1) Gastric gavage (tube feeding)
 - 2) Intermittent tube feeding
 - 3) Continuous tube feeding
 - 4) Oral/Nasogastric Tube (NG), Gastrostomy, Jejunostomy,
- b. PEG
- c. Describe measures which could reduce each of the following problems associated with gastric tube feedings:
 - 1) Irritation of nasal/palate tissue
 - 2) Diarrhea
 - 3) Abdominal distention

- 4) Aspiration
- 5) Clogged tube
- 6) Irritation of oral mucous membranes

PART C: Clinical Skills

- a. Discuss proper technique for adding enteral feeding to existing infusions
- b. Discuss proper technique for adding enteral feeding to intermittent tube, including bolus feeding
- c. Identify the steps in clamping feeding tube
- d. Describe the procedure for discontinuing a nasogastric feeding tube

10. Skill Module 10 Elimination Procedures: Ostomy Care and Irrigation

- a. Identify terms that relate to ostomy care
- b. Describe the appearance of a normal stoma
- c. Identify the procedure for collecting specimen
- d. Discuss the procedure for providing stoma care for an established ostomy
- e. Describe the steps in changing an ileostomy appliance for a patient with an established ostomy
- f. Describe the steps in changing a colostomy pouch
- g. Describe the procedure for ostomy irrigation

11. Skill Module 11; Break-Up and Removal of a Fecal Impaction

- a. State three (3) probable signs of fecal impaction
- b. Discuss the procedure for removal of fecal impaction
- c. Identify at least three (3) observations to report to the licensed nurse

CNA Competency Checklist

1. Maintain Clean and Safe Environment		
<i>Infection Control Activities</i>		
<ul style="list-style-type: none"> • Hand Washing 		
<ul style="list-style-type: none"> • Use OSHA and CDC guidelines (such as handling Blood Borne Pathogens) 		
<ul style="list-style-type: none"> • Properly dispose sharps (e.g., razors, needles in sharps container) 		
<ul style="list-style-type: none"> • Use of personal protective equipment (PPE) and devices including gloves, gown, mask and goggles 		
<i>Physical Environment Maintenance</i>		
<ul style="list-style-type: none"> • Perform visual check of resident's living area and resolve potential safety Issues (secure hazardous materials; clear pathways; etc.) 		
<ul style="list-style-type: none"> • Check resident's alarm; make sure call light is within resident's reach; secure patient's bed 		
<ul style="list-style-type: none"> • Take care of cleaning needs in resident's room 		
<ul style="list-style-type: none"> • Follow isolation procedures in the disposal of soiled linen and clothing 		
<ul style="list-style-type: none"> • Make unoccupied bed 		
<ul style="list-style-type: none"> • Make occupied bed 		
<i>Safety Procedures</i>		
<ul style="list-style-type: none"> • Understand organization's safety and emergency protocol and procedures (e.g., how to respond to safety drills) 		
<ul style="list-style-type: none"> • Properly use safety tools (such as an ABC fire extinguisher) 		
<ul style="list-style-type: none"> • Maintain and operate back up equipment as needed 		
<ul style="list-style-type: none"> • Apply and monitor safety devices 		
<ul style="list-style-type: none"> • Able to administer the Heimlich Maneuver and other lifesaving assistance 		
<ul style="list-style-type: none"> • Identify measures to promote safety of residents with special needs or issues (e.g., dementia, injuries, illnesses) 		

2. Communicate Effectively, While Following Regulations with Residents, Family, Medical Team and Other Authorized Persons		
<ul style="list-style-type: none"> • Interact with residents in a respectful way regarding their culture, their needs and preferences, while respecting their privacy 		
<ul style="list-style-type: none"> • Utilize skills in conflict management, working with difficult people, and other communication issues that may arise 		
<ul style="list-style-type: none"> • Write report and document issues and events in clear concise language, within regulatory requirements 		
<ul style="list-style-type: none"> • Report physical changes, mental changes, abuse, any changes to the medical team or authorized persons that they should be aware of 		
<ul style="list-style-type: none"> • Understand and follow legal requirements on reporting and documentation (HIPAA) 		
<ul style="list-style-type: none"> • Understand who is an authorized person and what information is allowed to be provided 		

3. Basic Nursing Assistant Skills		
<ul style="list-style-type: none"> • Measure/record respiration and obtain other vital signs 		
<ul style="list-style-type: none"> • Measure/record oral temperature (non-digital thermometer) 		

• Measure/record rectal temperature (non-digital thermometer)		
• Measure/record radial pulse		
• Measure/record height		
• Measure/record weight (balance scale/chair scale)		
• Collect urine specimen		
• Collect stool specimen		
• Measure/record food and fluid intake		
• Measure/record urinary output		
• Provide post-mortem care		
• Assist nursing staff with any additional duties as assigned within scope of practice		
4. Personal Care Skills and Activities of Daily Living		
• Assist resident with bathing or dressing if needed		
• Give complete bed bath		
• Give partial bed bath		
• Provide AM and PM care		
• Give shower		
• Give bath/whirlpool bath		
• Provide hair care including shampooing, grooming, brushing, combing		
• Provide mouth care for residents with natural teeth		
• Provide mouth care for residents with no natural teeth		
• Provide denture care		
• Shave resident		
• Provide hand and nail care		
• Provide foot care		
• Dress resident, including care of eyeglasses and hearing aides		
• Perineal care -female		
• Perineal care - male		
• Perineal care - incontinent resident		
• Assist with bedpan (offer/remove/ clean)		
• Assist with urinal (offer/remove/ clean)		
• Use bedside commode		
• Urinary catheter care		
• Care of / emptying of urinary drainage bag		
• Provide ostomy care		
• Feed resident, including set-up tray, partial assistance, total assistance, adaptive devices, residents with dysphasia, and alternative feeding methods		
• Provide skin care, including back rub		
• Position resident in chair		
• Move resident up in bed		
• Position resident on side in bed		
• Transfer resident: one assist, two assist, mechanical lift, transfer belt, and lift sheets		

5. Promote Resident's Developmental, Mental Health and Social Service Needs		
• Able to effectively and supportively deal with abusive residents		
• Respect patient privacy (knock before entering)		

	<ul style="list-style-type: none"> Promote resident's social interaction, recreation 		
	<ul style="list-style-type: none"> Encourage self- advocacy and promote resident's self-esteem 		
	<ul style="list-style-type: none"> Demonstrate techniques for communicating effectively to residents 		
	<ul style="list-style-type: none"> Provide companionship; assists resident with correspondence 		
	<ul style="list-style-type: none"> Encourage health eating choices 		
	<ul style="list-style-type: none"> De-escalate disputes between residents 		
	<ul style="list-style-type: none"> Coordinate resident's appointments 		
	<ul style="list-style-type: none"> Encouraging family and friends as a source of emotional support of resident 		
	6. Care of Cognitively Impaired Residents		
	<ul style="list-style-type: none"> Able to effectively communicate with cognitively impaired residents 		
	<ul style="list-style-type: none"> Provide appropriate assistance with Activities of Daily Living to maximize independence and well-being, understanding impairment issues and client preference 		
	<ul style="list-style-type: none"> Incorporate expanded knowledge of resident's issues and understanding of what to observe and report with changes in behavior or physically 		
7.	7. Basic Restorative Skills/Services		
	<ul style="list-style-type: none"> Encourage patient self-care as appropriate and safe Assist with ambulation using gait belt Easing resident (about to fall) to floor during ambulation Utilize ambulation assistive devices and adaptive equipment correctly and safely Assist resident with feeding adaptive equipment as needed Under nurse's care, assist with improving the resident's range of motion to upper extremities and to lower extremities Assist the resident in the use of positioning devices in bed and in chair Assist residents in the proper use of prosthetic/orthotic devices Apply hand splint Use all transfer and other equipment in a manner to make the resident feel safe Implement turning, repositioning and other preventative and restorative measures to prevent skin breakdown and promote healing of skin injuries Provide exercise program and other activities with residents that are trying to restore strength and healing as directed by nursing staff Provide bowel and bladder training as needed 		
8.	8. Resident's Rights		
	<ul style="list-style-type: none"> Respond to resident's call lights promptly and forwards requests if unable to take care of the request Provide privacy doors or pulling curtain around resident when providing care Respect resident individuality, preferences as much as safely possible Respect and maintain the confidentiality of the resident always adhering to HIPAA and other guidelines Notify nurse, family member or other team members of the resident of needed equipment or personal supplies Avoid the need for restraints if possible 		
9.	9. Perform Administrative Tasks		
	<ul style="list-style-type: none"> Complete all required reports and documentation Understand and implement all policies and procedures, including new ones Participate in agency/staff/medical team meetings Maintain all professional licensing up to date, including requirements for vaccinations 		

Chemical Operator III Competency Checklist

Apprentice Name:
Company:

Training Category	Apprentice Signature & Date	Mentor Signature & Date
Controlling/Operating Chemical Processes/Equipment		
General Tasks		
Perform technical mathematical calculations		
Perform addition, subtraction, multiplication and division of whole numbers, fractions, and decimals with or without a calculator		
Convert to metric, decimal, or fractional measurements		
Identify, describe and use measuring tools		
Learn and understand the terms flow, volume, weight, mass and the unit typical for operation		
Read, follow and sign: all SOPs, handbooks and other manual for the operation of chemical process equipment needed		
Waste Water System		
Boiler and related equipment (operation, daily maintenance, safety checks)		
Boiler Testing Excel log: monitoring boiler test results		
Boiler hard copy log book daily entries: recording observations		
Filter press (operation, daily maintenance, safety checks)		
Paint filter testing Excel Log: Tracking testing performed and logging pictures taken		
Report form for paint filter testing, manifests for can disposal: regulatory testing and paperwork for removal company		
Waste Water Tanks		
Treat with supervision waste water tanks		
Maintain wastewater Excel log: combined data of wastewater and lab test results		
Daily hard copy log of tanks treated, presses dumped, dip made etc: tracking work performed for daily reports		
Treat without supervision waste water tanks		
Initiate and proceed retreat of waste water tanks		
Release passed waste water tanks		
Mixing Tank (operation, daily maintenance, safety checks)		
Understand and be capable of sketching waste water way in facility (TEST)		
Chemical Storage System		
Assist loading of storage tanks		
Supervise loading of storage tanks		
Know MSDS for chemicals (TEST)		
Understand and be capable of sketching bulk storage area (TEST)		
Understand and sign SOP to store drums and IBCs (totes)		

Chemical Operator III Competency Checklist

Apprentice Name:
Company:

Training Category	Apprentice Signature & Date	Mentor Signature & Date
Production Tanks		
Operate production tanks (floor and PLC)		
Interpret and plan job processes from chemical engineering "recipes"		
Control process tanks and suggest corrective actions required		
Pre-drying oven (operation, daily maintenance, safety checks)		
Calcination oven (operation, daily maintenance, safety checks)		
Compressed Air (operation, daily maintenance, safety checks)		
Flipping and Washing tables (operation, daily maintenance, safety checks)		
Ventilation (operation, daily maintenance, safety checks)		
RO-Skid (operation, daily maintenance, safety checks)		
Ventilation (operation, daily maintenance, safety checks)		
Ultrasounds (operation, daily maintenance, safety checks)		
Cranes (operation, daily maintenance, safety checks)		
Understand waterways of production		
Test product samples for chemical characteristics, pH levels, concentrations and maintain data		
Understand function of valves, pumps, overflows, etc. around the production and waste water		
Regeneration Lab		
Monthly Hood performance check excel log: monitoring hood performance		
Laboratory Instrument Inventory Excel log: tracking calibration dates, consumables		
Instrument calibration log, hard copy: record calibration testing		
Laboratory Chemical Inventory Excel Log: tracking lab chemical inventory		
Monthly eyewash Check Excel log: tracking eyewash/shower performance checks		
Handling, Moving Objects, Mechanical Devices		
Rigging/Handling Catalyst		
Learn proper technique to dry clean plate catalyst		
Learn proper technique to dry clean honey comb and corrugated catalyst		
Learn proper technique to air blow, needle scale, pressure wash catalyst		
Learn proper technique to handle wet catalyst in production, flipping table, forklift, etc		

Chemical Operator III Competency Checklist

Apprentice Name:
Company:

Training Category	Apprentice Signature & Date	Mentor Signature & Date
Complete rigging class in house		
Complete in-house forklift driver training		
Basic Shop Machinery		
Demonstrate ability to use basic power tools		
Demonstrate proper care of hand power tools (grinder, drills, etc.)		
Industrial Safety and Environmental Protection		
Perform safety and house keeping tasks		
Follow OSHA, EPA, and MSDS requirements		
Identify safety rules and regulations		
Carry out assignments while adhering to safety and OSHA guidelines		
Read and interpret MSDS sheets and handle hazardous materials accordingly		
Explain the causes of fires and methods of preventing and extinguishing		
Dry-Cleaning		
Flipping and Washing tables (operation, daily maintenance, safety checks)		
Ventilation (operation, daily maintenance, safety checks)		
Operating Laboratory Equipment		
General Laboratory Skills		
Learn proper technique to weigh and transfer wet and dry chemicals		
Demonstrate understanding of dilution factors and the appropriate use in calculations		
Learn proper technique to titrate for quantization		
Learn proper techniques to dispose of chemicals		
Perform filter press cake Paint Filter testing		
Perform wastewater testing		
Perform instrument calibrations and checks(balances, pH meters, conductivity meters, etc)		
Perform RO Skid testing		
Demonstrate understand of how to perform a trial regeneration		
Perform boiler testing		
Equipment		
Demonstrate ability to identify basic glassware		
Demonstrate ability to use balance, meters, and other lab instruments		
Demonstrate proper use of test kits and strips		

Chemical Operator III Competency Checklist

Apprentice Name:
Company:

Training Category	Apprentice Signature & Date	Mentor Signature & Date
Industrial Safety and Environmental Protection		
Perform safety and house keeping tasks		
Follow OSHA, EPA, and MSDS requirements		
Identify safety rules and regulations in the laboratory		
Carry out assignments while adhering to safety and OSHA guidelines		
Read and interpret MSDS sheets and handle hazardous materials accordingly		
Keep duty station clean and safe for work		
Measurement		
Perform chemical mathematics calculations		
Convert to metric, decimal, or fractional measurements for length, volume, flow, mass		
Identify, describe and use measuring instruments in the Laboratory		
Identify, label, and care for measuring instruments such as: pH meters, conductivity meters, balances, calipers		
Quality Control		
Regeneration Lab		
Catalyst Receiving inspection SOP		
Inventory Catalyst Regeneration SOP		
Process Control and Quality Control SOP		
Catalyst Storage SOP		
Demonstration of comprehension of where samples are taken, how to take them, why to take them		
QA/QC		
Module and Catalyst Inspection Inbound SOP		
QA/QC Manual		
QA/Monitor Surroundings/Gathering Information/Solving Problems/Identifying Objects		
Catalyst		
Apply proper technique to sort catalyst (dirty/clean) by predefined criteria		
Apply proper technique to repack modules		
Read Module and Catalyst Inspection Outbound SOP		
Learn Final inspection of a honeycomb job		
Final inspection of a honeycomb job without supervision		
Learn Final inspection of a plate job		
Final inspection of a plate job without supervision		
Instruments/PLC/Equipment		
Learn and utilize the QA-database Module Management system		

Chemical Operator III Competency Checklist

Apprentice Name:
Company:

Training Category	Apprentice Signature & Date	Mentor Signature & Date
Learn how you react on alarms from PLC and pass the written test		
Do daily workarounds for 30 days of each of your areas before start working to determine potential issues and keep records		
Prepare observation checklists for following equipment (dryer, oven, boiler, production tanks, cranes, catalyst modules)		
Communication/Record Keeping/Documenting Information		
Write one handbook for a piece of equipment chosen by the Mentor		
Keep personal log book on weekly base to record learning efforts and maintaining Laboratory data		
Read and understand SOPs (written test for 5 of them)		
Presentation I in front of senior staff member (after 1 year) (teamwork)		
Presentation II in front of senior staff member (after 2 years) (decision making based on real case)		
Presentation III in front of senior staff member (after 3 years) (experience in the past 3 years)		

Heating & Air Conditioner Servicer

Competency Checklist

Apprentice Name:

Company:

Training Category	Apprentice Signature & Date	Mentor Signature & Date
A. General Trade Orientation		
a. Care and use of tools		
b. Test and measurement devices		
c. Types and sizes of piping, tubing, fittings		
d. Introduction to refrigeration components		
e. Safety procedures and first aid		
f. Equipment records and reports		
B. Fabrication Of System Components		
a. Cut, thread, flare, bend, shape piping and tubing		
b. Install fittings		
c. Solder, braise, and tin fittings and components		
d. Care and use of oxy-acetylene and prestolite torches		
e. Silver and soft soldering		
C. System Installation And Connection		
a. Electric supply lines and cables		
b. Electrical connections		
c. Water service lines		
d. Air supply lines		
e. Steam lines		
f. Steam return lines		
g. Steam traps and strainers		
h. Pressure reduction, expansion, evaporator, stop valves		
i. Suction and discharge lines		
j. Gauges		
k. Dehydrators		
l. Filters and strainers		
m. Controls		
D. Equipment Installation		
a. Install condensers		
b. Prepare compressor and motor bases		
c. Install and align compressors and motors		
d. Install evaporators and other cooling coils		
e. Install and align centrifugal pumps and bases		
f. Use of slings, lines, blocks and falls, chain hoists,		

rollers, dollies and skids		
E. System Maintenance		
a. Troubleshoot field systems		
b. Test pressure, flow, etc.		
c. Check liquid levels		
d. Check repair leaks (Freon, liquid)		
e. Purge, dehydrate, and charge systems		
f. Repair, align, and adjust fans and blower sections		
g. Align pulleys, bearing blocks, belt tension		
F. Equipment Repair		
a. Disassemble and clean, repair/renew, perform shop tests and run-in compressors		
b. Repair, pressure test, dehydrate evaporators		
c. Repair, acidize condensers, and roll condenser tubes		
d. Remove, replace, disassemble, and test, clean, calibrate, renew defective parts on controls of all types such as:		
pneumatic, electrical, electro pneumatic, thermostatic,		
humidity, pressure, vacuum		

Industrial Electrician Competency Checklist

Apprentice Name:		
Company:		
	Apprentice Signature & Date	Mentor Signature & Date
Training Category		
Electrical Measuring Instruments		
Familiarity and use of Digital Multimeters		
Clamp on Amp probe		
How to read and use electrical schematics		
Transformers, Storage Masteries		
Understand 3-phase (480VAC) and single phase (120VAC) power		
Transformers - how they work and their purpose		
Power Supplies - 24VDC, 12VDC, 5VDC, etc.		
Electrical Wiring		
Colors and size of wire - what it means		
How to strip wires		
How to connect wires (wire nuts, crimp connectors, etc.)		
Rebuilding and Repair Electrical Equipment		
DC motors (brush and brushless)		
A.C. motors (3 phase, single phase) (how they work, how to connect, how to troubleshoot)		
Solenoids (different types, valves, etc.)		
Construction and Installation		
Conduit and pipe (different types, terminology, connectors, best practices)		
Light and power distribution (understand from switchgear down to machine controls)		
Hand tools, power tools for building panels and working on machines		
General Building Maintenance		
Understand power distribution in plant		
Lighting circuits and building power circuits (120VAC) and their locations		
Cranes and hoists (operation and repair)		
General Machine and Equipment Maintenance		
Push buttons, Pilot lights, input and output devices (how they work and how to replace)		
Hydraulics and Pneumatics (operation, isolation, valves, etc.)		
Electronic Equipment and Controls		
Control systems (PLC, Relays, Variable Frequency Drives, HMI's)		
PLC's and relays (operation, how to troubleshoot and replace)		
Variable Frequency Drives (operation, how to troubleshoot and replace)		
HMI's (operation, how to troubleshoot and replace)		

Industrial Maintenance Mechanic Competency Checklist

Apprentice Name:
Company:

Training Category	Apprentice Signature & Date	Mentor Signature & Date
PC/PLC/Instrumentation Basics		
Describe the PC locations, usages at the Plant		
Work with the basic functionality and operations of PLC		
Provide explanation on how production/programmable logic interchange with each other		
Work with tcontrol room operator on a understanding how system works		
Recognize built in safety alarms and hazards associated to promote such alarm		
Initiate a report on how to respond to emergency production alarms		
Identify the instrumentation to equipment, its purpose, basic functions		
Explain one programmable system on control room monitor		
Rigging & Handling Practices/Equipment		
Slings/Adapter, holst lifting devices		
Identify various sling, materials used in the plant		
Review sling failutes, identify cause and effects in one report		
Demonstrate proper lifting techniques utilizing hoist, slings, shackles		
Identify production lifitng devices & adapters used through-out the plant		
Perform inspection and failure analysis on hand held hoist/lifting devices		
Cranes (production)		
Explain different types of cranes, traits		
Perform daily inspection on units		
Industrial Maintenance Principals		
Over-all practices, machine technology		
Interpret and plan job processes from engineered/fabrication drawings		
Develop a job process plan/procedure for completion of task on one piece of equipment		
Explain equipment information - categorize/recognize similarities and differences		
Plan a Strategy for Preventative Maintenance on one elected piece of equipment		
Explain structure of framework for preventative maintenance program		
Analyze information and provide a method of resolution on one job task report		

Industrial Maintenance Mechanic Competency Checklist

Apprentice Name:
Company:

Training Category	Apprentice Signature & Date	Mentor Signature & Date
Provide a competent solution to one area where improvement can be made		
Demonstrate proper techniques in Ergonomics on moving objects/equipment		
Provide an inspection report on one vital Re-gen Equipment		
Trouble shoot equipment - explain steps in analyzing information and evaluating results		
Provide a basic asset inventory sheet for building equipment		
Provide a spread sheet on equipment, inventory controls		
Hydraulics/Pneumatics		
Provide a Understanding Ultrasound Tank systems, it major components interlinked		
Industrial Plant Benchwork		
Tool Usages, Identifiers		
Identify and use of basic hand tools/wrenches for benchwork		
Identify layout tools and equipment including: scribe, center punch, surface plate, dividers, caliper, scale, layout dye		
Demonstrate/layout the location of holes for gaskets/surfaces to specified tolerances		
Industrial Electrical		
Circuits - Motors - Controls		
Perform wiring connection, receptacles, lighting system on low voltage circuit		
Install/run basic new wiring & conduits, repair old wiring		
Identify the various circuit, voltage routes, transformers on site		
Identify the electrical origins/circuits of buildings on site		
Use electrical meters for trouble shooting & repairing electrical systems		
Perform uses of various electrical hand tools, meters		
Explain principals of grounding techniques		
Provide examples of AC/DC circuit, identifiable equipment here on site		
Apply applications to VFD, where utilized, purposes, components		
Identify motors where applicable for equipment		
Demonstrate motor functions, currents, hp on associated equipment on site		
Provide examples of motor control circuits, systems at facility - overview		
Demonstrate the motor control cabinet locations / to which equipment		

Industrial Maintenance Mechanic Competency Checklist

Apprentice Name:
Company:

Training Category	Apprentice Signature & Date	Mentor Signature & Date
Understanding of basic electrical drawings		
Explain different wires, sizes, uses for plant		
Industrial Plant - Repairing, Maintaining, Troubleshooting Equipment		
Pumps / Valve / Piping Systems		
Explain fundamentals/types of pumps		
Trouble shoot a pump failure, provide a report to supervisor		
Identify and provide the instruction manual for one critical piece of equipment		
Demonstrate pump parts/internal/sealing systems understanding		
Identify cause and effects of pump failure in production tanks		
Provide a basic lay-out of all pumps locations at facility		
Rebuild a pump - breakdown, rebuild with appropriate parts - provide a cause-remedy sheet		
Provide bearing/types and applications		
Provide the types of valves and identify their functions at the facility		
Rebuild 3 different types of valves. Provide a cause-remedy sheet of maintenance		
Explain pipe principals as pertaining to pump flows. T net head, distances, sizing		
Describe piping materials. List materials used with-in the plant		
Quantify how to measure piping/versus tubing, thickness, schedules		
Identify the plants piping & auxiliaries - hangers, supports		
Complete a pipe failure analysis, diagnose pre-pair a cause and effect report		
Boiler, process aux. equipment		
Work on Pm's repairs as required		
Work on all auxillary equipment associated with boiler, DA tank, headers		
Re-pack a steam valve, select proper packing		
Identify steam traps, nozzles, drains		
Air Compressors & Components		
Demonstrate a knowledge of compressed air system		
Provide & assist in a PM data sheet (filled-out) for each compressor		
Identify cause and effect report for a compressor failure		
Identify the major components on our air compressor/dryers		
Locate and replace particulate filters in the plant system		
Ovens		

**Industrial Maintenance Mechanic
Competency Checklist**

Apprentice Name:
Company:

Training Category	Apprentice Signature & Date	Mentor Signature & Date
Perform Pm's on pre-drying and calcination ovens		
Identify gas trains, valves, and components on ovens		



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Schedule of Work Processes

Program	28641	Gaston College Apprenticeship 321
Occupation	15-1151.00	IT Support Technician

Training Category	Apprentice Signature & Date	Mentor Signature & Date
Tech Support: Infrastructure		
Uses components of commonly used computer hardware, software, applications, etc.; diagnoses customer problems; and provides troubleshooting and issue resolution support.		
<ul style="list-style-type: none"> Describes basic infrastructure (e.g., servers, workstations, applications, networks, data centers, facilities, telecommunications, and related equipment used to develop, test, operate, monitor, manage, and/or support IT services). 		
<ul style="list-style-type: none"> Troubleshoots basic issues and identifies resolution tasks. 		
<ul style="list-style-type: none"> Troubleshoots and effectively resolves basic to moderate infrastructure issues with confirmation from the customer that the issue has been resolved. 		
IT/Hardware		
Assembles, configures, installs, maintains, and repairs computer and device hardware and IT systems.		
<ul style="list-style-type: none"> Describes how to properly install and connect hardware. 		
<ul style="list-style-type: none"> Installs, connects, and tests hardware. 		
<ul style="list-style-type: none"> Troubleshoots and repairs failed hardware for end-user computers/devices. 		
Core Operating Systems		

Demonstrates familiarity with the use of multiple operating systems (e.g., Apple, Microsoft, Android, Linux) for computer and mobile devices and installs, configures, and maintains at least one of those operating systems.		
<ul style="list-style-type: none"> • Navigates and uses operating systems (e.g., Apple, Microsoft Windows, Android, Linux, iOS). 		
<ul style="list-style-type: none"> • Installs and configures operating systems. 		
<ul style="list-style-type: none"> • Addresses individual user issues and assists with issues of larger scope. 		
<ul style="list-style-type: none"> • Configures, optimizes, and maintains (e.g., patching or security updates), and troubleshoots operating systems for a larger scope of IT systems (e.g., a section or department of computers in a company). 		
Software Applications		
Installs, configures, and maintains a wide variety of software applications		
<ul style="list-style-type: none"> • Demonstrates ability to use basic application menus and functions. 		
<ul style="list-style-type: none"> • Installs, performs initial configuration, and tests a wide variety of software applications 		
<ul style="list-style-type: none"> • Performs advanced configuration and maintains and enhances a wide variety of software applications. 		
General Information Security		
Installs, configures, troubleshoots, tests, and maintains in a secure manner the portion of the IT environment under their responsibility (networks, communication, hardware, software, and other devices) to ensure confidentiality, integrity, and availability.		
<ul style="list-style-type: none"> • Describes how to protect and secure end-user workstations including computers and devices. 		
<ul style="list-style-type: none"> • Documents security measures and adheres to risk, compliance, and company policy. 		
<ul style="list-style-type: none"> • Implements and documents security measures. 		
<ul style="list-style-type: none"> • Aids in recovery when problems arise (e.g. eradicates a virus, solves for a hard drive crash). 		
<ul style="list-style-type: none"> • Analyzes security scans and implements remediation action steps (e.g., security patching). 		
General Networking Tools and Concepts		

Provides network support with commonly used tools/devices, including routers, switches, wireless, Ethernet cabling, and firewalls; manages IP addresses and runs cabling.		
<ul style="list-style-type: none"> Provides basic network support using common diagnostic devices (e.g., WireShark, Cisco switches). Describes OSI layers, WAN, and LAN. 		
<ul style="list-style-type: none"> Repairs and replaces cabling and most networking hardware (e.g., routers, switches, wireless, and firewalls). 		
<ul style="list-style-type: none"> Configures network devices. 		
<ul style="list-style-type: none"> Reserves and tracks IP addresses. 		
<ul style="list-style-type: none"> Installs, facilitates, and maintains a basic to moderately complex environment (e.g., a small to medium office). 		
Critical Thinking/Problem Solving		
Recognize that problems can be identified, and possible solutions can be generated.		
<ul style="list-style-type: none"> Define the problem using a variety of strategies. 		
<ul style="list-style-type: none"> Make connections between information gathered and personal experiences to apply and/or test solutions. 		
Creativity/Innovation		
<ul style="list-style-type: none"> Demonstrate curiosity, imagination and eagerness to learn more. 		
<ul style="list-style-type: none"> Build on personal experience to specify a challenging problem to investigate. 		
<ul style="list-style-type: none"> Engage in novel approaches, moves, directions, ideas and/or perspectives. 		
Inquiry		
<ul style="list-style-type: none"> Recognize and describe cause-and-effect relationships and patterns in everyday experiences. 		
<ul style="list-style-type: none"> Investigate to form hypotheses, make observations and draw conclusions. 		
<ul style="list-style-type: none"> Test hypotheses/prototype with planned process for getting feedback. 		
Risk Taking		
<ul style="list-style-type: none"> Demonstrate a willingness to try new things. 		
<ul style="list-style-type: none"> Demonstrate flexibility, imagination and inventiveness in taking on tasks and activities. 		

<ul style="list-style-type: none"> Innovate from failure, connect learning across domains and recognize new opportunities. 		
Self-Management/Self Awareness		
<ul style="list-style-type: none"> Accurately recognize one's own emotions, thoughts and values and how they influence behavior. 		
<ul style="list-style-type: none"> Appropriately express one's own emotions, thoughts and values and identify how they influence behavior. 		
<ul style="list-style-type: none"> Assess personal strengths and limitations, with a well-grounded sense of confidence, optimism and a 'growth mindset' 		
Self-Direction		
<ul style="list-style-type: none"> Recognize personal characteristics, preferences, thoughts and strengths. 		
<ul style="list-style-type: none"> Pursue opportunities to engage and learn interests. 		
<ul style="list-style-type: none"> Apply knowledge to set goals, make informed decisions and transfer to new contexts. 		
Adaptability/Flexibility		
<ul style="list-style-type: none"> Recognize emotional response to ideas that differ from one's own. 		
<ul style="list-style-type: none"> Regulate reactions to differing perspectives. 		
<ul style="list-style-type: none"> Look for and value in different perspectives expressed by others. 		
Perseverance/Resilience		
<ul style="list-style-type: none"> Resist distractions, maintain attention, and continue the task at hand through frustration or challenges. 		
<ul style="list-style-type: none"> Set goals and develop strategies to remain focused on learning goals. 		
<ul style="list-style-type: none"> Focus on learning goals by employing motivation and familiar strategies for engagement and evaluate progress, making necessary changes to stay the course. 		
Collaboration/Teamwork		
<ul style="list-style-type: none"> Recognize how personal actions have had a positive or negative impact on others with feedback as needed. 		
<ul style="list-style-type: none"> Recognize how members of a community rely on each other, considering personal contributions as applicable. 		

<ul style="list-style-type: none"> Follow a process identified by others to help generate ideas, negotiate roles and responsibilities, and respects consensus in decision making. 		
Communication		
<ul style="list-style-type: none"> Articulate personal strengths and challenges using different forms of communication to express oneself. 		
<ul style="list-style-type: none"> Consider purpose, formality of context and audience, and distinct cultural norms when planning content, mode, delivery and expression. 		
<ul style="list-style-type: none"> Establish goals for communication and plan out steps accordingly. 		
Global/Cultural Awareness		
<ul style="list-style-type: none"> Compare attitudes and beliefs as an individual to others. 		
<ul style="list-style-type: none"> Identify and explain multiple perspectives (cultural, global) when exploring events, ideas and issues. 		
<ul style="list-style-type: none"> Plan and evaluate complex solutions to global challenges that are appropriate to their contexts using multiple disciplinary perspectives (such as cultural, historical and scientific). 		
Ethics		
<ul style="list-style-type: none"> Takes great care with organizational data. 		
<ul style="list-style-type: none"> Does not disclose any kind of personal or sensitive organizational information; understands that all data is confidential. 		
<ul style="list-style-type: none"> Demonstrates honesty and integrity in all interactions. If an error is made, prioritizes minimal impact to the organization over their own reputation. 		
Task/Time Management		
<ul style="list-style-type: none"> Articulate task requirements and identify deadlines. 		
<ul style="list-style-type: none"> Develop and utilize basic task and time-management strategies effectively. 		
<ul style="list-style-type: none"> Demonstrate task-management attributes associated with producing high-quality products including the abilities to: 1) Work positively and ethically 2) Manage time and projects effectively 3) Multi-task 4) Clearly communicate with others. 		

Self-Advocacy

- Appropriately express a range of emotions to communicate personal ideas/needs.

- Ask questions to develop further personal understanding.

- Demonstrate confidence in sharing ideas/feelings.

Work Ethic

- Complete tasks with ongoing support.

- Seek clarity on tasks and needs occasional support.

- Demonstrate skill in assigned tasks and completes with little or no support.

Core Academic Foundation

- Begin to use math and literacy skills to inform work.

- Uses math and literacy skills to perform job tasks with frequent checks by supervisor.

- Independently and consistently use math and literacy skills to perform tasks (with occasional checks for quality.)

NUR 101 Clinical Evaluation Tool

Student _____

Semester: Fall _____

Objective I: Upon completion of the NUR 101 clinical component, the learner will participate in the collection of beginning basic assessment data based on the adult client’s needs under the direct supervision of the instructor.

Learning Outcomes	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> ➤ Collect basic assessment data according to structured written guidelines, policies and forms. ➤ Develop a beginning understanding of the relationship of collected data and health care status/treatment regimen of client. ➤ Determine the need for immediate interventions by discussions with RN instructor. ➤ Records/reports basic significant client data in the clients chart and/or to the primary nurse. <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"> Link to End-of-Program Student Learning Outcome(s): #1, #2, #3, #5, #6, #8, #9 </div>	Performs basic head to toe assessments of adult clients under the direction of instructor. Recognizes the relationships of data gathered and the association to the client’s current health condition with the help of the instructor. Recognizes the need for interventions or the need to report abnormal data to the appropriate team member. Documented data is complete and satisfactory upon submission for instructor review.	At the end of the semester, the student needs instructor guidance and cueing to perform a head to toe assessment and/or misses important data collection pieces. Unable to recognize the relationships of data gathered and the association to the client’s current health condition. DocuCare documentation does not receive a satisfactory evaluation on more than two occasions during the semester.	Unable to perform a basic head to toe assessment of an adult client and misses important data collection pieces. Unable to recognize and understand the relationships of data gathered and the association to the client’s current health condition. DocuCare documentation continues to receive unsatisfactory evaluations by the end of the clinical rotation.	

Evaluation date: _____

Met _____

Needs Improvement _____

Unmet _____

Areas for improvement: _____

NUR 101 Clinical Evaluation Tool

Student _____

Semester: Fall _____

Objective II: Upon completion of the NUR 101 clinical component, the learner will develop an understanding of the application of concepts relevant to the provision of safe, culturally competent, therapeutic nursing care.

Learning Outcomes	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> ➤ Incorporate the understanding of therapeutic communication techniques in the provision of quality nursing care. ➤ Prioritize assessments and client-centered nursing interventions relevant to clinical decision making. ➤ Collaborate with interdisciplinary team members and the RN in the management of safe effective care and positive client outcomes. ➤ Follows standard precautions in the provision of care. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Link to End-of-Program Student Learning Outcome(s): #1, #2, #3, #4, #5, #6, #7, #9 </div>	Initiates therapeutic communication interactions with clients and families and is able to satisfactorily complete an interpersonal process recording (IPR). Communicates effectively; explains interventions; calms/reassures clients and families; when explaining, and giving information; verifies understanding. Focuses on the most relevant and important data useful for describing the client's condition. Communicates professionally with members of the interdisciplinary team.. Always utilizes standard precautions when providing care.	Needs guidance on completing interpersonal process recordings (IPR). Shows some communication ability (e.g. giving directions); communication with clients/families/team members is only partially successful; displays caring but not competence. Makes an effort to prioritize data and focus on the most important, but also attends to less relevant/useful data. Communicates with members of the interdisciplinary team, but often hesitates and lack confidence. At times, advocates for positive client outcomes. Does not independently utilize standard precautions in the provision of care.	Has not submitted a satisfactory interpersonal process recording (IPR). Has difficulty communicating; explanations and/or directions are unclear and clients/families are made confused/anxious/not reassured. Has difficulty focusing on the most relevant data; Has difficulty communicating with members of the interdisciplinary team. Fails to communicate important information in a timely manner. Does not advocate for positive client outcomes. Fails to utilize standard precautions in the provision of care.	

Evaluation date: _____ Met _____ Needs Improvement _____ Unmet _____

Areas for improvement:

NUR 101 Clinical Evaluation Tool

Student _____

Semester: Fall _____

Objective III: Upon completion of the NUR 101 clinical component, the learner will demonstrate initiative in the performance of assigned duties and assisting team members.

Learning Outcomes	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> ➤ Demonstrate self-motivation in the initiation and completion of care. ➤ Seeks out and participates in available learning experiences. ➤ Offers to help staff and peers as time is available. ➤ Utilizes time effectively while on the unit. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Link to End-of-Program Student Learning Outcome(s): #1, #2, #3, #4, #5, #6, #9 </div>	Demonstrates self-motivation in the initiation and completion of care. Actively seeks out and participates in appropriate learning experiences and offers to help staff and peers as time is available. Utilizes time effectively while on the unit. Follows directions of the instructor.	Needs direction in the initiation and completion of care. Participates, but does not actively seek out available learning experiences. Needs encouragement to help staff and peers as time is available. Needs encouragement to utilize time effectively while on the unit. Needs reminders to follow directions of the instructor.	Unable to complete patient care even with direction and encouragement. Does not actively seek out and participate in available learning experiences. Does not offer to help staff and peers when time is available. Does not utilize time effectively while on the unit. Inability to consistently follow the directions of the instructor.	

Evaluation date: _____ Met _____ Needs Improvement _____ Unmet _____

Areas for Improvement:

NUR 101 Clinical Evaluation Tool

Student _____

Semester: Fall _____

Objective IV: Upon completion of the NUR 101 clinical component, the learner will demonstrate the ability to consistently function with responsibility and accountability.

Learning Outcomes	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> ➤ Demonstrates preparation to meet the specific client needs in the health care setting. ➤ Adheres to the clinical policies in the PN Student Handbook and comply with all school policies and procedures. ➤ Comply with policies and procedures of the assigned clinical facility. ➤ Takes ownership for communication, behaviors, and decisions. ➤ Accepts feedback and direction in a professional manner. ➤ Reports errors immediately to the instructor. ➤ Maintain full clinical compliance. ➤ Adhere to HIPAA and OSHA guidelines. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Link to End-of-Program Student Learning Outcome(s): #1, #2, #3, 5, #6, #7 </div>	All policies in the PN handbook, GC student handbook, and assigned clinical facility policies are followed. Therapeutic communication practices are utilized along with professional behaviors and decision. Accepts direction and feedback in a professional manner. Remained in full compliance with clinical requirements (CastleBranch) throughout the entire rotation. HIPAA and OSHA guidelines followed at all times. Clinical assignments are complete and submitted on time.	A clinical unsatisfactory <u>or</u> warning was earned for not meeting a policy in the PN student handbook, GC student handbook, or clinical facility policy. Communication techniques utilized were not consistently therapeutic with the client, family, peers, faculty, facility staff, etc. The student is to make sure they remain in full compliance with clinical requirements. Failure to do so will prevent the student from being able to participate in the clinical setting. Clinical assignments were unsatisfactory (more than once) but were corrected and resubmitted for a satisfactory grade. Clinical assignments were submitted late at least one time.	Inability to meet the clinical policies in the PN Student Handbook and comply with all GC and facility policies. Inability to take ownership for communication, behaviors, and decisions. Inability to accept feedback and direction in a professional manner. Error(s) not reported to the instructor immediately. Failure to follow the policies and procedures of the assigned clinical facility. Failure to comply to the clinical compliance requirements. Failure to adhere to HIPAA or OSHA guidelines. Clinical assignments consistently earned unsatisfactory grades and/or are consistently submitted late.	

Evaluation date: _____

Met _____

Needs Improvement _____

Unmet _____

Areas for Improvement _____

NUR 101 Clinical Evaluation Tool

Student _____

Semester: Fall _____

Clinical Attendance:

Number of days tardy to clinical:	Date(s):
Number of days absent from clinical:	Date(s):
Number of days left early from clinical:	Date(s):

Specific Strengths in Clinical Performance:

- 1.
- 2.
- 3.

Areas for Continued Clinical Development:

- 1.
- 2.
- 3.

Student must not have any "Unmet" areas to earn a satisfactory grade for NUR 101 Clinical Component. If any "Unmet" areas are determined, the student does not earn a satisfactory grade for the clinical portion of NUR 101 Clinical Component and must meet with the Department Chair for Practical Nursing.

Student Signature: _____

Date: _____

Clinical Instructor Signature: _____

Date: _____

NUR 101 Clinical Evaluation Tool

Student _____

Semester: Fall _____

Student Comments:

Instructor Comments:

NUR 102 Adult Health Clinical Evaluation Tool

Student _____

Semester: Spring _____

Objective I: Upon completion of the Adult Health portion of NUR 102, the learner will utilize theoretical knowledge to practice the skills of assessment, documentation and application of the nursing process.

Learning Outcomes	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> ➤ Collect assessment data according to structured written guidelines, policies and forms. ➤ Recognize existing relationships between data gathered and the client's current health status. ➤ Determination of the need for immediate nursing interventions ➤ Assessment and delivery of care properly documented. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Link to Program Outcome(s): #1, #2, #3, #6, #9, #10 </div>	Independently performs a head to toe assessment of an adult client without the need for instructor cueing or prompting. Recognizes relationships of data gathered and the association to the client's current health condition. Independently recognizes the need for any immediate interventions or the need to report abnormal data to the appropriate team member. Accurately documents data in a timely manner.	Performs a head to toe assessment of an adult client with the need of minimal cueing or prompting. Recognizes the relationships of data gathered and the association to the client's current health condition with the help of the instructor. Recognizes the need for interventions or the need to report abnormal data to the appropriate team member but needs cueing or instruction to do so. Documented data is not complete or is not satisfactory upon first submission for instructor review.	Needs instructor guidance to perform a head to toe assessment and/or misses important data collection pieces. Unable to recognize the relationships of data gathered and the association to the client's current health condition. Any DocuCare documentation does not receive a satisfactory evaluation by the end of the clinical rotation.	

Evaluation date: _____

Met _____

Needs Improvement _____

Unmet _____

Areas for improvement: _____

NUR 102 Adult Health Clinical Evaluation Tool

Student _____

Semester: Spring _____

Objective II: Upon completion of the Adult Health portion of NUR 102, the learner will further develop application of concepts relevant to the provision of safe, culturally competent, therapeutic nursing care.

Learning Outcomes	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> ➤ Incorporate therapeutic communication techniques in the provision of quality nursing care. ➤ Prioritize assessments and client-centered nursing interventions relevant to clinical decision making. ➤ Collaborate with interdisciplinary team members and the RN in the management of safe effective care and positive client outcomes. ➤ Follows standard precautions in the provision of care. <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"> Link to Program Outcome(s): #1, #3, #5, #7, #10, #11 </div>	Communicates effectively; explains interventions; calms/reassures clients and families; when explaining, and giving information; verifies understanding. Focuses on the most relevant and important data useful for describing the client's condition. Communicates professionally with members of the interdisciplinary team. Consistently and appropriately advocates for positive client outcomes. Always utilizes standard precautions when providing care.	Shows some communication ability (e.g. giving directions); communication with clients/families/team members is only partially successful; displays caring but not competence. Makes an effort to prioritize data and focus on the most important, but also attends to less relevant/useful data. Communicates with members of the interdisciplinary team, but often hesitates and lack confidence. At times, advocates for positive client outcomes. Needed a reminder to utilize standard precautions in the provision of care.	Has difficulty communicating; explanations and/or directions are unclear and clients/families are made confused/anxious/not reassured. Has difficulty focusing on the most relevant data; attempts to attend to all available data. Has difficulty communicating with members of the interdisciplinary team. Fails to communicate important information in a timely manner. Does not advocate for positive client outcomes. Needed more than one reminder to utilize standard precautions in the provision of care.	

Evaluation date: _____

Met _____

Needs Improvement _____

Unmet _____

Areas for improvement:

NUR 102 Adult Health Clinical Evaluation Tool

Student _____

Semester: Spring _____

Objective III: Upon completion of the Adult Health portion of NUR 102, the learner will demonstrate safe practice in medicating the adult client via the PO, IM, SC, ID, or topical routes.

Learning Outcomes	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> ➤ Demonstrate the use of six rights of medication administration. ➤ Demonstrate the knowledge of the medications assigned to give-uses, classification, implications, side effects ➤ Demonstrate knowledge of client's allergies. ➤ Properly perform any medication calculations. ➤ Demonstrate safe medication administration. ➤ Demonstrate accurate documentation of medications administration process. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Link to Program Outcome(s): #2, #3, #4, #5, #6 </div>	Properly utilize the six rights of medication administration without the need for cueing or prompting from the instructor. Demonstrates knowledge of all medications assigned to give. Assess for allergies and do not give medications that have contraindications. Independently calculate any medication dosages and have the instructor check the calculation(s). Safely administer medications in the presence of the instructor. Accurately document medication administration.	Needs cueing to utilize the six rights of medication administration prior to completing the medication administration process. Needs cueing/assistance in understanding the uses, classification, implications, side effects prior to medication administration. Needs cueing to assess allergies prior to administering medications. Accurately performs medication calculations, but needs extra time or assistance in understanding the process. Seeks cues in how to safely administer medications. Seeks cues on how to accurately document medication administration.	Does not utilize the six rights of medication administration prior to administering medications. Does not research the uses, classification, implications, side effects prior to administering medications. Does not assess allergies prior to administering medications. Does not accurately perform calculations prior to giving a medication. Is unsafe in the administration of medications. Does not safely document medication administration.	

Evaluation date: _____

Met _____

Needs Improvement _____

Unmet _____

Areas for Improvement:

NUR 102 Adult Health Clinical Evaluation Tool

Student _____

Semester: Spring _____

Objective IV: Upon completion of the Adult Health portion of NUR 102, the learner will demonstrate initiative in the performance of assigned duties and assisting team members.

Learning Outcomes	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> ➤ Demonstrate self-motivation in the initiation and completion of care. ➤ Seeks out and participates in available learning experiences. ➤ Offers to help staff and peers as time is available. ➤ Utilizes time effectively while on the unit. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Link to Program Outcome(s): #4, #7, #8, #12 </div>	Demonstrates self-motivation in the initiation and completion of care. Actively seeks out and participates in available learning experiences and offers to help staff and peers as time is available. Utilizes time effectively while on the unit.	Needs direction in the initiation and completion of care. Participates, but does not seek out available learning experiences. Needs encouragement to help staff and peers as time is available. Needs encouragement to utilize time effectively while on the unit.	Unable to complete patient care even with direction and encouragement. Does not actively seek out and participate in available learning experiences. Does not offer to help staff and peers when time is available. Does not utilize time effectively while on the unit.	

Evaluation date: _____

Met _____

Needs Improvement _____

Unmet _____

Areas for Improvement:

NUR 102 Adult Health Clinical Evaluation Tool

Student _____

Semester: Spring _____

Objective V: Upon completion of the Adult Health portion of NUR 102, the learner will demonstrate the ability to consistently function with responsibility and accountability.

Learning Outcomes	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> ➤ Demonstrates preparation to meet the specific client needs in the health care setting. ➤ Adheres to the clinical policies in the PN Student Handbook and comply with all school policies and procedures. ➤ Takes ownership for communication, behaviors, and decisions. ➤ Accepts feedback and direction in a professional manner. ➤ Reports errors immediately to the instructor. ➤ Comply with policies and procedures of the assigned clinical facility. ➤ Maintain full clinical compliance. ➤ Adhere to HIPAA and OSHA guidelines. <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"> Link to Program Outcome(s): #3, #6, #7, #9, #12 </div>	Pre-clinical assignments always complete prior to the start of the clinical session. All policies in the PN Handbook and school policies followed. Therapeutic communication practices are utilized along with professional behaviors and decision. Remained in full compliance with clinical requirements (CastleBranch) throughout the entire rotation. HIPAA and OSHA guidelines followed at all times.	Pre-clinical assignments not completed prior to the start of the clinical session (students must be sent home if pre-clinical assignments are not completed before the clinical session starts). A clinical unsatisfactory was earned for not meeting a policy in the PN Handbook and/or school policy. Communication techniques utilized were not consistently therapeutic with the client, family, peers, faculty, facility staff, etc. The student is to make sure they remain in full compliance with clinical requirements. Failure to do so will prevent the student from being able to participate in the clinical setting.	Pre-clinical assignments consistently not being completed prior to the start of the clinical session. Inability to meet the clinical policies in the PN Student Handbook and comply with all school policies. Inability to take ownership for communication, behaviors, and decisions. Inability to accept feedback and direction in a professional manner. Error(s) not reported to the instructor immediately. Failure to follow the policies and procedures of the assigned clinical facility. Failure to comply to the clinical compliance requirements. Failure to adhere to HIPAA or OSHA guidelines.	

Evaluation date: _____

Met _____

Needs Improvement _____

Unmet _____

Areas for Improvement _____

NUR 102 Adult Health Clinical Evaluation Tool

Student _____

Semester: Spring _____

Clinical Attendance:

Number of days tardy to clinical:	Date(s):
Number of days absent from clinical:	Date(s):
Number of days left early from clinical:	Date(s):

Specific Strengths in clinical Performance:

- 1.
- 2.
- 3.

Areas for Continued Clinical Development:

- 1.
- 2.
- 3.

Student must not have any “Unmet” areas to earn a satisfactory grade for NUR 102 Adult Health Clinical Rotation. If any “Unmet” areas are determined, the student does not earn a satisfactory grade for the clinical portion of NUR 102 Adult Health Clinical Rotation and must meet with the Department Chair for Practical Nursing.

Student Signature: _____

Date: _____

Clinical Instructor Signature: _____

Date: _____

NUR 102 Adult Health Clinical Evaluation Tool

Student _____

Semester: Spring _____

Student Comments:

Instructor Comments:

NUR 102 Maternity/Newborn Evaluation Tool

Student _____ Date of Clinical Experience: _____

Number of clinical hours for this date: ____ hours

Upon completion of this clinical experience, the student will be evaluated on their performance to meet the following objectives:

Objective I: Apply theoretical knowledge to the care of maternity/newborn clients. *#1, #2, #3, #6, #9, #10	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> Demonstrates preparation to meet the specific client needs in the health care setting. 				
<ul style="list-style-type: none"> Collect assessment data according to the structured written guidelines, policies, and forms and determine the need for immediate nursing interventions 				
<ul style="list-style-type: none"> Recognize existing relationships between data gathered and the client's current health status. 				
<ul style="list-style-type: none"> Provide therapeutic communication with the maternity client and family. 				
<ul style="list-style-type: none"> Assessment and delivery of care properly documented. 				

Objective II: Provides safe, culturally competent, therapeutic nursing care to the maternity/newborn client. *#1, #3, #5, #7, #10, #11	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> Prioritize assessments and client-centered nursing interventions relevant to clinical decision making. 				

NUR 102 Maternity/Newborn Evaluation Tool

Student _____ Date of Clinical Experience: _____

Number of clinical hours for this date: ____ hours

<ul style="list-style-type: none"> Collaborate with interdisciplinary team members and the RN in the management of safe effective care and positive outcomes. 				
<ul style="list-style-type: none"> Follows standard precautions in the provision of care. 				

Objective III: Demonstrates the ability to consistently function with responsibility and accountability *#3, #6, #7, #9, #12	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> Demonstrates preparation to meet the specific client needs in the health care setting. 				
<ul style="list-style-type: none"> Adheres to the clinical policies in the PN Student Handbook and comply with all school policies and procedures. 				
<ul style="list-style-type: none"> Takes ownership for communication, behaviors, and decisions. 				
<ul style="list-style-type: none"> Accepts feedback and direction in a professional manner. 				
<ul style="list-style-type: none"> Comply with policies and procedures of the assigned clinical facility. 				
<ul style="list-style-type: none"> Maintain full clinical compliance. 				
<ul style="list-style-type: none"> Adhere to HIPAA and OSHA guidelines. 				

*Denotes the link to Program Outcomes

Student arrived to the clinical unit on time and stayed the entire assigned time: y____n____

Specific Strengths in Clinical Performance:

Areas for Continued Clinical Development:

Student Signature: _____ Date: _____

Clinical Instructor Signature: _____ Date: _____

NUR 102 Pediatric Evaluation Tool

Student _____ Date of Clinical Experience: _____

Number of clinical hours for this date: ____ hours

Upon completion of this clinical experience, the student will be evaluated on their performance to meet the following objectives:

Objective I: Apply theoretical knowledge to the care of pediatric client. *#1, #2, #3, #6, #9, #10	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> Demonstrates preparation to meet the specific client needs in the health care setting. 				
<ul style="list-style-type: none"> Collect assessment data according to the structured written guidelines, policies, and forms and determine the need for immediate nursing interventions 				
<ul style="list-style-type: none"> Recognize existing relationships between data gathered and the client's current health status. 				
<ul style="list-style-type: none"> Provide therapeutic communication with the maternity client and family. 				
<ul style="list-style-type: none"> Assessment and delivery of care properly documented. 				

Objective II: Provides safe, culturally competent, therapeutic nursing care to the pediatric client. *#1, #3, #5, #7, #10, #11	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> Prioritize assessments and client-centered nursing interventions relevant to clinical decision making. 				
<ul style="list-style-type: none"> Collaborate with interdisciplinary team members and the RN in the management of 				

NUR 102 Pediatric Evaluation Tool

Student _____ Date of Clinical Experience: _____

Number of clinical hours for this date: ____ hours

safe effective care and positive outcomes.				
<ul style="list-style-type: none"> Follows standard precautions in the provision of care. 				

Objective III: Demonstrates the ability to consistently function with responsibility and accountability *#3, #6, #7, #9, #12	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> Demonstrates preparation to meet the specific client needs in the health care setting. 				
<ul style="list-style-type: none"> Adheres to the clinical policies in the PN Student Handbook and comply with all school policies and procedures. 				
<ul style="list-style-type: none"> Takes ownership for communication, behaviors, and decisions. 				
<ul style="list-style-type: none"> Accepts feedback and direction in a professional manner. 				
<ul style="list-style-type: none"> Comply with policies and procedures of the assigned clinical facility. 				
<ul style="list-style-type: none"> Maintain full clinical compliance. 				
<ul style="list-style-type: none"> Adhere to HIPAA and OSHA guidelines. 				

*Denotes the link to Program Outcomes

Student arrived to the clinical unit on time and stayed the entire assigned time: y____n____

Specific Strengths in Clinical Performance:

Areas for Continued Clinical Development:

Student Signature: _____ Date: _____

Clinical Instructor Signature: _____ Date: _____

NUR 103 Clinical Evaluation Tool

Student _____

Semester: Summer _____

Objective I: Upon completion of NUR 103 clinical, the learner will demonstrate a developed sense of critical thinking in the ability to utilize theoretical knowledge to practice the skills of assessment, documentation and application of the nursing process.

Learning Outcomes	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> • Completes an appropriate assessment based on the client's condition/needs under supervision of the instructor on prepared EHR forms. • Uses assessment data to note relationships between the data and the condition/diagnosis and treatment and determine immediate nursing interventions for the client. • Participate in planning by identification of nursing interventions for RN review. • Implements appropriate nursing interventions according to the nursing care plan assigned by the RN. • Participate in evaluation of care by discussing the effectiveness of nursing 	<p>Independently performs a head to toe assessment of an adult client without the need for instructor cueing or prompting. Recognizes relationships of data gathered and the association to the client's current health condition.</p> <p>Independently recognizes the need for any immediate interventions or the need to report abnormal data to the appropriate team member.</p> <p>Accurately documents data in a timely manner.</p>	<p>Performs a head to toe assessment of an adult client with the need of minimal cueing or prompting. Recognizes the relationships of data gathered and the association to the client's current health condition with the help of the instructor.</p> <p>Recognizes the need for interventions or the need to report abnormal data to the appropriate team member but needs cueing or instruction to do so. Documented data is not complete or is not satisfactory upon first submission for instructor review.</p>	<p>Needs instructor guidance to perform a head to toe assessment and/or misses important data collection pieces. Unable to recognize the relationships of data gathered and the association to the client's current health condition.</p> <p>Any DocuCare documentation does not receive a satisfactory evaluation by the end of the clinical rotation.</p>	

NUR 103 Clinical Evaluation Tool

Student _____

Semester: Summer _____

<p>care for the assigned client.</p> <ul style="list-style-type: none"> • Records and reports pertinent information regarding the client's condition/care correctly as changes in a client's status occurs. • Verbalizes the use of the nursing process in the delivery of care of assigned clients. <p>Link to Program Outcome(s): #1, #2, #3, #6, #9, #10</p>				
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Evaluation Date: _____ Met _____ Needs Improvement _____ Unmet _____

Areas for improvement: -

Objective II: Upon completion of NUR 103 clinical, the learner will demonstrate a developed sense of critical thinking in the application of concepts relevant to the provision of safe, culturally competent, therapeutic nursing care.

Learning Outcomes	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
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NUR 103 Clinical Evaluation Tool

Student _____

Semester: Summer _____

<ul style="list-style-type: none"> • Incorporate knowledge of the client's disease/condition into the provision of nursing care. • Modifies immediate nursing interventions with a change in the client's health status. • Discuss the client's response to care with the instructor and staff accurately. • Performs nursing skills correctly in the delivery of care to the client. • Provides and maintains a safe environment for the client. • Demonstrates culturally competent, client-centered care. <p>Link to Program Outcome(s): #1, #3, #5, #7, #10, #11</p>	<p>Communicates effectively; explains interventions; calms/reassures clients and families; when explaining, and giving information; verifies understanding. Focuses on the most relevant and important data useful for describing the client's condition. Communicates professionally with members of the interdisciplinary team. Consistently and appropriately advocates for positive client outcomes. Always utilizes standard precautions when providing care.</p>	<p>Shows some communication ability (e.g. giving directions); communication with clients/families/team members is only partially successful; displays caring but not competence. Makes an effort to prioritize data and focus on the most important, but also attends to less relevant/useful data. Communicates with members of the interdisciplinary team, but often hesitates and lack confidence. At times, advocates for positive client outcomes. Needed a reminder to utilize standard precautions in the provision of care.</p>	<p>Has difficulty communicating; explanations and/or directions are unclear and clients/families are made confused/anxious/not reassured. Has difficulty focusing on the most relevant data; attempts to attend to all available data. Has difficulty communicating with members of the interdisciplinary team. Fails to communicate important information in a timely manner. Does not advocate for positive client outcomes. Needed more than one reminder to utilize standard precautions in the provision of care.</p>	
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Evaluation Date: _____

Met _____

Needs Improvement _____

Unmet _____

Areas for improvement: -

Objective III: Upon completion of NUR 103 clinical, the learner will demonstrate a developed sense of critical thinking necessary to utilize safe practice in medicating the adult client via the PO, IM, SC, ID or topical routes.

NUR 103 Clinical Evaluation Tool

Student _____

Semester: Summer _____

Learning Outcomes	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> • Calculates medication dosage correctly. • Uses six “rights” of medication administration. • Demonstrates the knowledge of the medications assigned to give-uses, classification, implications, side effects • Administers medications using proper technique, to assigned client’s under supervision of the instructor. • Demonstrate knowledge of client’s allergies. • Demonstrate accurate documentation of medications administration process. <p>Link to Program Outcome(s): #2, #3, #4, #5, #6</p>	<p>Properly utilize the six rights of medication administration without the need for cueing or prompting from the instructor. Demonstrates knowledge of all medications assigned to give. Assess for allergies and do not give medications that have contraindications. Independently calculate any medication dosages and have the instructor check the calculation(s). Safely administer medications in the presence of the instructor. Accurately document medication administration.</p>	<p>Needs cueing to utilize the six rights of medication administration prior to completing the medication administration process. Needs cueing/assistance in understanding the uses, classification, implications, side effects prior to medication administration. Needs cueing to assess allergies prior to administering medications. Accurately performs medication calculations, but needs extra time or assistance in understanding the process. Seeks cues in how to safely administer medications. Seeks cues on how to accurately document</p>	<p>Does not utilize the six rights of medication administration prior to administering medications. Does not research the uses, classification, implications, side effects prior to administering medications. Does not assess allergies prior to administering medications. Does not accurately perform calculations prior to giving a medication. Is unsafe in the administration of medications. Does not safely document medication administration.</p>	

NUR 103 Clinical Evaluation Tool

Student _____

Semester: Summer _____

		medication administration.	
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Evaluation Date: _____ Met _____ Needs Improvement _____ Unmet _____

Areas for improvement: -

Objective IV: Upon completion of NUR 103 clinical, the learner will demonstrate a developed sense of initiative in the performance of assigned duties and assisting team members.

Learning Outcomes	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> Communicates with the client/instructor/classmates/staff using therapeutic techniques. Seeks/uses appropriate resources/referral in the delivery of care to the client as assigned by the RN. Demonstrate beginning “in-charge” skills appropriate to the role and licensure of the LPN. Demonstrates appropriate level of knowledge in delegation/assignment of duties to other students or unlicensed personnel. <p>Link to Program Outcome(s): #4, #7, #8, #12</p>	<p>Demonstrates self-motivation in the initiation and completion of care. Actively seeks out and participates in available learning experiences and offers to help staff and peers as time is available. Utilizes time effectively while on the unit.</p>	<p>Needs direction in the initiation and completion of care. Participates, but does not seek out available learning experiences. Needs encouragement to help staff and peers as time is available. Needs encouragement to utilize time effectively while on the unit.</p>	<p>Unable to complete patient care even with direction and encouragement. Does not actively seek out and participate in available learning experiences. Does not offer to help staff and peers when time is available. Does not utilize time effectively while on the unit.</p>	

Evaluation Date: _____ Met _____ Needs Improvement _____ Unmet _____

Areas for improvement: -

NUR 103 Clinical Evaluation Tool

Student _____

Semester: Summer _____

Objective V: Upon completion of NUR 103 clinical, the learner will demonstrate a developed the ability to consistently function with responsibility and accountability.

Learning Outcomes	Met	Needs Improvement	Unmet	Instructor observed evidence/examples
<ul style="list-style-type: none"> • Identifies and reports errors and hazards to the RN and interdisciplinary team members. • Provides nursing care within the framework of the institution's and school's policies and within legal, ethical, and professional parameters for the practical nurse. <p>Link to Program Outcome(s): #3, #6, #7, #9, #12</p>	<p>Pre-clinical assignments always complete prior to the start of the clinical session. All policies in the PN Handbook and school policies followed. Therapeutic communication practices are utilized along with professional behaviors and decision. Remained in full compliance with clinical requirements (CastleBranch) throughout the entire rotation. HIPAA and OSHA guidelines followed at all times.</p>	<p>Pre-clinical assignments not completed prior to the start of the clinical session (students must be sent home if pre-clinical assignments are not completed before the clinical session starts). A clinical unsatisfactory was earned for not meeting a policy in the PN Handbook and/or school policy. Communication techniques utilized were not consistently therapeutic with the client, family, peers, faculty, facility staff, etc. The student is to make sure they remain in full compliance with clinical requirements. Failure to do so will prevent the student</p>	<p>Pre-clinical assignments consistently not being completed prior to the start of the clinical session. Inability to meet the clinical policies in the PN Student Handbook and comply with all school policies. Inability to take ownership for communication, behaviors, and decisions. Inability to accept feedback and direction in a professional manner. Error(s) not reported to the instructor immediately. Failure to follow the policies and procedures of the assigned clinical facility. Failure to comply to the clinical compliance requirements. Failure to adhere to HIPAA or OSHA guidelines.</p>	

NUR 103 Clinical Evaluation Tool

Student _____

Semester: Summer _____

		from being able to participate in the clinical setting.		
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Evaluation Date: _____

Met _____

Needs Improvement _____

Unmet _____

Areas for improvement: -

Clinical Attendance:

Number of days tardy to clinical:	Date(s):
Number of days absent from clinical:	Date(s):
Number of days left early from clinical:	Date(s):

Specific Strengths in clinical Performance:

- 1.
- 2.
- 3.

Areas for Continued Clinical Development:

- 1.
- 2.
- 3.

NUR 103 Clinical Evaluation Tool

Student _____

Semester: Summer _____

Student must not have any "Unmet" areas to earn a satisfactory grade for NUR 102 Adult Health Clinical Rotation. If any "Unmet" areas are determined, the student does not earn a satisfactory grade for the clinical portion of NUR 102 Adult Health Clinical Rotation and must meet with the Department Chair for Practical Nursing.

Student Signature: _____

Date: _____

Clinical Instructor Signature: _____ Date: _____

Student Comments:

Instructor Comments:

Machine Operator I Competency Checklist

Apprentice Name:
Company:

Training Category	Apprentice Signature & Date	Mentor Signature & Date
Shop Training		
Introduction to tools and equipment		
Proper use of equipment		
Proper care and maintenance		
Use and care of measuring tools		
Reading and use of work orders		
Set-up, layout and dimensional check of parts		
Speciality orders		
Identify products and materials required from the job orders		
Proper use of equipment		
Controlling Machines and Processes		
Use of control mechanisms or physical activity to affect speed of operation, quality and yields		
Control settings to affect process changes		
Monitor recording instruments to control processes		
Test operation of machines periodically		
Set up machines (calibration, cleaning etc.) to start a production cycle		
Safety		
Task-Related Physical Activity		
Safely handling installing and moving materials and manipulated objects		
Feed raw material or parts to semi-automated machines		
Climbing, lifting, balancing, walking stooping and handling materials while moving		
Safety		
Inspections		
Check output to spot any machine-related mistakes or flaws		
Record inspection results accurately using PC or process-specific monitoring equipment		
Assuring that process variations can be monitored within limits		
Safety		
Repair and Maintenance		
Safely accomplish minor service and repair of equipment		
Adjust and test machines, devices, moving parts and equipment to assure optimal operation.		
Safety		
Communications		
Provide accurate information to supervisors, co-workers and customer.		
Keep records of approved and defective units or final products		
Maintain activity logs		

Machine Set-Up Operator Competency Checklist

Apprentice Name:
Company:

Training Category	Apprentice Signature & Date	Mentor Signature & Date
Controlling Machines and Processes		
Use control mechanisms or direct physical activity to operate machines and/or processes to affect speeds of operation, quality, and yields.		
Adjust control settings to affect process changes. Monitor recording instruments to control processes.		
Safety		
Performing Task-Related Physical Activities		
Performing physical activities that require handling, installing, positioning, and moving materials and manipulated objects.		
Routine tasks require climbing, lifting, balancing, walking, stooping, and handling of materials while moving.		
Safety		
Inspecting Equipment, Structures, or Material		
Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.		
Record inspection results using PC or process-specific monitoring equipment so that process variations can be monitored within limits.		
Safety		
Repairing and Maintaining Equipment		
Learning to safely accomplish minor service, repair, adjustments, and testing of machines, devices, moving parts, and heating elements of plastics equipment that operate primarily on the basis of mechanical (not electronic) principles.		
Safety		
Communicating with Supervisors, Peers, Subordinates and Other		
Providing information to supervisors, co-workers, peers, subordinates and sometimes customer is necessary - by telephone, in written form, email, or in person.		
Coaching on effective communications skills will be provided.		
Safety		
Gathering Information, Making Decisions and Solving Problem		
Observing, receiving, and otherwise obtaining information from all relevant sources/analyzing the available information/formulating solution options/and then making decisions.		
Problem solving will be demonstrated on the job.		

Machine Set-Up Operator Competency Checklist

Apprentice Name:
Company:

Training Category	Apprentice Signature & Date	Mentor Signature & Date
Safety		
Monitoring Processes Materials or Equipment Conditions		
Servicing, repairing, adjusting, and testing machines, devices, moving parts, and machine monitoring equipment that operates primarily on the basis of mechanical (not electronic) principles.		
Related instruction will be applied.		
Safety		
Handling and Moving Objects		
Use hands and arms in a safe and effective manner for handling, installing, positioning, lifting, and moving production materials, spare parts, tools, and other materials used in industrial maintenance.		
Safety		
Identifying Objects, Actions, and Events		
Identifying information by categorizing, estimating, recognizing differences of similarities, and detecting changes in circumstances or events.		
Pattern recognition for chemical processes must be learned by observation and job experience.		
Safety		
Operating Vehicles, Mechanized Devices, or Equipment		
Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, or trucks you are licensed to operate.		
If training is needed to obtain job-specific license, it will be provided.		
Safety		
Related Instruction/Job Related Education (JRE)		
Systemic instruction designed to provide knowledge of basic theoretical and technical subjects related to the occupation.		
Elective courses added at employer's discretion.		

Mechatronics Technician Competency Checklist

Apprentice Name:		
Company:		
Training Category	Apprentice Signature & Date	Mentor Signature & Date
Pneumatics		
Install pneumatic systems and components such as valves, cylinders, air tools, etc. in accordance with all standard safety procedures		
Troubleshoot pneumatic systems and components such as valves, cylinders, air tools, etc. in accordance with all standard safety procedures.		
Repair pneumatic systems and components such as valves, cylinders, air tools, etc. in accordance with all safety standard procedures.		
Hydraulics		
Install hydraulic systems and components such as pumps, cylinders, hoses etc. in accordance with all standard safety procedures.		
Troubleshoot hydraulic systems and components such as pumps, cylinders, hoses etc. in accordance with all standard safety procedures.		
Repair hydraulic systems and components such as pumps, cylinders, hoses, etc. in accordance with all standard safety procedures.		
Preventive Maintenance		
Perform electrical/control preventive maintenance on the various production and warehouse systems in accordance with all standard safety procedures		
Carry out manufacturer's/engineers' preventive maintenance guidelines in accordance with all standard safety procedures for:		
Molding machines		
Extraction robotics		
Material feed system		
Vacuum temps and thermolators		
HVAC		
Process water systems		
Perform calibration of equipment and systems		
Assembly equipment		
Mechanical Work		
Repair bearings, seals, belts, chains, conveyors, exhaust fans and blowers in accordance with all standard safety procedures		
Troubleshoot bearings, seals, belts, chains, conveyors, exhaust fans and blowers in accordance with all standard safety procedures		
Troubleshoot and repair fixtures, feeder bowls, EOT for assembly equipment in accordance with all standard safety procedures		

Mechatronics Technician Competency Checklist

Apprentice Name:		
Company:		
Training Category	Apprentice Signature & Date	Mentor Signature & Date
Inspect mechanical systems for wear and imminent failure as well as replace/repair as indicated in accordance with all standard safety procedures		
Inspect and repair safety systems including mechanical and electrical interlocks, light curtains and safety guards		
Install, troubleshoot and repair mechanical actuators and sensors in accordance with all standard safety procedures		
Conduit Bending, AC Electrical 110 through 480 V Installation		
Install general purpose and machine feeding circuits under the guidelines of the NEC Electrical code		
Troubleshoot electrical circuits and switchgears in accordance with all standard safety procedures		
Motors		
Install fixed speed motors in accordance with all standard safety procedures		
Troubleshoot and repair fixed speed motors in accordance with all standard safety procedures		
Install variable motors and drives in accordance with all standard safety procedures		
Troubleshoot and repair variable speed motors and drives in accordance with all standard safety procedures		
Lighting		
Install lighting and lighting systems in accordance with all standard safety procedures		
Troubleshoot lighting and lighting systems in accordance with all standard safety procedures		
Repair lighting and lighting systems in accordance with all standard safety procedures		
PLC, HMI, Robotics, and Relay Logic Troubleshooting and Wiring		
Install machine control circuits including relays, motor starters, contactors, PLC's, HMI's, etc. in accordance with all standard safety procedures		
Troubleshoot machine control circuits including relays, motor starters, contactors, PLC's, HMI's, etc. in accordance with all standard safety procedures		
Repair machine control circuits including relays, motor starters, contactors, PLC's, HMI's, etc. in accordance with all safety standard procedures		
Instructions, technical manuals, and knowledge of electronics in accordance with all standard safety procedures		
DC Power Systems		
Install DC power systems used in machine control in accordance with all standard safety procedures		
Troubleshoot DC power systems used in machine control in accordance with all standard safety procedures		
Repair DC power systems used in machine control in accordance with all standard safety procedures		
Documentation/Communication and Collaboration		

Paramedic Medicine Competency Checklist

Apprentice Name:		
Company:		
Training Category	Apprentice Signature & Date	Mentor Signature & Date
Immediate Response to Medical and Trauma Emergencies		
Administer drugs, orally or by injection, or perform intravenous procedures under a physician's direction.		
Administer first aid treatment or life support care to sick or injured persons in prehospital settings.		
Operate equipment, such as electrocardiograms (EKGs), external defibrillators, or bag valve mask resuscitators, in advanced life support environments.		
Assessment of Medical or Trauma Patient Providing Basic and Advanced Care		
Assess nature and extent of illness or injury to establish and prioritize medical procedures.		
Immobilize patient for placement on stretcher and ambulance transport, using backboard or other spinal immobilization device.		
Provides Safe and Effective Patient Transport to Medical Facilities, Provides Documentation of Assessment, Treatment, and Response to Interventions		
Coordinate with treatment center personnel to obtain patients' vital statistics and medical history, to determine the circumstances of the emergency, and to administer emergency treatment.		
Drive mobile intensive care unit to specified location, following instructions from emergency medical dispatcher.		
Observe, record, and report to physician the patient's condition or injury, the treatment provided, and reactions to drugs or treatment.		
Perform emergency diagnostic and treatment procedures, such as stomach suction, airway management, or heart monitoring, during ambulance ride.		
Prepares and Maintains Equipment for Emergency Response and Focuses on a Culture of Safety		
Decontaminate ambulance interior following treatment of patient with infectious disease and report case to proper authorities.		
Maintain vehicles and medical and communication equipment and replenish first aid equipment and supplies.		
Interacts with the General Public, Patients, Medical Providers and Public Safety Personnel in Situations Including Critical, Emergency and Low Acuity Patient Care		
Comfort and reassure patients.		

**Paramedic Medicine
Competency Checklist**

Apprentice Name:

Company:

Training Category	Apprentice Signature & Date	Mentor Signature & Date
Communicate with dispatchers or treatment center personnel to provide information about situation, to arrange reception of victims, or to receive instructions for further treatment.		
Coordinate work with other emergency medical team members or police or fire department personnel.		

**Paramedic Medicine
Competency Checklist**

Apprentice Name:

Company:

Training Category	Apprentice Signature & Date	Mentor Signature & Date
Miscellaneous		
Attend training classes to maintain certification licensure, keep abreast of new developments in the field, or maintain existing knowledge		

**Press Brake Operator (Fabricator)
Competency Checklist**

Apprentice Name:		
Company:		
Length of Program: 2,000 Hours		
Training Category	Apprentice Signature & Date	Mentor Signature & Date
Basic Training		
Introduction to tools and equipment		
Proper use of equipment & tools to include caliper and tape		
Proper care and maintenance		
Use and care of measuring tools		
Reading and use of work orders		
Set-up, layout and dimensional check of parts		
Speciality orders		
Identify products and materials required from the job orders		
Basic Math Skills (addition, subtraction, multiplication, division, conversion metric to inches)		
Print Reading		
Proper use of equipment		
Controlling Machines and Processes		
Basic machine operation (back gauge & RAM movement)		
Tooling Selection (Top & Bottom Die)		
Tooling Installation		
Controller operation (setting up the parameters)		
Use of control mechanisms or physical activity to affect speed of operation, quality and yields		
Control settings to affect process changes		
Monitor recording instruments to control processes		
Test operation of machines periodically		
Set up machines (calibration, cleaning etc.) to start a production cycle		
Safety		
Task-Related Physical Activity		
Safely handling installing and moving materials and manipulated objects		
Feed raw material or parts to semi-automated machines		
Climbing, lifting, balancing, walking stooping and handling materials while moving		
Safety		
Inspections		
Check output to spot any machine-related mistakes or flaws		
Record inspection results accurately using PC or process-specific monitoring equipment		
Assuring that process variations can be monitored within limits		
Safety		
Repair and Maintenance		
Safely accomplish minor service and repair of equipment		
Adjust and test machines, devices, moving parts and equipment to assure optimal operation.		
Safety		
Communications		
Provide accurate information to supervisors, co-workers and customer.		
Keep records of approved and defective units or final products		
Maintain activity logs		

Quality Control Technician Competency Checklist

Apprentice Name:		
Company:		
Length of Program: 4,000 Hours		
Training Category	Apprentice Signature & Date	Mentor Signature & Date
Primary Responsibilities		
Tests and inspects products at various stages of production process and compiles and evaluates statistical data to determine and maintain quality and reliability of products.		
Interprets engineering drawings, schematic diagrams, or formulas and confers with management or engineering staff to determine quality and reliability standards.		
Selects products for tests at specified stages in production process, and tests products for variety of qualities, such as dimensions, performance, and mechanical, electrical, or chemical characteristics.		
Records test data, applying statistical quality control procedures.		
Evaluates data and writes reports to validate or indicate deviations from existing standards.		
Recommends modifications of existing quality or production standards to achieve optimum quality within limits of equipment capability.		
Set up and perform destructive and nondestructive tests on materials, parts, or products to measure performance, life, or material characteristics.		
Prepare graphs or charts of data or enter data into computer for analysis.		
Specialize in particular area of quality control engineering, such as design, incoming material, process control, product evaluation, inventory control, product reliability, research and development, and administrative application.		
Engineering Drawing and Related Documentation: learn the rules, principles and methods of dimensioning and tolerancing used to define the required condition of a part or component based on a drawing as used by both industry and government.		
Take simple measurements using standard measuring instruments such as micrometers, dial verniers, depth micrometers, etc.		
General care and maintenance of inspection equipment.		
Assist the inspector in the set-up of inspection for the taking of more difficult measures such as coordinate and concentricity measurements, datum locations, angularity, etc		
Assist Production Management team in streamlining processes to improve factory's efficiency.		
Perform time-motion studies on shop employees to determine effective manpower planning.		
Assist Operation Management team in identifying efficient vendor selection, material buy requirement, material scheduling, material storage, and outbound logistics for on-time delivery of material finished goods to customers.		
Prepare written summaries to validate or show deviations from established standards.		

Schedule of Work Process

Program 28641 Gaston College- Apprenticeship 321
Occupation: 53-1011.00 First-Line Supervisors of Production and Operating Workers

Process	Hours
Hybrid Based Training Model	4000
Competency Checklist Provided	

Management

- Lead others and work effectively with teams
- Supervise, assign and direct employees' shift activities
- Effectively communicate information to team and supervisors in an open and timely manner

Safety & Security

- Follow all safety policies & procedures
- Ensure team is aware of and follows all safety policies & procedures
- Choose one safety policy or procedure each month to recap and refresh team members' knowledge
- Follow all security policies & procedures

Operations

- Respond to e-mails
- Access, input, retrieve and analyze information from the computer
- Learn procedures for inventory system and/or database. Examples include: ordering stock, maintaining appropriate inventory levels, auditing, damaged or missing stock, and production planning
- Maintain an organized office/work area
- Schedule daily, weekly activities; prepare weekly work schedules based on orders
- Ensure weekly time cards are correct for payroll
- Audit employee attendance records/database for accuracy daily/weekly
- Forecast scheduling/hiring needs based on absence, vacation, termination & order trends
- Ensure compliance with all company policies and procedures and federal and state laws
- Answer telephone
- Ensure machines/processes/equipment are running efficiently; contact maintenance when needed & appropriate
- Lead daily start of shift meetings
- Ensure production goals are met; if production behind schedule, resolve issue to ensure production goals will be met
- Communicate with other shifts regarding issues, production levels, etc.

Human Resources

Train, develop, and evaluate team members
Execute all necessary documentation for H.R.I.S. administration examples include: hiring kits; staff enrollment forms, changes of status forms for all personnel, job change forms
Work with Human Resources to recruit, select, hire, train, develop, evaluate and terminate employees
Conduct performance appraisals for all directly assigned personnel
Review/edit relevant job descriptions for accuracy and/or write new job descriptions when necessary, Recommend pay structure changes/increases/adders where appropriate
Coach and execute counseling discussions with employees
Develop short and long term staffing strategies
Maintain a work place free from discrimination and harassment
Maintain accurate and up-to-date personnel records

Financial Reporting/Administration

Analyze operating reports/documents and make recommendations on how to improve department performance and implement plans
Prepare the department for a physical inventory
Complete and analyze business reviews and develop and execute plans to correct areas needing improvement

Total Hours:

4,000

Shift Supervisor- Textiles Competency Checklist

Apprentice Name:		
Company:		
Length of Program: 4,000 Hours		
Training Category	Apprentice Signature & Date	Mentor Signature & Date
Management		
Lead others and work effectively with teams		
Supervise, assign and direct employees' shift activities		
Effectively communicate information to team and supervisors in an open and timely manner		
Safety & Security		
Follow all safety policies & procedures		
Ensure team is aware of and follows all safety policies & procedures		
Choose one safety policy or procedure each month to recap and refresh team members' knowledge		
Follow all security policies & procedures		
Operations		
Respond to e-mails		
Access, input, retrieve and analyze information from the computer		
Learn procedures for inventory system and/or database. Examples include: ordering stock, maintaining appropriate inventory levels, auditing, damaged or missing stock, and production planning		
Maintain an organized office/work area		
Schedule daily, weekly activities; prepare weekly work schedules based on orders		
Ensure weekly time cards are correct for payroll		
Audit employee attendance records/database for accuracy daily/weekly		
Forecast scheduling/hiring needs based on absence, vacation, termination & order trends		
Ensure compliance with all company policies and procedures and federal and state laws		
Answer telephone		
Ensure machines/processes/equipment are running efficiently; contact maintenance when needed & appropriate		
Lead daily start of shift meetings		
Ensure production goals are met; if production behind schedule, resolve issue to ensure production goals will be met		
Communicate with other shifts regarding issues, production levels, etc.		

Shift Supervisor- Textiles Competency Checklist

Apprentice Name:		
Company:		
Length of Program: 4,000 Hours		
Training Category	Apprentice Signature & Date	Mentor Signature & Date
Human Resources		
Train, develop, and evaluate team members		
Execute all necessary documentation for H.R.I.S. administration examples include: hiring kits; staff enrollment forms, changes of status forms for all personnel, job change forms		
Work with Human Resources to recruit, select, hire, train, develop, evaluate and terminate employees		
Conduct performance appraisals for all directly assigned personnel		
Review/edit relevant job descriptions for accuracy and/or write new job descriptions when necessary, Recommend pay structure changes/increases/adders where appropriate		
Coach and execute counseling discussions with employees		
Develop short and long term staffing strategies		
Maintain a work place free from discrimination and harassment		
Maintain accurate and up-to-date personnel records		
Financial Reporting/Administration		
Analyze operating reports/documents and make recommendations on how to improve department performance and implement plans		
Prepare the department for a physical inventory		
Complete and analyze business reviews and develop and execute plans to correct areas needing improvement		

Tool and Die Maker Competency Checklist

Apprentice Name:

Company:

Training Category	Apprentice Signature & Date	Mentor Signature & Date
a. Bench Work & General Shop Work		
b. Safety		
b. Work Layout		
c. Basic Setups		
d. Use of Hand Tools (Filing, Chiseling, Bending, Sawing, Etc.)		
e. Basics of: Arc Welding, Torch Welding, Soldering, Brazing		
f. Knowledge and usage of hydraulics and pneumatics		
-		
2. Drilling		
a. Safety Procedures		
b. Machine Setup		
c. Speeds and Feeds		
d. Drilling Operations Coordinate Drilling		
e. Drill Sharpening		
f. Machine Maintenance		
-		
3. Turning		
a. Safety Procedures		
b. Machine Setup		
c. Speeds and Feeds		
d. Turning Operations		
e. Spring Winding Tool Selection and Sharpening		
f. Machine Maintenance		
-		
4. Milling		
a. Safety Procedures		
b. Machine Setup		
c. Speeds and Feeds		

d. Milling Operations		
e. Tool Selection and Sharpening		
f. Dividing Head		
g. Rotary Table		
h. Machine Maintenance		
5. Grinding		
a. Safety Procedures		
b. Machine Setup		
c. Grinding Operations		
d. Wheel Selection		
e. Wheel Dressing		
f. Machine Maintenance		
-		
6. CNC Machining		
a. Safety Procedures		
b. CNC Fundamentals		
c. CNC Turning Center		
d. CNC Machining Center		
e. Machine Maintenance		
-		
7. Heat Treating		
a. Safety Procedures		
b. Steel Selection Hardening		
c. Tempering Annealing		
d. Hardness Testing		
-		
8. Measuring		
a. Measuring Equipment		
b. Precision Measuring		
c. Coordinate Measuring		
-		
9. Drafting		
a. Sketching		

b. Mechanical Drafting		
c. Basic Cad		
-		
10. Specialization		
a. Safety Procedures		
b. Disassembly, Assembly, Adjustment & Checking Process		
c. Specialization machinist work in connection with company product		
d. Repairs		
e. Overhauls		
f. Troubleshooting		
g. Preventive Maintenance		
h. Project Work		
i. Statistical process control		

Welding Competency Checklist

Apprentice Name:		
Company:		
Legth of Program:		
	Apprentice Signature & Date	Mentor Signature & Date
Shielded Metal Arc Welding		
Machine settings, polarity uses, voltage, amperages, cable size selection		
Electrodes identification and Uses		
American Welding Society number system - coating flux analysis		
Actual welding time experience:		
Manual horizontal welding		
b. Manual vertical up and down welding		
c. Manual overhead welding		
d. Manual pipe welding all positions		
e. Hardfacing electrodes		
Gas Metal Arc Welding		
Machine settings, polarity uses, voltage, amperage, slope and inductance uses		
Short arc, spray arc, pulse arc uses and selections		
Uses and selection of shielding gases		
Selection of alloy wires, solid and tubular, and flux cored		
Hardfacing wires		
Actual welding time experience		
Submerged Arc Welding		
Machine settings, polarity uses, voltage, amperage, slope and inductance uses		
Granular and agglomerated fluxes and their uses and selections		
Operation of flux recovery and processing equipment		
Care and operation of solid state electrical systems in submerged arc welding console and welding positioner		
Selection of solid wires and tubular wires and their uses		
Actual welding time and experience		
Gas Tungsten Arc Welding		
Machine settings, polarity uses, voltage amperage, high frequency uses and gas functions and selection		

Welding Competency Checklist

Apprentice Name:		
Company:		
Legth of Program:		
Training Category	Apprentice Signature & Date	Mentor Signature & Date
Selection of shielding gases, and their effecton various metals and alloys		
Actual welding time experience		
Oxygen Acetylene Cutting and Welding		
Selection of equipment and gas regulation,cylinder manifoldng, pressure settings		
Cylinder gas handling and physics of gases		
"Safety in Welding and Cutting" (AWS handbook)		
Actual time and experience torch cutting,torch welding of steels, brazing and fusion welding, machine torch cutting, hardface weldclading and powder spray torch fusewelding		
Metalizing, Fused Metalizing Coatings and ARC-Spray Metalizing		
Setting up equipment and preparation of parts tobe processed		
Selection and identification of materials in wire form, powdered alloy form		
Machine settings and operations		
Actual time and experience		
Electrical Pratices		
Maintenance and repair of electric welding power source units		
Basic wiring of primary electric current		



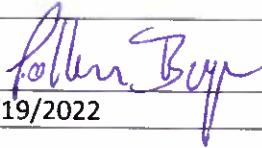
Employer Agreement

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by Gaston College. Employer (see name below) agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Program Sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them and do hereby request certification to train apprentices under the provisions of these Standards with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Program Sponsor or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker and guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work.

Employer Name:	Atrium Health Lincoln
Street Address:	433 McAlister Road
City, State, Zip Code:	Lincolnton, NC 28092
Contact Phone Number:	(980) 212-6033
Contact E-mail:	Melissa.herms@atriumhealth.org
Occupation(s) in Apprenticeship Program:	Licensed Practical Nurse
Current Journey Worker (Top Pay) Wage:	\$20.00 - \$30.50
Total Number of Journeyworkers (Top Pay) Employed:	4 -- none at top pay
Total Number of Journeyworker (Top Pay) Females Employed:	3 -- none at top pay
Total Number of Journeyworker (Top Pay) Minority Employed:	1 -- not at top pay
Total Number of Apprentices Employed:	1
Company Representative Signature:	<i>Melissa Herms</i>
Today's Date:	7-28-22
NC Community College System/Apprenticeship NC Signature:	
Today's Date:	

Employer Agreement

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by Gaston College. Employer (see name below) agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Program Sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them and do hereby request certification to train apprentices under the provisions of these Standards with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Program Sponsor or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker and guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work.

Employer Name:	KNOLL America Inc.
Street Address:	313 West Girard Avenue
City, State, Zip Code:	Madison Heights, MI 48071
Contact Phone Number:	+1 248 498 1400
Contact E-mail:	Amy.lenard@knollamerica.com
Occupation(s) in Apprenticeship Program:	IT Tech Support
Current Journey Worker (Top Pay) Wage:	\$18.00
Total Number of Journeyworkers (Top Pay) Employed:	0
Total Number of Journeyworker (Top Pay) Females Employed:	0
Total Number of Journeyworker (Top Pay) Minority Employed:	0
Total Number of Apprentices Employed:	1
Company Representative Signature:	
Today's Date:	7/19/2022
NC Community College System/Apprenticeship NC Signature:	
Today's Date:	

Appendix D

EMPLOYER ACCEPTANCE AGREEMENT

ADOPTED BY

PEAK RESOURCES

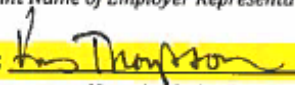
**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

Appendix D

EMPLOYER ACCEPTANCE AGREEMENT

The undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by Gaston College - Apprenticeship 321 and agree(s) to carry out the intent and purpose of said Standards for CNAI and accompanying Appendices and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. **Peak Resources** have been furnished a copy of the Standards and have read and understood them, and request certification to train apprentices under the provisions of these Standards. On-the-job, the apprentice is hereby assured qualified training personnel and adequate supervision during the apprenticeship. The training should follow the approved Work Process Schedule and Related Instruction Outline including the rotation of tasks. The employer further agrees to follow the selection procedures per the approved Standards or develop alternative selection procedures in the Employer Acceptance Agreement that are consistent with the requirements set forth in 29 CFR § 30.10(b). This employer acceptance agreement will remain in effect until canceled voluntarily or revoked by the Sponsor, Employer or ApprenticeshipNC.

Kris Thompson
(Print Name of Employer Representative)

Signed: 
(On Behalf of Employer)

Date: 8/15/22

Employer Title: Administrator

Name of Company: Peak Resources Cherryville

Address: 7615 Dallas Cherryville HWY

City/State/Zip Code: Cherryville, NC 28021

Phone Number: 704-435-6090

Fax: 704-435-8820

Email: kthompson@peakresourcesinc.com

cc: Registration Agency

Jill Hendrix
(Print Name of Sponsor Representative)

Signed: 
(On Behalf of Sponsor)

Date: 8/11/22

Employer Acceptance Agreement Data:

Insert Occupation (s): CNAI (use one per occupation)

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly Journeyworker wage rate, which is \$ 16.50 . Starting wage is \$ 15.00 .

Enter progressive wage schedule here:

Pathway		Starting Wage	Journeyworker Rate
CNAI	Hours Worked	10	37.5
	Wage Rate	\$12.00	\$16.50

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

TOTAL WORKFORCE

Total Workers Employed: 42

Journeyworkers: 3

Female: 3

Minority: 2

Youth: 0

TOTAL APPRENTICES TO BE EMPLOYED: 3

RATIO:

1 Apprentice(s) to 1 Journeyworker(s)

MINIMUM QUALIFICATIONS

An apprentice must be at least 16 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation.

RELATED TECHNICAL INSTRUCTION PROVIDED BY: *Gaston College*

**SPONSORSHIP LETTER OF AUTHORIZATION
GASTON COLLEGE APPRENTICESHIP 321
TUITION AUTHORIZATION FOR PAYMENT**

Date: 8/15/22

This email authorizes billing:

**Kris Thompson
Peak Resources Cherryville
7615 Dallas Cherryville Hwy
Cherryville, NC 28021
kthompson@peakresourcesinc.com**

Please respond via email by Friday, August 19, 2022:

For Gaston College Apprenticeship 321 related tuition, fees, insurance, textbooks, and specific required supplies, during the Fall 2022 semester for the following apprentice(s):

Haley Elaine Green 238-89-8250

Katelyn Leanne Gladden 245-91-7876

Ovelia Denise Huskey Carson 245-15-3439

The above student(s) are also applying for financial aid. For questions on how to apply for Financial Aid, please contact Ungina Perkins at 704 922 2310 or perkins.ungina@gaston.edu. The company is responsible for tuition, books, fees, supplies and any other costs assessed by the college not covered by grants. Please bill the company only for any remaining balance of the associated costs as listed above.

If the student(s) has already paid for their own tuition for this semester, the company and Gaston College will coordinate efforts so the apprentice(s) are reimbursed for eligible expenses.

Employers are responsible for payment of the associated costs to include students who drop course(s) or do not attend course(s). [Click here](#) for the current refund policy.

Employers agree to pay for related education costs as outlined by their academic advisor for the apprentice's occupational title; courses unrelated to the occupational title are the responsibility of the apprentice, unless Gaston College is notified otherwise in writing.

Check one of the following:

I approve the authorization

I do not approve the authorization

Appendix D

EMPLOYER ACCEPTANCE AGREEMENT

ADOPTED BY

Roechling Industrial

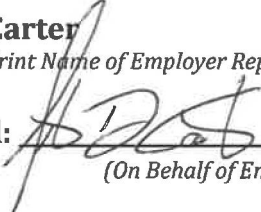
**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

Appendix D

EMPLOYER ACCEPTANCE AGREEMENT

The undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by *Apprenticeship 321* and agree(s) to carry out the intent and purpose of said Standards for *Mechatronics* and accompanying Appendices and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. *Roechling Industrial* have been furnished a copy of the Standards and have read and understood them, and request certification to train apprentices under the provisions of these Standards. On-the-job, the apprentice is hereby assured qualified training personnel and adequate supervision during the apprenticeship. The training should follow the approved Work Process Schedule and Related Instruction Outline including the rotation of tasks. The employer further agrees to follow the selection procedures per the approved Standards or develop alternative selection procedures in the Employer Acceptance Agreement that are consistent with the requirements set forth in 29 CFR § 30.10(b). This employer acceptance agreement will remain in effect until canceled voluntarily or revoked by the Sponsor, Employer or ApprenticeshipNC.

Scott Carter
(Print Name of Employer Representative)

Signed: 
(On Behalf of Employer)

Date: 8/12/22

Employer Title: Director of Human Resources

Name of Company: Roechling Industrial

Address: 903 Gastonia Technology Parkway

City/State/Zip Code: Dallas, NC 28034

Phone Number: 704-884-3500

Fax: _____

Email: scott.carter@roechling-plastics.us

cc: Registration Agency

Employer Acceptance Agreement Data:

Insert Occupation (s): Mechatronics (use one per occupation)

Jill Hendrix
(Print Name of Sponsor Representative)

Signed: Jill L Hendrix
(On Behalf of Sponsor)

Date: 8/11/22

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly Journeyworker wage rate, which is \$ 18.70. Starting wage minimum is \$14.

Enter progressive wage schedule here:

Pathway		Starting Wage				Journeyworker Rate
Mechatronics Technician	Hours Worked	2000	2000	2000	2000	
	Wage Rate	\$14.00	\$15.00	\$16.50	\$18.70	\$22.00

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

TOTAL WORKFORCE

Total Workers Employed: 151

Journeyworkers: 0

Female: 4

Minority: 58

Youth: 0

TOTAL APPRENTICES TO BE EMPLOYED: 2

RATIO:

_____Apprentice(s) to _____Journeyworker(s)

MINIMUM QUALIFICATIONS

An apprentice must be at least 16 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation.

RELATED TECHNICAL INSTRUCTION PROVIDED BY: Gaston College

Participating Employer List Gaston

As of 2022-08-30 09:26:40 Eastern Standard Time/EST • Generated by Eric Tillmon • Sorted by Account (Ascending)

Filtered By

Show: All program affiliations

Sponsored Program: Sponsored Program Name starts with Gaston College

Sponsored Program: Program ID equals RA-001347

Type equals Partner

Account	Contact	Role	Start Date	End Date
Albemarle	Rachel Whitaker	Participating Employer	4/1/2018	1/4/2022
Apprenticeship 321		Consortium	8/22/2021	
Aptar Food & Beverage	Wendy Pope	Participating Employer	4/1/2018	
Atrium Health- Lincoln	Melissa Herms	Participating Employer	8/25/2022	
BAYADA	Catilin Bean	Participating Employer	12/15/2021	
Caromont Health Inc	Patricia Goble	Participating Employer	1/24/2019	
CTL Packaging USA	Eric Gallager	Participating Employer	4/1/2018	1/4/2022
Design Tech	Jonathan Wilson	Participating Employer	12/15/2021	
Dixon Coupling	Crystal McCabe	Participating Employer	7/25/2016	1/4/2022
Farris Conveyor	Scott Wood	Participating Employer		
Firestone Fibers& Textiles Company LLC	Krissy Miura	Participating Employer	4/1/2018	1/4/2022
Gaston College	Dennis McElhoe	Sponsor	6/26/2015	1/4/2022
Gaston Emergency Medical Services	Mark A. Lamphiear	Participating Employer	11/30/2018	
GSM Services/Gastonia Sheet Metal Works, Inc	Joel Long	Participating Employer		1/4/2022
Hanesbrands	Chasta Schneider	Participating Employer		
Home Instead	Donna Goforth	Participating Employer	4/29/2021	
Hunter Douglas	Rob Dreyer	Participating Employer		
J & L Machine & Fabrication	Danny Tawil	Participating Employer	12/15/2021	
Kaco USA Inc	Rachel Dills	Participating Employer	4/1/2018	

Keter	Kathy Bean	Participating Employer	4/1/2018	
Keystone Powdered Metal	Matt Jacobs	Participating Employer	1/24/2019	
Knoll America	Amy Lenard	Participating Employer	8/30/2022	
KSM Castings NC, Inc	Daniel Jablonski	Participating Employer	4/1/2018	1/4/2022
LanXess Corporation	Uniqua Coleman-Brown	Participating Employer	6/26/2015	
LanXess Corporation - Gastonia	Beth Glance	Participating Employer	4/1/2018	
LeeBoy	Mark Noble	Participating Employer	12/15/2021	
Lincoln Emergency Services	Ronald D. Rombs	Participating Employer	11/30/2018	
Mann+Hummel Purolator Filters, LLC - Gastonia	Scott Carter	Participating Employer	4/1/2018	
Manufacturing Services, Inc	Bill Blalock	Participating Employer	11/30/2018	1/4/2022
Peak Resources Cherryville	Kris Thompson	Participating Employer	8/22/2022	
Pharr	Susan Farmer	Participating Employer		
Robert Bosch Tool Corporation	Tony Manning	Participating Employer	11/30/2018	
Rochling	Patti White	Participating Employer	7/25/2016	1/4/2022
Rockwood Lithium	Christian Mueller	Participating Employer	7/25/2016	1/4/2022
Roechling Industrial	Scott Carter	Participating Employer	8/25/2022	
Stress Free Living	Candi Lethcoe	Participating Employer		
Tenowo, Inc	Glen Thorpe	Participating Employer	12/15/2021	
Timken	Doug Smith	Participating Employer	7/25/2016	
Trinity Village	Keith Richards	Participating Employer	1/4/2021	1/4/2022
Total		39		

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