

*Manual* , , ,

*for*

**APPRENTICESHIP  
COMMITTEES**



Approved by Arizona Apprenticeship Council

## **FOREWORD**

The purpose of this manual is to provide assistance to the members of local apprenticeship committees in conducting the business assigned to them by industry under their apprenticeship plan. The basic reference shall be the voluntary Arizona Apprenticeship Act.

The Arizona Apprenticeship Act, passed by the 15th Legislature in 1941 and revised by the 17th Legislature in 1945, established the Arizona Apprenticeship Council and invested it with the authority to promulgate minimum apprenticeship standards in accordance with national apprenticeship requirements. This voluntary Act was designed to assist industry in the development of future craftsmen.

When local problems concerning apprenticeship cannot be answered with the aid of this manual or the local apprenticeship committee, contact the Arizona Apprenticeship Council. The Secretary of the Arizona Apprenticeship Council is Mr. John T. Weir, 523 Heard Building, Phoenix, Arizona.

**J. T. WEIR**

## **PRIMARY DUTIES OF AN APPRENTICESHIP COMMITTEE**

---

### **I. Provide facilities for carrying out the functions of the Committee.**

See that the needed facilities are provided for the Secretary to maintain the standard record system on each apprentice, to conduct correspondence on committee business, and to carry out other duties of the office. This will include provision of a suitable meeting place, postage, stationery and office supplies. If your program covers a large number of apprentices and there is more work than the Secretary can handle conveniently in his spare time, an effort should be made to obtain clerical and secretarial help.

### **II. Pass on the qualifications of apprentices and firms that wish to participate in the program.**

1. Adopt and carry out a uniform method of determining whether an applicant firm has the needed qualified personnel and facilities to assure the apprentice of an adequate opportunity to learn the trade.

2. Adopt and carry out a uniform method of determining whether an apprentice seeking to enter the program has the qualifications set forth in your standards.

3. If your committee requires a written application from a prospective apprentice, such application should be read at the next regular meeting and, if accepted and there are no job openings, it should be filed for future reference. If you have some assurance that he can be placed soon, have the apprentice appear before the committee for questioning, evaluation and counseling concerning the program which he is entering. If he is placed on the job, his application should be placed in his individual file for future reference.

Many apprenticeship Committees delegate these duties to a subcommittee which reports its findings and recommendations back to the full committee. Where the services of a paid executive secretary or apprentice co-ordinator are at the disposal of the committee, these steps are frequently delegated to that person.

### **III. Promptly notify the Arizona Apprenticeship Council of Committee actions.**

This encompasses significant committee actions such as the cancellation, termination or suspension of an apprentice agreement; actions affecting the approval or disapproval of firms applying to your committee for participation in the program; any proposed changes in your apprenticeship standards covering wages, hours, schedule of work processes, changes in Committee personnel, etc.

#### **IV. Cooperate with the public school authorities responsible for related instruction.**

The Apprenticeship Committee should act as an advisory committee to the local school authorities on all problems affecting the related instruction of apprentices: (a) assist in the selection of an instructor; (b) assist in the selection of the course or course content; (c) if possible, arrange for the classes to have the benefit of appropriate visual aids; (d) assist the school in making the related instruction classes interesting so that the apprentices will want to attend; (e) try to get qualified speakers to address the apprentices on subjects pertinent to the trade they are learning two or three times a semester.

Where the apprentice is a veteran and wishes the Veterans Administration to pay for his related instruction course, the forms to be executed by the Apprenticeship Committee may be obtained upon application to the Veterans Administration Regional Office in Phoenix.

Check regularly with the school authorities on the school work of your apprentices. See to it that each apprentice keeps up his related instruction work. If classroom work is provided locally, take steps to see to it that there are no unexcused absences. If the apprentices are taking their related instruction by correspondence, arrange with the school providing the course to report to the secretary of your committee each lesson completed with the date and the grade earned. Have this information recorded in each apprentice's individual folder which the Secretary maintains. Related instruction is a part of his apprenticeship and a competent craftsman cannot be produced if it is omitted.

Many apprenticeship committees in Arizona have adopted a policy of disciplining apprentices who neglect their related instruction work. The understanding and cooperation of employers in your program is essential where this is your policy. This is important because such disciplinary action usually takes the form of an enforced layoff from the job varying in length from one day to a week—depending upon the degree of neglect involved. Persistent neglect of the apprentice to cooperate in keeping up his related instruction work is usually dealt with, where the committee adopts a disciplinary policy, by cancellation of the apprentice's agreement and his removal from employment as an apprentice.

#### **V. Arrange tests for apprentices as the occasion may require.**

This may be necessary to determine the amount of time credit an apprentice should receive for his previous experience at the trade. A test may be necessary to resolve a difference of opinion concerning his right to advance to the next six-month period of his apprenticeship. The committee may desire to administer a final examination to determine if the apprentice has attained a degree of knowledge and proficiency that justifies recommending to the Arizona Apprenticeship Council that he be awarded a certificate of completion. All examinations should cover work the apprentice has performed on the job and subjects completed in related instruction.

Many committees have found that holding completion ceremonies to award certificates of completion has served to create a greater interest generally in sound apprenticeship. Certificates may be held by the committee so that the presentation of several may be made at one time. In many communities several committees get together and hold joint trade completion ceremonies. Details can be worked out with the Arizona Apprenticeship Council, the local school and the Bureau of Apprenticeship.

Related Instruction Record of Machinist Apprentice Arthur P. Watkins:

<u>Lesson Subject</u>	<u>Date Completed</u>	<u>Grade</u>
Industrial Economics	_____	_____
Elements of Arithmetic	_____	_____
Fractions	_____	_____
Decimal Fractions	_____	_____
Weights & Measures	_____	_____
Ratio & Proportion	_____	_____
Powers & Roots	_____	_____
Mensuration	_____	_____
Formulas	_____	_____
Use of Trigonometric Table	_____	_____
Elements of Mechanics--A	_____	_____
Elements of Mechanics--B	_____	_____
Elements of Fluid Mechanics	_____	_____
Measuring Instruments	_____	_____
Precision Measuring Instruments	_____	_____
Drilling Machines	_____	_____
Drilling Practice	_____	_____
Lathes	_____	_____
Lathe Tools	_____	_____
Lathe Practice--A	_____	_____
" " B	_____	_____
Lathe Thread Cutting	_____	_____
Turret Lathes	_____	_____
Turret Lathe Practice	_____	_____
Automatic Lathes	_____	_____
Planers	_____	_____
Planer Practice	_____	_____
Shaper & Slotter Work	_____	_____
Boring Mills	_____	_____
Milling Machines	_____	_____
Milling Machine Equipment	_____	_____
Milling Machine Practice	_____	_____
Milling Machine Indexing and Spiral Work	_____	_____
Gear Calculations	_____	_____
Gear Making--A	_____	_____
" " B	_____	_____
Grinding Equipment	_____	_____
Grinding Practice	_____	_____
Tool Grinding	_____	_____
Bench Work--A	_____	_____
" " B	_____	_____
General Appliances & Processes	_____	_____
Hardening & Tempering	_____	_____
Tool Dressing	_____	_____
Elements of Blueprint Reading	_____	_____
Reading Shop Blueprints--A	_____	_____
" " " B	_____	_____
" " " C	_____	_____
" " " D	_____	_____
Machine Sketching	_____	_____

**VI. Maintain in good order the standard three-card record system provided for each apprentice. These cards are supplied to you by the Arizona Apprenticeship Council on your request as needed.**

Be sure that each apprentice and each employer understands clearly the correct way to fill in and maintain the monthly record card on which the apprentice records each day the amount of time spent on the job processes he may be working on. Time should be recorded in full hour units since fractions over and under will cancel each other out over a period of time. This method of recording eases the secretary's job of checking totals and transferring them to the yearly record card of each apprentice. The job or work processes listed on the cards should be the complete list and in exactly the same order as they are listed in the standards and on the reverse side of each apprentice agreement. This is also essential to ease the task of the person who will transcribe this information and who must keep it in a form that will be of some use to the committee.

This three-card record system is the most effective administrative tool that the Apprenticeship Committee has at its disposal. When properly maintained, it will show at a glance the entire work experience history of any apprentice in your program. His strong points and his weaknesses will be apparent. The records will show if his work experience is diversified or if he is getting too big a dose of one or two phases of his trade to the neglect of others equally important. It is not too far-fetched to say that the success or failure of an apprenticeship system depends upon how much information the Apprenticeship Committee has about each apprentice's performance on the job. Without this information the committee is operating in the dark.

- 
- 
1. The apprentice should total the hours worked each month on each process. If the committee desires it the foreman should use this last column to grade the apprentice on each job operation or work process.
  2. The work processes in this column should be listed in exactly the same order as they appear in the standards.
  3. The identifying numeral or letter for each process should be entered in this column. Such identification eases the work of the secretary in checking the card and posting the totals to the yearly card.
  4. The apprentice should list all hours worked, including overtime. In this example the apprentice worked a ten hour day on the 20th of the month. This should count as time served at the trade along with regular time worked.
  5. Foremen supervising apprentices should be encouraged to keep the committee posted on the apprentice's work by using these lines at the time they inspect the monthly card and grade the apprentice's work.
  6. Point out to the foreman or person grading the apprentice's work that the grading system shown here is to be used. Ask each person concerned to give thoughtful consideration to each factor in awarding a grade. The committee will then get an accurate picture of each apprentice's progress.
  7. When the apprentice's supervisor signs here he is certifying that the record shown on the card is substantially correct and he should be advised not to sign if there is reasonable doubt that the apprentice has not kept his work record with reasonable care. 



# APPRENTICE YEARLY RECORD

NAME Arthur P. Watkins EMPLOYER or FOREMAN Acme Machine Shop  
 ADDRESS 511 Front Street TRADE Machinist DATE FROM 1-1-49 TO 12-31-49

Hours Prev. Total	NAME OF PROCESS	No.	HOURS AND GRADES PER MONTH												HOURS		Avg. Grade	HOURS Total	
			Jan.	Feb.	March	April	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Years Total	Accum. Total			
200	<b>Learning Tools and Machines</b>	A																	
500	<b>Drill Presses</b>	B	13	19	14	17	13	15											
948	<b>Engine Lathe</b>	C	43	37	54	51	55	53											
637	<b>Shaper</b>	D	12	18	13	16	12	14											
373	<b>Milling Machines</b>	E	25	19	24	17	21	19											
310	<b>Grinders</b>	F	13	15	10	13	9	11											
960	<b>Common Machines</b>	G	17	11	22	19	23	21											
461	<b>Erection - Bench and Floor</b>	H	11	13	8	11	7	11											
180	<b>Layout Table</b>	I	14	8	13	10	14	12											
178	<b>Heat Treatment</b>	J	8	14	15	10	6	8											
25	<b>Electricity</b>	K	12	6	11	4	8	6											
228	<b>Welding</b>	L						8											
5000			168	160	184	168	168	178											
			5000	5168	5328	5512	5680	5848											
			5168	5328	5512	5680	5848	6026											
	<b>SCHOOL</b>																		

The totals from each monthly card are entered here in the column under the appropriate month. In the calculations indicated below notice that the total hours worked each month are added to the previous month's accumulated total. By using this method the committee may always have current information on how much time each apprentice has at the trade. This card shows that at the end of May this apprentice was approaching a total of 6000 hours. The secretary of the committee was thus reminded that he should notify the apprentice and the employer that the apprentice would likely go into his 7th 1000 hour period during the month of June. Arrangements could thus be made to have the apprentice examined and qualified to advance by the time his 6th 1000 hour period was completed.



(6)



# APPRENTICE EXPERIENCE GRAPH

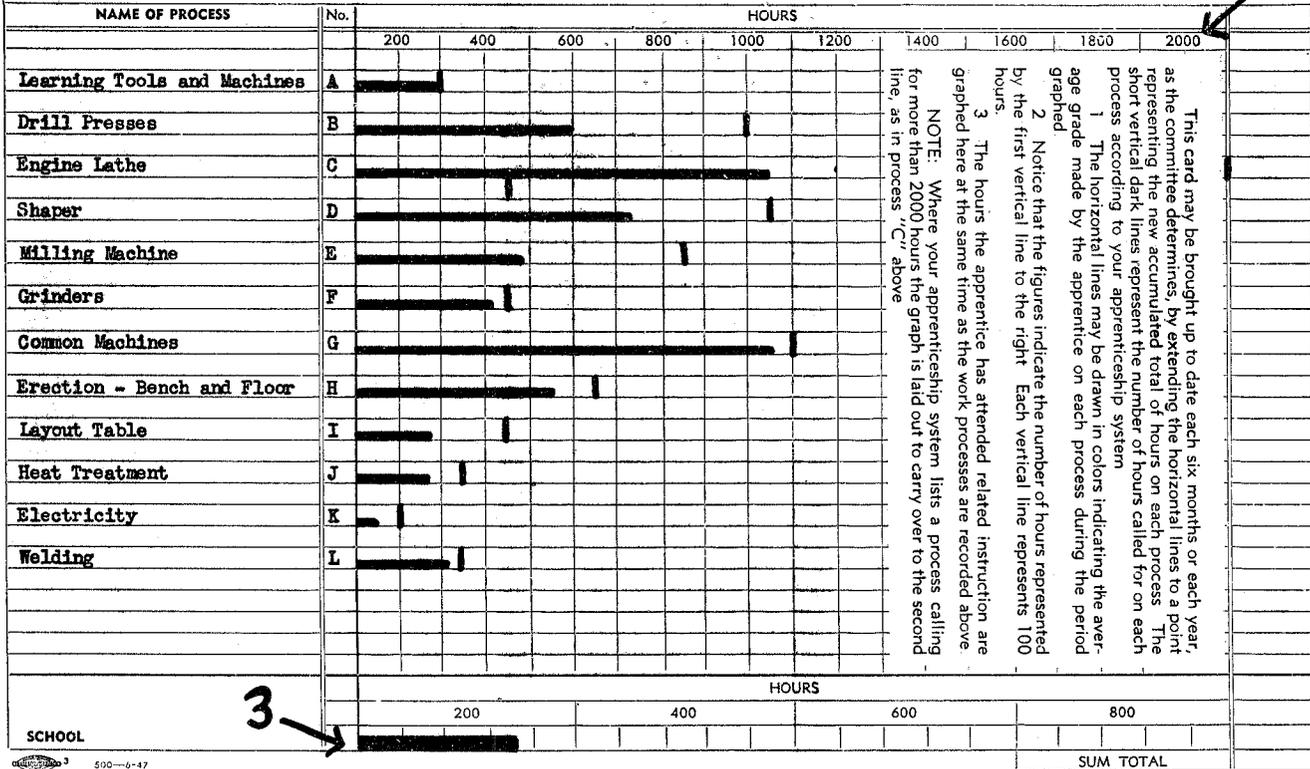
NAME Arthur P. Watkins EMPLOYER Acme Machine Shop

ADDRESS 511 Front Street

HOURS CREDIT PRIOR TO DATE 3000

DATE FROM 1-1-48 TO \_\_\_\_\_ TRADE Machinist

**COLOR CODE**  
**Mongol Pencil**  
 A - Green No. 868  
 B - Purple No. 844  
 C - Orange No. 862  
 D - Red No. 866



This card may be brought up to date each six months or each year, as the committee determines, by extending the horizontal lines to a point representing the new accumulated total of hours on each process. The short vertical dark lines represent the number of hours called for on each process according to your apprenticeship system.

1 The horizontal lines may be drawn in colors indicating the average grade made by the apprentice on each process during the period graphed.

2 Notice that the figures indicate the number of hours represented by the first vertical line to the right. Each vertical line represents 100 hours.

3 The hours the apprentice has attended related instruction are graphed here at the same time as the work processes are recorded above.

NOTE: Where your apprenticeship system lists a process calling for more than 2000 hours the graph is laid out to carry over to the second line, as in process "C" above.

(7)

**VII. Determine the necessary rules and procedures for administering your program in accordance with the standards you adopted and registered with the Arizona Apprenticeship Council.**

Fix the time and place of regular meetings; appoint one committee member to keep track of the related instruction phase of your program; assign others to make needed investigations of applicant firms or apprentices and generally keep a close check on the operation of your program.

**VIII. Consult with and advise the employers and apprentices in your program at regular intervals. Their clear understanding and cooperation is essential to the success of your Apprenticeship program.**

**IX. Make an annual report to the Arizona Apprenticeship Council.**

This report should summarize the activities of your committee for the calendar year. It should indicate the number of apprentices active at the beginning of the year, the number of apprentices enrolled during the year, the number of cancellations and the number of completions. Increases or decreases in the number of participating firms and new trades brought into the program, or trades dropped from the program should also be shown. The report should include a current list of the members of your committee (including the advisory and consultant members) with the address and business of each member. Minutes of your regular committee meetings are also appreciated by the Council Secretary.

---

## **OUTLINE FOR CARRYING OUT APPRENTICESHIP COMMITTEE FUNCTIONS**

**I. Steps to take in approving a firm that wishes to participate in your apprenticeship system.**

1. Employers desiring to participate in your local apprenticeship program should be furnished with a copy of your apprenticeship standards and requested to familiarize themselves with its contents.

2. If he agrees to abide by the provisions of your apprenticeship system for training apprentices, ask him to prepare a letter on the firm's letterhead similar to the sample, page 9. The letter should be addressed to the Chairman or Secretary of your committee, and retained in the committee files. Such a letter from the employer is an acceptable subscription to your apprenticeship standards.

3. The officers or designated members of your committee should then determine whether the establishment has the qualified personnel and facilities to teach an apprentice the trade as provided for in the standards. This may be determined by investigation or personal knowledge of the applicant firm.

4. If, after the above-listed steps, your committee decides that the applicant firm is qualified to participate in your apprenticeship system, the Secretary of your committee should write a letter to the Arizona Apprenticeship Council, advising that the applicant firm has subscribed to your standards and has been approved by your committee as qualified to train apprentices in the trade.

**SAMPLE OF LETTER TO BE ADDRESSED TO  
THE APPRENTICESHIP COMMITTEE BY A  
FIRM THAT WISHES TO PARTICIPATE IN  
THE APPRENTICESHIP PROGRAM**

December 20, 1949

John Smith, Secretary  
Phoenix Printers Joint Apprenticeship Committee  
644 North Central Avenue  
Phoenix, Arizona

Dear Mr. Smith:

I have carefully read the Apprenticeship standards drawn up by the Phoenix Printing Industry, and hereby indicate my willingness to subscribe to this system of apprenticeship.

Will you please take the necessary steps to have my company certified by the Arizona Apprenticeship Council as of December 15, 1949, so that my firm may train apprentices in the trade of Printing, including veterans under the provisions of Public Law 346 and amendments, or Public Law 16.

Very truly yours,

JONES PRINTING COMPANY

(s) William Jones, Owner

**II. Preparing the Apprentice Agreement**

1. The date near the top should be the date the apprentice agreement is executed.

2. The date nearest the bottom of the apprentice agreement is the date the apprentice started work on his present job, unless his employment was intermittent or he was allowed credit on his apprenticeship for previous experience in the trade. In either case, the elapsed time represented between the bottom date and the top date must equal the amount of time the apprentice is credited with having served at the trade. The amount of such credit for previous experience, as indicated by this difference in time, is entered as the last item on the back of the apprentice agreement.

3. Be careful to see that all parties sign all copies of the agreements on the proper lines.

4. Check the last two lines on the back of the apprentice agreement to see that amount of time credit allowed the apprentice is the same as the elapsed time between the two dates entered on the face of the apprentice agreement.



# APPRENTICE AGREEMENT

## STATE OF ARIZONA

For the Trade of Machinist in Anytown, Arizona  
Define geographical area

THIS AGREEMENT entered into this 1st day of January, 1948

between Acme Machine Shop, hereinafter referred to as the EMPLOYER, and  
Name of Employer's Firm or Employer's Agent

Arthur P. Watkins, hereinafter referred to as  
Name of Apprentice (please print)

APPRENTICE (and if a minor) \_\_\_\_\_, hereinafter referred to as  
Name of Parent or Guardian

his PARENT (or GUARDIAN), and (if a veteran) with the approval of the proper representative of the Veterans Administration, hereinafter referred to as the SPONSOR.

WITNESSETH: That the EMPLOYER the APPRENTICE and his PARENT (or GUARDIAN) desire to enter into an agreement of apprenticeship in conformity with the standards of the Arizona Apprenticeship Council, hereinafter referred to as the Council, and therefore, in consideration of the premises and of the mutual covenants herein contained, do hereby mutually covenant and agree as follows:

That the EMPLOYER agrees to employ the APPRENTICE for the purpose of enabling said APPRENTICE to learn and acquire the trade or craft of Machinist upon the terms and conditions contained in the schedule on the reverse side of this agreement and made a part hereof

That the APPRENTICE agrees to perform diligently and faithfully the work of said trade or craft during the period of apprenticeship, complying with the training program contained in the said schedule

That the PARENT (or GUARDIAN) covenants with the EMPLOYER that the APPRENTICE will duly perform all obligations undertaken herein

That this agreement conforms to and is predicated upon a local trade agreement on apprenticeship standards approved by the Council; that the agreement may be annulled by the said Council upon the mutual consent of all parties to the agreement, or upon the Council's own motion after giving all parties notice and opportunity to be heard; that in the event of any disagreements or difference in relation to any terms of this agreement, such disagreement or difference shall first be submitted to the local joint trade apprenticeship committee for adjustment, provided either party may appeal the decision of the said local committee to the Council, whose decision shall be final and conclusive upon the parties to this agreement if supported by the evidence

During the probationary period, stated in schedule (1) of this agreement, annuiment may be made by the said local committee after notice to the Council, upon the written request of either party.

IN WITNESS WHEREOF, th parties hereunto set their hands and seals

\_\_\_\_\_  
Apprentice's Signature [Seal] Acme Machine Shop Name of Employer's Firm or Employer's Agent [Seal]

December 21, 1929 By \_\_\_\_\_ [Seal]  
Date of Birth Officer of Firm or Committee

511 Front Street 46 Railroad Avenue  
Mailing Address Mailing Address

\_\_\_\_\_  
Parent or Guardian [Seal] Approved by the **ARIZONA APPRENTICESHIP COUNCIL**

By \_\_\_\_\_ [Seal]  
Secretary of the State Apprenticeship Council

Date January 15, 1948

NOTE.—The apprentice is accredited as actually starting his apprenticeship as of the 1st day of July, 1946

Approved by the Anytown Machinist Joint Apprentice Committee  
Area Trade

By \_\_\_\_\_, Secretary  
Committee's Approving Officer

I, a veteran of World War II, hereby make application for training under Public 16 if eligible and if not, under Public 346.

\_\_\_\_\_  
Veteran's Signature [Seal]

## SCHEDULE

### 1. PERIOD OF APPRENTICESHIP AND PROBATION

The term of apprenticeship shall be considered four (4) years, including the hours of related school instruction. The first 750 hours shall be a probationary or tryout period.

### 2. SCHEDULE OF MAJOR PROCESSES AND APPROXIMATE NUMBER OF HOURS FOR EACH PROCESS

#### MACHINIST APPRENTICE SHALL RECEIVE APPROXIMATELY:

<u>Division</u>	<u>Approx. Hrs.</u>
A. Preliminary - Assisting to acquire names and uses of hand tools and auxiliary machine tools . . . . .	200
B. Drill Press - Sensitive, heavy duty and radial . . . . .	900
C. Engine Lathe - Small and heavy floor type . . . . .	2350
D. Shaper . . . . .	950
E. Milling Machine - Universal and vertical . . . . .	750
F. Grinders . . . . .	350
G. Common Machines - Power saw, etc. . . . .	1000
H. Erection - Bench and floor work assembly . . . . .	550
I. Layout table . . . . .	350
J. Heat treatment . . . . .	250
K. Electricity (Common application in machine shop only) . . . . .	100
L. Welding - Arc and acetylene (Pertaining to the trade only) . . . . .	250

The above schedule is recognized as sufficiently flexible to be changed if accumulated experience indicates that changes will be to the advantage of the employer and the apprentice.

### 3. WAGE PROVISION

All apprentices shall be paid a progressively increasing schedule of wages, as follows:

1st 1000 hours 45%	5th 1000 hours 65%
2nd 1000 hours 50%	6th 1000 hours 75%
3rd 1000 hours 55%	7th 1000 hours 85%
4th 1000 hours 60%	8th 1000 hours 90%

The above schedule is based upon the prevailing journeyman's rate of \$1.75 per hour, as ascertained by the Arizona Industrial Commission.

### 4. HOURS OF WORK, AND HOURS OF APPROVED RELATED INSTRUCTION

HOURS - The apprentice shall work eight hours per day, 44 hours per week, and all other working conditions shall be the same as those for the journeyman.

RELATED INSTRUCTION - The apprentice shall enroll in and attend classes not less than 572 hours during the term of apprenticeship, of 144 hours per year during the year of the term.

### 5. SPECIAL PROVISIONS

Should the employer become unable to fulfill the provisions of this agreement, or by mutual consent or to provide greater diversity of training or continuity of employment, the Local Joint Apprenticeship Committee is authorized to transfer the apprentice from one employer to another, such transfer is hereby agreed to by the signatories hereto with the following provisos:

- (a) Each employer, in accepting a transferred apprentice for employment agrees to carry out the provisions of the original contract of agreement between the apprentice and the first employer.
- (b) No apprentice will be transferred to an employer who has not signed such an agreement.
- (c) If such transfer is made for the purpose of diversity of training, the apprentice when he shall have completed the work for which he was transferred, shall return to his original employer.
- (d) There shall be no liability on the part of the other contracting party for an injury sustained by an apprentice engaged in school work at a time when the employment of the apprentice has been temporarily or permanently terminated.
- (e) This agreement is hereby made a part of the apprenticeship standards for the given trade or craft which have been approved by the Arizona Apprenticeship Council.
- (f) This apprentice has been allowed credit for previous experience as checked and evaluated by the Local Committee: ONE years  
six months no days

5. Send **all** copies of the completed apprentice agreement to the Secretary of the Arizona Apprenticeship Council. When he has properly registered the agreement, he will return the copies to you with the exception of one copy for his records and, in the case of a veteran who has signed at the bottom for G. I. Bill benefits, one copy to the Veterans Administration.

6. Copies of the apprentice agreement returned to you from the Council should be distributed as follows: one copy for your committee files (in the individual folder for the apprentice); one copy to the apprentice; one copy to his employer, and where an employee organization is participating in the program, one copy to the local secretary.

### **III. Selection of Apprentices**

Among the facilities available to assist apprenticeship committees and employers in the selection of candidates for apprenticeship are the following:

1. If the applicant is a veteran, he may apply to the Veterans Administration for vocational guidance tests. It will usually take 30 to 60 days to get the results, but in nearly all cases, the results should be known before the expiration of the probationary period.

2. The applicant may be sent to the local office of the Arizona State Employment Service. If this is done, instruct him to have the interviewer call you before the interview begins so that you may explain to the interviewer what you expect to have determined from the interview—suitability of the candidate for employment in the occupation for which he wishes to train. If it is deemed desirable by the committee or employer, you may request that the Employment Service arrange to provide aptitude tests.

3. The committee may desire to formulate a screening procedure for its candidates. This may include written or oral examinations to determine the suitability of the candidate's experience and training.

### **IV. Suggested Instruction to New Apprentices**

Following is the type of instruction that should be prepared in type-written or mimeographed form and issued to each apprentice in the program:

Foreword: You have been accepted by this committee as an apprentice and thereby provided with an opportunity to learn the craft of your choice. It is the responsibility of the committee to see that you are given every reasonable opportunity to make of yourself a skilled and competent journeyman. In exchange for this opportunity, there are certain responsibilities in connection with your apprenticeship that you are expected to assume. Among these are:

1. You are to keep a record of hours spent each day on the work processes in your program. This record card must be legible and neat. You will turn this card in to the secretary of the committee before the fifth day following the end of the month. This record is your assurance that the committee will check to see that you are getting diversified training on the job.

2. You will keep up all related instruction work required of you and will not be advanced to the next higher pay period if you fail to complete the schedule set for you by the committee.

3. Your marks in your related instruction work and your progress on the job will be checked and you must make a passing mark before

you will be advanced in your training grade or pay. If, for any reason, you are held back for a longer period than six months, you will be dropped from the apprentice rolls and removed from employment in your trade.

4. The committee meets at regular intervals and apprentices are invited to send in suggestions and call on the committee for help, whether the problem concerns related instruction or work on the job.

5. All Veteran's Administration papers shall be handled promptly by the apprentice, and if subsistence and/or related instruction costs are cut off, the apprentice will carry on as usual by paying the entire cost of his related instruction.

6. Bear in mind that in the case of veteran apprentices, the cancellation of training status with the Veterans Administration does not cancel training with this committee. The apprenticeship system is for the proper training of future craftsmen in our industry—veterans or non-veterans.

\_\_\_\_\_ Joint Apprenticeship Committee

By \_\_\_\_\_, Chairman

#### **V. Suggested Instructions to Firms New in the Program**

The following is the type of instruction that should be prepared in typewritten or mimeographed form and issued to each employer participating in the program:

Foreword: Your participation in the apprenticeship system for the \_\_\_\_\_ trade in \_\_\_\_\_, Arizona, is welcomed by the industry through this committee, and you may be assured that you will receive full assistance with the problems involved in the training of the future craftsmen employed in your establishment. To assure that our mutual undertaking will meet with success and to raise the standards of our industry, you will be expected to pay particular attention to the following points:

1. See to it that **every** apprentice, veteran or non-veteran, employed by your firm is signed up on an apprentice agreement under the program as soon as possible after employment.

2. Ascertain that each apprentice keeps his monthly record card neatly and correctly and turns it in on time to the committee secretary.

3. See that each apprentice gets, as nearly as possible, the amount and kind of work experience called for in the apprenticeship standards.

4. Answer correspondence concerning your apprentices and your participation in the program promptly.

5. Check on your apprentices at regular intervals to ascertain that they are keeping up with the required related instruction work.

6. The committee meets regularly, and you are invited to send in suggestions or to call on the committee for help, whether it concerns related instruction or work on the job.

7. Bear in mind that in the case of veteran apprentices, the cancellation of training status with the Veterans Administration does not cancel training with this committee. The apprenticeship system is for the training of people in our industry—veterans or non-veterans.

\_\_\_\_\_ Joint Apprenticeship Committee  
By \_\_\_\_\_, Chairman

## CONCERNING APPRENTICES WHO ARE VETERANS

In handling the enrollment and training of veterans under your apprenticeship system bear in mind that placing the apprentice under an apprentice agreement in your apprenticeship system and his enrollment in training with the Veterans Administration are two separate and distinct procedures.

The following material pertaining to veteran apprentices has been issued by the Regional Office of the Veterans Administration at Phoenix:

### VETERAN APPRENTICES DESIRING TO ENROLL WITH THE VETERANS ADMINISTRATION AND RECEIVE BENEFITS UNDER PUBLIC LAW 346

In order to enter an apprentice in training with the Veterans Administration under Public Law 346, the following documents are required:

1. A certificate of eligibility and entitlement under Public Law 346.
2. One signed copy of the apprentice agreement executed between the veteran and the apprenticeship committee or the employer.

As soon as it is ascertained that a given firm or an individual veteran proposes to participate in the state apprenticeship program and that the veteran desires to participate in the Veterans Administration program, he should make application for a certificate of eligibility and entitlement. This can be done by filing VA form 7-1950 with the nearest Arizona office of the Veterans Administration. A photostatic copy of all discharges from service since September 16, 1940, should be attached. If the veteran has had previous training under the "G. I. Bill," he should file VA form 7-1905e, Request for Change of Course or Institution. In either case the Veterans Administration will issue a certificate of eligibility for use in the apprenticeship program.

The veteran should endorse the certificate of eligibility to indicate the date he commenced the apprenticeship and release it to the Secretary of the Apprenticeship Committee, for his endorsement, provided the agreement is written between the veteran and the Apprenticeship Committee. If the veteran is indentured directly to the shop, the certificate should be endorsed by the proprietor of that business. This document, together with one copy of the apprentice agreement, is all that is required by the Veterans Administration to enter a veteran into an apprenticeship under Public Law 346.

NOTE: All copies of the signed apprentice agreement should be forwarded to the secretary of the Arizona Apprenticeship Council through the secretary of the local apprenticeship committee. The copy of the apprentice-agreement required by the Veterans Administration will be forwarded by the secretary of the Arizona Apprenticeship Council. The certificate of eligibility and entitlement and other Veterans Administration forms should be forwarded directly to the Veterans Administration by the secretary of the local committee.

If the veteran has a dependent wife or children, he should, at the time he files his application, arrange to submit to the Veterans Administration a certified or photostatic copy of his marriage record and certified or photostatic copy of the birth certificate of at least one minor child. If the veteran or his wife has previously been married, he must also furnish certified or photostatic copies of divorce decrees for the purpose of establishing the validity of his present marriage. This evidence should all be accompanied by VA form 8-686c, Declaration as to Marital Status. The prompt submission of this evidence will enable this office to grant the maximum benefits at the time the veteran is originally entered into his apprenticeship. The effective date of marital or dependency status is the date evidence substantiating the claim is actually received by the Veterans Administration.

Veterans enrolled in the apprenticeship program and participating in the Veterans Administration program are entitled to related instruction, which is required as a part of the basic course. As soon as it is ascertained that the veteran is enrolled in apprenticeship and his enrollment approved by the Veterans Administration, the secretary of the apprenticeship committee should submit form letter FL 7-14, Request for Related Instruction. The Veterans Administration, on receipt of this form, will issue FL 7-15, Authorization for Related Instruction, and mail two copies of the authorization plus three copies of FL 7-16, Notice of Entrance into Related Instruction, to the secretary of the local committee. These forms should then be delivered to the veteran for submission to the institution at the time he enrolls in his related instruction class. This will constitute his authority to attend these classes under the benefits of Public Law 346.

Benefits under the "G. I. Bill" are effective the date the veteran commenced his apprenticeship or the date his application for such apprenticeship is received in the Veterans Administration, whichever is the later. It is therefore imperative that the veteran be instructed to apply promptly for Veterans Administration approval when it is ascertained he will become an apprentice and desires benefits under Public Law 346 or Public Law 16.

Any of the required Veterans Administration forms or the information necessary to complete the forms may be obtained at any of the Veterans Administration contact or training offices.

---

## **GUIDE FOR DETERMINING WHETHER OR NOT A TRADE, CRAFT, BUSINESS OR OCCUPATION IS APPRENTICEABLE**

### **Occupation should be considered apprenticeable when:**

1. It is customarily learned on the job—producing while learning.
2. Training involves primarily the development of manipulative skills.
3. It is commonly recognized as **apprenticeable** in the industry, and requires two years or more to learn.
4. Occupation requires related instruction to supplement the learning of manipulative skills taught on the job (144 hours related instruction per annum).

### **Occupation should be considered non-apprenticeable when included in the following categories:**

1. Distributive occupations: a. selling, b. retailing, c. wholesaling, d. similar occupations.

2. Clerical occupations: a. typing, b. office clerk, c. stenographer, d. similar occupations.
3. Agricultural occupations: a. growing of crops, b. raising livestock, fruits, nuts, berries, poultry, etc.
4. Or when entrance requirements include instruction in business schools, colleges, or other schools of higher learning.
5. Managerial occupations.

---

## **CONDUCT OF MEETINGS**

### **I. Meetings**

Local apprenticeship committees should hold meetings at regularly designated intervals, preferably once each month, and such special meetings as may be called by the chairman, the secretary, or by request of a majority of the regular members.

### **II. Procedure**

Robert's Rules of Order should govern all actions of the local apprenticeship committee meetings, unless otherwise provided for by the vote of the committee. Although a formal and orderly method of doing business should be maintained, the meeting should be conducted in an informal manner of the round-table discussion type. Each matter of business, after due consideration and discussion by the members and others interested, should be acted upon by formal vote and such action recorded in the minutes.

### **III. Notification**

The regular members, alternates and the Secretary of the Arizona Apprenticeship Council should be notified in advance of each meeting.

### **IV. Quorum**

In the first meeting the apprenticeship committee should set by vote the number of necessary members to constitute a quorum for legal transaction of business.

### **V. Order of Business**

Whenever possible, a regular order of business should be followed in committee meetings. The following is a suggested order of business:

1. Roll call of members.
2. Introduction of guests, if any.
3. Request Secretary to read minutes of preceeding meeting.  
Any corrections, additions or deletions, If none —  
Entertain motion to approve minutes as read (or amended) and be filed.
4. Unfinished business of previous meeting, if any.
5. New business.

Interview applicants for apprenticeship if present in person:

- a. Age
- b. Aptitude
- c. Reasons for wanting to learn this particular trade.

- d. Previous training at this or related trade, if any. Then discuss and arrive at credit for previous experience.
- e. Physical fitness and schooling (last school grade completed).
- f. Secure information from applicant for apprentice agreement.

Reports:

- a. From any Sub-Committee appointed at any previous meeting which has not been disposed of.
- b. Vocational education representative or related instruction class instructor.
- c. From fieldman of Federal Bureau of Apprenticeship, or State Apprenticeship Council.
- d. Individual apprentices' progress on the job and in related instruction.

Adjusting Differences:

- a. Complaints from (1) apprentices, (2) employers, (3) journeymen.
- b. Related Instruction problems.

Approval of Apprentice Agreements:

- a. Entertain motion to officially register the apprentice(s) agreements with the Committee and the State Apprenticeship Council.

Cancel Apprentice Agreements:

- a. Approve by motion the transfer of any apprentice from one employer to another and instruct Secretary to make such changes on the apprentice's registered agreement.

Award of Certificate on Completion of Apprenticeship:

- a. Entertain motion for such.
- b. Secretary's letter to State Apprenticeship Council requesting Certificate be issued and how to be presented to apprentice—whether direct to him by mail, in person, ceremony, or otherwise.

- 6. Miscellaneous.
- 7. Time and place of next meeting.
- 8. Adjournment by motion.

---

## MINUTES OF MEETINGS

**I. Nature** — Minutes must be kept of each official meeting of the apprenticeship committee. Each order of business should be recorded in as much detail as necessary to give a true picture of the thinking and action of the apprenticeship committee. If the reports are made orally, enough of each report should be stated in the minutes to show the basis for recommended action. When a sub-committee report is in writing, a copy should be attached to the minutes.

**II. Composition** — The minutes of each meeting when completed should include the following information:

1. The date
2. Place of meeting
3. Time of meeting
4. Regular voting members present
5. Alternate members present
6. Voting members absent
7. Alternate members absent
8. Guests present
9. Record of all action and happenings of the meeting
10. Name of apprentice and his trade in all cases of apprentice completions, cancellations, examinations, suspensions and approval or disapproval of any new agreements. In cases of cancellations the reason for cancellations should be stated and cancellations of training status with the Veterans Administration only should be distinguished from cancellations of the apprentice agreement.
11. Time of adjournment
12. Signature of secretary

**III. Distribution** — Attached is a suggested form which may be used in recording the minutes. Copies of the minutes should be provided for each regular member and alternate member of the committee, one copy kept in some form of minute book by the secretary as a matter of record for the local committee, one copy sent to the Secretary of the Arizona Apprenticeship Council, and additional copies to those persons or organizations the committee feels should have such information. Whenever possible, the minutes should be distributed to the regular members and alternates at least one week prior to the next regular meeting in order that they may refresh their memories on the action that was taken.

**IV. Official Records** — As much attention to accuracy and completeness should be paid the minutes as would be devoted to correspondence, since the minutes are the official records of your committee.

## **SAMPLE MINUTES OF MEETING**

### **Newtown Apprenticeship Committee**

February 2, 1949 — High School, Room 10

The meeting was called to order by Chairman William Smith at 7:30 P.M.

#### **Members Present**

##### **Employers**

J. R. Jones  
C. E. Smith  
R. G. Fields (alt.)

##### **Public**

U. R. Mayor  
E. A. Stout (alt.)

##### **Employees**

A. R. Abbott  
C. N. Black (alt.)  
F. E. Anderson (alt.)

#### **Members Absent**

R. O. McCoy (alt.)

D. W. Brown  
A. D. White (alt.)

B. B. Daniel

### Guests

C. C. Small, Secretary of Chamber of Commerce  
A. B. James, Business Agent, Carpenters Local Union  
G. R. Starch, Employer—Knight Company  
F. O. Bee, Applicant for apprenticeship with Knight Co.

### Minutes of Meeting

The first order of business was reading of the minutes of the meeting of January 5, 1949, which were approved as read.

### Committee Reports

Mr. Abbott was asked for a report on the screening of apprentices. Progress has been made and he submitted a tentative interview guide to the committee. The committee decided to have it duplicated and distributed to members and interested persons for study and comment. It will come up for approval at the next meeting.

Mr. Wm. Smith reported he succeeded in obtaining some trade material which it is hoped can be worked up into related instruction by March. It was obtained from a local painter, Mr. Aaranson of New Painting Company, who obtained it during his apprenticeship in New York in the early thirties.

### Unfinished Business

A letter from the Carpenters sub-committee was read. It stated that apprentices who have been absent twice from related instruction classes since December 1, 1948, appeared before the sub-committee with their employers. All were warned that their next offense would mean a two-day layoff from the job. Apprentice R. B. Grey's apprentice agreement was cancelled because he had been warned three times previously and failed to heed the warning. The committee approved the action.

Mr. J. R. Riley was delegated by a letter from the Machinists Lodge No. 00 to serve as an employee member.

### New Business

<b>New Apprentices Approved</b>	<b>Agreement No.</b>	<b>Starting Date of Apprenticeship Credit</b>
Fred O. Bee		January 3, 1949 (6 months)
<b>Cancellations Approved</b>		<b>Reason</b>
G. R. Bencke	7731	Financial
Wm. T. Davis	9652	Employer sold out
Richard B. Grey	1006	Non-attendance—committee action
Harold R. Fey	1689	Cancelled with VA—but not as apprentice
<b>Reinstatements Approved</b>		<b>Date Reinstated</b>
Harle W. Kyser	1147	Oct. 1, 1948
<b>Completions Approved</b>		<b>Term Completed</b>
Mile D. Erion	410	8,000 hours
<b>Completions Disapproved</b>		<b>Reason</b>
Leonard D. Tyler	4758	10 hours to be made up in related instruction.

An amendment to the Neon Tube Benders' standards was read regarding the increase in the progression of the percent of journeyman's rate of pay. Under the amendment, the percent of journeyman's rate would start at 57% and go to 90%. A motion was made to accept the amendment, duly seconded, and motion carried. Copy attached for State Apprenticeship Council approval.

### **Good of Apprenticeship**

The secretary was directed to write a letter requesting the Secretary of the Arizona Apprenticeship Council to address the next committee meeting on the subject "Guide of Procedure for the Apprenticeship System in Arizona" and to explain the most important phases.

The meeting was adjourned at 10:20 P. M.

Respectfully submitted  
(s) J. C. Penner  
Chairman

---

## **PRINCIPLES RELATING TO THE GRANTING OF CREDIT FOR PREVIOUS EXPERIENCE**

The following principles have been formulated and are offered as representing a sound approach to the proper determination of credit. It is believed that the majority of apprenticeship committees with extensive and satisfactory experience in the granting of credit would subscribe to these principles.

1. The responsibility for evaluating previous experience and determining apprenticeship credit rests with the local apprenticeship committee or employer depending on the way the system is set up.
2. Each case involving credit should be handled individually.
3. The practice of awarding blanket credit for any kind of previous experience should be avoided.
4. The previous experience of an applicant should be considered as it relates to the specific work processes of the trade.
5. The apprentice applicant for whom credit is under consideration should establish in detail the kind of previous experience he has had which he believes applicable to the trade.
6. The applicant should be examined by individuals with experience in the trade in order to verify and evaluate previous experience claimed.
7. Credit evaluations should be made preferably at the time of employment subject to confirmation or modification after a tryout period on the job.
8. A follow-up should be conducted of each case wherein credit was given to serve as an effective check on the methods used and the amount of credit given.

## **SUGGESTED PROCEDURES FOR EVALUATING PREVIOUS EXPERIENCE IN TERMS OF APPRENTICESHIP CREDIT**

Obviously, no single set of steps for determining credit will be acceptable to all apprenticeship programs. Some committees may find a few of the steps listed below to be somewhat advanced for use with limited personnel available for administering the apprenticeship system. In general, however, these procedures should prove useful and workable if given a fair trial.



1. Explain to each apprentice applicant at the time of initial interview the policy of your apprenticeship system with respect to credit for previous experience.

2. Examine those apprenticeship applicants who have had previous experience, either civilian or military, which would justify consideration for credit.

3. Request the applicants who claim previous experience related to the trade to establish in detail the kind and amount they have had. This may more accurately be done by having the applicant indicate his claimed degree of competency on a form listing the work processes of the trade and the number of hours required for each process.

4. If the committee desires evidence to supplement the statement of the applicant as to previous experience, the suggested form for securing information from previous employers may prove of value.

5. The applicant should be examined on each work process in which previous experience is claimed. Oral, written, or actual performance tests or a combination should be employed. Based on the applicant's performance on the examination, a tentative credit allowance for each work process should be made and recorded.

6. A copy of the form on which the applicant claims previous experience as well as the tentative amounts of credit allowed should be given to the foreman under whom the apprentice is working, with the request that during the probationary period he be assigned, where possible, to jobs which include work processes on which credit is under consideration.

7. At the end of the probationary period, a specific report should be obtained from the foreman indicating how well the apprentice is able to perform on those work processes for which credit is under consideration. On this basis final credit may be determined.

8. The apprentice should be advanced to the period of apprenticeship to which the credit allowed entitles him.

9. A follow-up should be made several months after final credit agreed upon as a further check against the methods used as well as a check against the specific amounts of credit awarded.

Many committees issue current identification cards at the beginning of each 1000 hour period or six month interval to each apprentice. In the construction industry where the apprentice, like other employees, is likely to be shifting from job to job this card often spells the difference between getting employment and being turned away. This is so because the contractors associations and employee organizations in the construction industry are supporting the operation of planned apprenticeship systems. Many contractors follow the recommended policy of their national associations by giving preference in employment to apprentices who are indentured under an active apprenticeship system.

Another feature of the identification card found useful by apprenticeship committees is the expiration date, which serves to remind the apprentice that on or about this date he will be expected, if he is capable, to qualify himself for advancement to the next highest apprenticeship period. The card in the illustration shows that the apprentice to whom it was issued is currently working out his seventh six-month period. Upon successfully completing that period he will be issued a new card by the secretary of the local apprenticeship committee showing the approximate date of completion.



ALWAYS CARRY THIS CARD	REVOCABLE FOR CAUSE
<b>APPRENTICE IDENTIFICATION CARD</b>	
NOT TRANSFERABLE	
ISSUED BY	
<b>ARIZONA APPRENTICESHIP COUNCIL</b>	
	
<i>J. P. McIn</i> <small>SECRETARY</small>	<i>R. W. Hughes</i> <small>CHAIRMAN</small>

Anytown Machinist LOCAL JOINT APPRENTICESHIP  
(TRADE)

COMMITTEE OF Anytown, Arizona  
(DESCRIBE AREA)

Arthur P. Watkins  
(SIGNATURE)

WHOSE SIGNATURE APPEARS BELOW IS INDENTURED UNDER PROVISIONS  
 OF APPRENTICESHIP ACT OF ARIZONA, AND IS ENROLLED AT  
Anytown Technical High School

SCHOOL OF Anytown, Arizona  
(LOCALITY)

(SIGNATURE OF APPRENTICE) Arthur P. Watkins

PAY PER DAY \$11.90 EXPIRES Dec. 31 1949

EXPERIENCE Three YEARS SOC SEC No 00-0000-00

John Doe SECRETARY LOCAL COMMITTEE Paul Nye INSTRUCTOR

16-9-47

The Arizona Apprenticeship Council certificate of completion, illustrated on the next page, is issued by the Council only upon the recommendation of the local apprenticeship committee. When your committee determines that an apprentice has fulfilled the terms of your apprenticeship system and is qualified to advance to journeyman standing, the secretary should be instructed to prepare a letter to the Secretary of the Arizona Apprenticeship Council requesting that the apprentice in question be awarded a certificate. Your secretary will receive in a short time a blank certificate with the apprentice's name and the craft in which he is trained printed in the appropriate spaces. Your secretary should affix his signature in the space indicated and present it to the chairman of your committee for his signature. It should then be signed by the employer under whom the apprentice completed his apprenticeship. With these signatures obtained the certificate should then be returned to the Secretary of the Arizona Apprenticeship Council. The Council Secretary will affix his signature and arrange to have the certificate affirmed by the Secretary of State and the Governor. The completed certificate will be returned to your committee and you should arrange to present it to the newly made journeyman in whatever manner may seem appropriate to the committee. Favorable public attention to your local apprenticeship system may be promoted by so arranging the termination dates of the apprentices in your program that several will complete on one or two dates each year. With this arrangement it may be worth while to arrange public completion ceremonies locally. The Arizona Apprenticeship Council and the Bureau of Apprenticeship will be available to assist you in working out the details of such a project.

STATE OF ARIZONA

# Certificate of Apprenticeship

Know All Men By These Presents That

Lynn E. Gibson

has with merit fulfilled the terms of his Apprentice Agreement, entered into in accordance with the standards of Arizona Apprenticeship Council and the Federal Committee on Apprenticeship in the trade of

Bricklayer

and is hereby recognized as a qualified journeyman versed in the practice and theory, and is hereby entitled to all the rights, privileges and opportunities which pertain thereto . . . .

Witness our signatures and seal this 16<sup>th</sup> day of Oct, 1948

Quella Jannoy  
Name of Firm

Buck Cortis  
Title

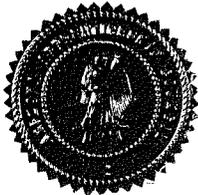
ARIZONA APPRENTICESHIP COUNCIL

John T. Weir Secretary

E. L. Maddox Chairman

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona. Done at the City of Phoenix, the Capital, this twenty seventh day of May in the year of our Lord, one thousand nine hundred and fourty nine

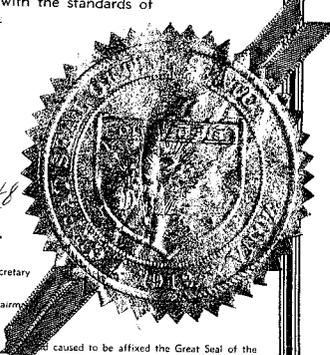
By the Governor: Paul H. Hoover  
Bradley Bohm  
Secretary of State



LOCAL APPRENTICESHIP COMMITTEE

Roy S. Love Secretary

H. S. McGuire Chairman



# THE ARIZONA APPRENTICESHIP COUNCIL MEMBERS

## EMPLOYER REPRESENTATIVES

**Clifford L. Maddox**, Chairman,  
General Contractor  
Member of A.G.C. and A.B.C.  
1525 South Central Avenue  
Phoenix, Arizona

**R. W. Hughes**, General Manager,  
Miami Copper Company and  
Castle Dome Copper Company  
Miami, Arizona

**John T. Kimball**, Vice-President,  
Central Arizona Light and  
Power Company  
501 South 3rd Avenue  
Phoenix, Arizona

## EMPLOYEE REPRESENTATIVES

**John T. Weir**, Secretary,  
President Intermountain  
District Metal Trades Council  
Room 523 Heard Building  
Phoenix, Arizona

**A. E. Williams**, Business Manager  
Phoenix Building and Construction  
Trades Council  
1637½ West Jefferson Street  
Phoenix, Arizona

**Fred D. Rhodes**, Secretary,  
Tucson Building and Construction  
Trades Council  
267 South Stone Avenue  
Tucson, Arizona

## PUBLIC MEMBER

**Rev. Charles S. Kendall**  
Central Methodist Church  
134 West Coronado Road  
Phoenix, Arizona

## CONSULTANT MEMBERS

**Edwin C. Gracey**, State Director,  
Trade and Industrial Education  
State Vocational Education Department  
Capitol Annex  
Phoenix, Arizona

**John N. Brennen**, State Manager,  
State Department of Labor  
Industrial Commission  
39 West Adams, Winters Building  
Phoenix, Arizona

**James A. Rork**, State Director,  
Arizona State Employment Service  
Room 101 Heard Building  
Phoenix, Arizona

