



COLLEGE
OF THE
FLORIDA KEYS

Apprentice Handbook



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APPRENTICESHIP ADVISORY COMMITTEE

COMMITTEE MISSION

The Apprenticeship Advisory Committee's mission is to provide consultation, administration, and steering of the Apprenticeship Program, in an advisory capacity. The Committee will play an active role in the development of programs, processes, and administration guidance that foster the continued culture of meaningful collaborative work between both business enterprises and the college, including its stakeholders.

COMMITTEE MEMBERS

Ron Leonard, Chairperson
Check Electric

Jack Seubert, Secretary
The College of the Florida Keys

Wayne Garcia
Garcia Contractors

Oscar Rodriguez
O. R. Painting

Sammy Jones
Garcia Contractors

Alexis Rodriguez
O. R. Painting

Jesus Castellanos
Pro Tech Connection

John Forrer
Protech e2

Mike Puto
Retired Contractors Association

Wayne Shannon
Custom Electric

APPRENTICESHIP STAFF DIRECTORY

**Main Apprenticeship
(305) 809-3185**

**Main Apprenticeship Email
apprenticeships@cfk.edu**

Jack Seubert
Dean, Marine Science and Technology
Jack.seubert@cfk.edu
(305) 809-3195

Melissa Hertzog
Director, Workforce Development, Community Education and Testing
Melissa.hertzog@cfk.edu
(305) 809-3185

Alina Trueba
UKC Engagement Administrator
Alina.trueba@cfk.edu
305-296-9308

MISSION STATEMENT

To offer a quality construction apprenticeship program providing career preparation and a work force to meet the needs of the employer, industry, and community, thereby enhancing the quality of life in the Florida Keys.

APPEAL PROCESS

Any termination due to violation of apprenticeship standards may be appealed within 10 days after receiving termination letter by contacting (305) 809-3185 or by email to apprenticeships@cfk.edu.

ATTENDANCE POLICY

- There are **no** excused absences. Every absence is an occurrence regardless of the reason for absence.
- To meet FLDOE Standards of Apprenticeship, each class shall meet the required time unless notified otherwise and must have a minimum of 144 trade-related instructional hours per year.
- 3 unexcused tardies will result in an absence.
- 3 absences will result in an automatic probation.
- **4 absences will result in automatic termination** with the right to appeal for reinstatement by the Apprenticeship Advisory Committee.

2nd absence	Email to apprentice that next absence is probation.
3rd absence	Letter sent to apprentice and employer that apprentice is on probation.
4th absence	Termination (10 days to file written appeal)

CANCELLATION OF CLASS

In the event a class session should be canceled due to emergency or inclement weather, apprentices will be notified by email, phone and/or text message.

COMMUNICATION

Email notifications are the primary means of communication between CFK, apprentices and sponsoring employers. It is the responsibility of the apprentice to notify CFK of changes in address, phone number or change of employer. In addition, any injury during OJT must be reported immediately.

DISCIPLINARY PROCEDURES

A good attitude is essential, as is the willingness to work and learn cooperatively.

- An instructor has the authority to suspend a student from his/her class. Should an instructor suspend an Apprentice or have disciplinary problems, the Apprenticeship office should be notified immediately of the action and the reason for the action.
- If an apprentice disrupts the class or is disruptive on the job, he or she will be subject to termination from the apprenticeship program.
- Apprentices disrupting class can be removed from the training class at the direction of the instructor. Apprentice will be marked absent for that class period.
- All disciplinary problems are reviewed by the apprentice committee of the trade and, ultimately, by the Apprenticeship Advisory Committee.

EMERGENCIES

If apprentices know he/she will be late for class or must miss a class due to an emergency occurring after 4 PM, contact his/her instructor. If the instructor cannot be reached, please leave a message with CFK Apprenticeship Office at (305) 809-3185. Absences due to emergencies still fall under the Attendance Policy.

EMPLOYER OBLIGATIONS

The success of apprenticeship training depends on a good relationship between the employer and the program. Employers are encouraged to communicate their needs, suggestions, problems, and other areas of concern relating to apprenticeship with the Apprenticeship Advisory Committee on a regular basis. All the apprenticeship committees invite employers to attend their meetings and to consider becoming a member of the committees themselves. The employer's active participation in the apprenticeship program is most welcome. Annual Registration includes:

- Complete the Florida Department of Education Participating Employer Agreement (upon initial registration).
- Pay annual apprentice tuition \$950.00 per apprentice.
- Complete an annual wage survey.
- Allow apprentice(s) to leave work in a timely manner to arrive at class sessions on time.
- Provide CFK apprenticeship staff notification of date termination within 10 days after terminating an apprentice.
- Sign monthly apprentice Work Process Cards to verify OJT hours.
- Agree to follow the minimum wage schedule (employers are allowed to pay an apprentice more than the minimum wage required).

EMPLOYMENT STATUS (OJT)

- No apprentice can change employers without prior approval of the Apprenticeship Advisory Committee. **If an apprentice terminates his/her employment, they will be automatically terminated from the program.**
- Failure of an apprentice to accept or show up for employment results in his/ her termination from the program on the grounds of self-termination.
- If an apprentice is laid-off or terminated by his/her employer, the apprentice must call and inform CFK at (305) 809-3185 within 48 hours.
- CFK does not guarantee placement with Participating Employers. The failure by an apprentice to secure employment within thirty (30) days will result in apprentice being terminated from the Program with Right to Appeal.

TERMINATION FROM EMPLOYMENT (by employer)

If an apprentice is "let go" from his/her current employer, the apprenticeship staff will assist that individual to help find another employer. It is the responsibility of the apprentice to set up interviews with prospective employers and notify CFK of the new employer. If the apprentice cannot find employment, he or she must voluntarily withdraw from the program.

TERMINATION FROM EMPLOYMENT (by apprentice)

If an apprentice quits his/her current employer, it is automatic termination from the program.

ENFORCEMENT OF SAFETY POLICIES: LAB, SUBSTANCE USE & FIREARMS POLICY

LAB POLICY: The NCCER curriculum requires apprentices to perform what they have learned in the NCCER textbook by performing various tasks. These tasks are identified as Performance Profiles that can only be verified by a journeyman level or higher with a PASS or FAIL grade.

Instructors and apprentices must abide by all safety guidelines set forth by NCCER and industry safety guidelines. Apprentices are required to bring their own safety glasses on scheduled lab nights.

SUBSTANCE USE POLICY: Apprentices are to adhere to the following guidelines:

- Illegal drug use is prohibited at all training locations and is punishable by law.
- Firearms and/or weapons are strictly prohibited at all training locations.
- Alcohol use is strictly prohibited on site at **any** training location.
- No tobacco use in front of building and/or inside at any training location.

*Tobacco use includes cigarettes, e-cigarette (vapes), and smokeless tobacco.

ENFORCEMENT OF SAFETY POLICIES: All persons, by signing this document, acknowledge the receipt and acceptance of all responsibilities of enforcement Safety Manual for all training sessions in which the instructor is the primary enforcer. Failure to properly ensure the safety of all apprentices in any classroom, lab, or field experience session will result in immediate termination.

EQUAL EMPLOYMENT OPPORTUNITY AND HARASSMENT

In accordance with state and federal law, the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of 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.

CFK supports a “harassment free” policy in any/all endeavors sponsored by the association, including the Apprenticeship training program. Harassment of any kind by any supervisor, co-worker, consultant, agent, apprentice, trainee, participating employer, on-the-job training supervisor, or supplier is improper and will not be tolerated.

GRADES

Grades are averaged through NCCER module testing, paper-based testing, homework, and classwork. Each apprentice and employer will receive grade reports. Apprentices must earn 70% or higher to pass the course and move onto the next level. Apprentices must complete all NCCER online module tests with a 70% before being promoted.

Grades are comprehensive for the course. The following grade schedule applies:

70 – 100 = S

0 – 69 = N

BELOW 70 IS FAILING

GRADUATION REQUIREMENTS

Upon graduation, all graduates from the apprenticeship program will earn a Florida Department of Education Certificate of Completion, 8,004 OJT hours, 576 hours of related-trade instruction and NCCER certificate/transcripts. If an apprentice has not turned in all Work Process Cards for 8,004 OJT hours, the apprentice must continue to turn in Work Process Cards over the summer before Florida Department of Education Certificate of Completion can be received.

APPEARANCE POLICY

Apprentices are to adhere to the following guidelines for appearance:

- Long pants/jeans
- Closed toe shoes
- No hats worn in doors
- Employer dress code while on-the-job

TERMINATION FROM PROGRAM

CFK Apprenticeship holds the right to terminate an apprentice for insufficient grades, failure to pass all NCCER modules, improper conduct on the job and/or classroom, violating safety, violence, discrimination against or vulgarity.

- Any violation of the apprentice guidelines will result in termination from the CFK Apprenticeship programs.
- Upon termination, the apprentice has the right to appeal for the termination with the Apprenticeship Advisory Committee within 10 days of the effective date of termination.
- For cases of hardship involving serious illness, injuries, emergency employer-initiated overtime work, etc., documentation is required to allow review by the committee when considering reinstatement back into the program.
 - For example: In the event of required overtime work causing absences/tardies, the apprentice must obtain a letter on his company letterhead or email from a verifiable email address, signed by the employer to verify the absence. If due to illness, a doctor's bill and/or statement is needed.
- Once terminated from the program, the apprentice has the right to request reinstatement into the program up to **two** years after the termination by submitting letters of request from the apprentice and a CFK Participating Employer to the Apprenticeship office staff.

TESTING OUT

If an apprentice has at least one year of experience with the current participating employer or is transferring in from a program that did not use NCCER curriculum, he/she may be eligible to test out of the first year. The sponsoring employer must write a "letter of request" to the apprenticeship staff. Effective July 1, employers will pay \$225 per apprentice each year for an employee to test out. If the apprentice only has a few modules to take to complete the test out phase the employer will be charged \$15.00 per module. Apprentices are not allowed to pay this fee. Apprentice must have tested out prior to the start of each training year.

TEXTBOOKS & APPLICATION FEE

- Apprentices are responsible for bringing his/her own textbooks to class each night.
- Textbooks are available to order from the CFK Bookstore before classes start each year.
- Textbooks are required on the first night of class for entry. Apprentices removed from classes for not having a textbook will receive an absence.
- All first time CFK applicants are responsible for the application fee. Employers are welcome to pay this fee at their discretion.

TRANSFER

In the event an apprentice would like to transfer to a different apprenticeship program, he/she can provide their NCCER certifications through the NCCER national registry system to have credits applied to their new training program. If the new training program needs additional information about prior experience, please contact the apprenticeship staff.

TRANSPORTATION

Transportation is the responsibility of the apprentice. Failure to attend work and/or classes because of transportation issues will be grounds for termination from the program.

WAGE INCREASE ELIGIBILITY

- CFK will notify employers regarding wage increases. Increases are only applicable if you are receiving the minimum percentage.
- Wage increases will only occur for those in good standing.
- Wage increases will be recommended when all the following is verified:
 - Work Process Cards are up to date.
 - Apprentice has no excessive absences.
 - Apprentice has successfully passed every current NCCER online module test with a 70% of higher
 - Apprentice has a current semester grade of at least 70%.

WAGE RATES

Wage rates are based on an annual wage survey sent to all participating employers to record their hourly wage of a journeyman. Apprentices begin at 75% of the average journeyman wage. If an apprentice is in good standing, apprenticeship staff will send the sponsoring employer a letter of raise eligibility. Please see below for the most recent wage schedule.

Period of Training	Percent of Journey worker's Rate	Apprentice's Hourly Rate
Year 1 – 1 st 1000 hrs.	75%	\$15.93
Year 1 - 2 nd 1000 hrs.	75%	\$15.93
Year 2	85%	\$18.06
Year 3	85%	\$18.06
Year 4	100%	\$21.25

*Based on the average hourly wage rate in Florida of a Journey worker \$ 21.25 , as of 04 / 18 / 2023 , work week is 40 hours.

WITHDRAWAL FROM PROGRAM

An apprentice at any time can voluntarily withdraw from the program by contacting his/her training coordinator to begin the process. It is recommended that the apprentice write a letter or email explaining the circumstances surrounding their decision and submit it to the training coordinator. The apprentice may be reinstated with board approval within 2 years.

WORK PROCESS CARDS/ON-THE-JOB TRAINING

An apprentice must turn in monthly Work Process Cards for the apprenticeship staff to log all On-the-Job Training hours to total 8,004 or journeyman level. Work Process Cards are expected to be turned in correctly by the first of each month. If an apprentice turns in a Work Process Card incorrectly, they will be notified, and it will not count until it is properly resubmitted. Blank Work Process Cards can be found: <http://www.cfk.edu/apprentices>

- Apprentices are required to submit a Work Process Card monthly – 12 months per year.
- You may turn your Work Process Cards in by scanning and emailing them, mailing them, taking a picture of your Work Process Card with a camera phone, and emailing or physically dropping your Work Process Card off to the CFK Apprenticeship Office. Emailed Work Process Cards should be **ONLY** sent to apprenticeships@cfk.edu, not individual staff members.
- Work Process Cards must be in the CFK office no later than the 1st of every month.
- If Work Process Cards are not up to date when school is in session, apprentices will not be allowed back in class until the Work Process Cards are updated. Apprentices will be counted as absent for the days they miss for this reason.
- Work Process Cards must be filled out properly before they can be accepted, including: Name, Employer, Trade, Class, Month, Year, Current Wage, Total Hours for the Month computed on the front of the card must all be indicated. **A signature at the end of each week by the supervising journey worker is required.**
- Use one Work Process Card for each month. Do **NOT** overlap months.
- If you need blank Work Process Cards, they are available on the CFK Apprenticeship website at <http://www.cfk.edu/apprenticeships> or by visiting CFK Apprenticeship Office at 5901 College Road during office hours. **Obtaining cards is your responsibility!**
- Instructors should not accept Work Process Cards. Apprentices are responsible for submitting Work Process Cards directly to the Apprenticeship Office.