



**COLLEGE**  
OF THE  
**FLORIDA KEYS**

# **Apprentice Handbook**



## **TABLE OF CONTENTS**

Table of Contents

Executive Committee Members

Staff Directory

Mission Statement

Appeal Process

Attendance

Cancellation of Class

Communication

Disciplinary Procedures

Emergencies

Employer Obligations

Employment Status

Enforcement of Safety Policies: Lab, Substance Use & Firearms Policy

Equal Employment Opportunity and Harassment

Grades Policy

Graduation Requirements

Appearance Policy

Termination from Program

Testing Out

Text Books & Application Fee

Transfer

Transportation

Wage Increase Eligibility

Wage Rates

Withdrawal from Program

Work Process Cards/On the Job Training (OJT)

## 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

Wayne Shannon, Chairperson  
Custom Electric

Jack Seubert, Secretary  
The College of the Florida Keys

Mike Puto  
Retired Contractors Association

John Forrer  
Protech2

Walter Kramer  
Instructor

Alina Trueba  
The College of the Florida Keys

Melissa Hertzog  
The College of the Florida Keys

Jaime Renard  
Volunteer

### APPRENTICESHIP STAFF DIRECTORY

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

**Main Apprenticeship Email  
[apprenticeships@cfk.edu](mailto:apprenticeships@cfk.edu)**

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

Melissa Hertzog  
Director, Workforce Development and Continuing Education  
[Melissa.hertzog@cfk.edu](mailto:Melissa.hertzog@cfk.edu)  
(305) 809-3185

Alina Trueba  
UKC Engagement Administrator  
[Alina.trueba@cfk.edu](mailto: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](mailto:apprenticeships@cfk.edu).

## ATTENDANCE POLICY

**There are no excused absences. Every absence is an occurrence regardless of reason for absence.**

- There are **no** excused absences. Every absence is an occurrence regardless of 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 changes in address, phone number or email.

## 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 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 of 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 to 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 result 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.
- Tobacco\* use is prohibited.

\*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.

Please immediately call Melissa Hertzog, Director Workforce Development and Continuing Education with any concerns regarding the above information (305) 809-3185.

## **GRADES**

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

- NCCER must be completed with a passing grade for each chapter.
- Grades are comprehensive for the course. The following grade schedule applies:
  - 70 – 100 = S (Satisfactory)
  - 0 – 69 = N (Not Satisfactory)
- 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 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 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**

NCCER's National Craft Assessment and Certification Program is used to The NCCER testing out process for Electrical Apprentices is available for individuals who have completed a minimum of 2 years of work experience in the electrical trade. This means that you can test out for the certification after completing 2 years of apprenticeship training or equivalent work experience.

NCCER offers four certification levels for Electrical Apprentices, each requiring a specific amount of work experience:

1. Level 1: 2 years of work experience (minimum)
2. Level 2: 4 years of work experience (minimum)
3. Level 3: 6 years of work experience (minimum)
4. Level 4: 8 years of work experience (minimum)

You can test out for the certification at any point within the timeframe corresponding to your level of experience. For example, if you have completed 2 years of work experience, you can test out for the Level 1 certification at any point within those 2 years. Proof of experience through a letter from a supervisor or a copy of your employment contract is required.

## **COST OF TESTING OUT**

**Application Fee:** The initial application fee is around \$25-\$50, which covers the processing of your application and the creation of your testing schedule.

**Assessment Fees:** The cost of the assessments varies depending on the location and the type of assessments you're taking. On average, the assessment fees range from \$100 to \$300 per assessment.

**Total Cost:** The total cost of the testing out process can range from \$225 to \$650, depending on the number of assessments you need to take.

The payment of fees for NCCER testing out is typically handled by the individual seeking certification.

## **TEXTBOOKS & APPLICATION FEE**

- Apprentices are responsible for bringing his/her own textbooks to class each night.
- Textbooks are available for 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.

## **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 of 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 that average journeyman wage. If an apprentice is on good standing, apprenticeship staff will send the sponsoring employer a letter of raise eligibility. Please see below for the most recent wage schedule. Employers may pay more than the minimum salary at any given time.

### FOR APPRENTICES

Percentages are based on journeyman rate of \$21.25 per hour as of 4/18/2023

| PERIOD OF TRAINING                 | PERCENT OF JOURNEYWORKER'S RATE | APPRENTICE'S HOURLY RATE |
|------------------------------------|---------------------------------|--------------------------|
| Year 1 – 1 <sup>st</sup> 1000 hrs. | 75%                             | \$15.93                  |
| Year 1 – 2 <sup>nd</sup> 1000 hrs. | 75%                             | \$15.93                  |
| Year 2                             | 80%                             | \$17.00                  |
| Year 3                             | 85%                             | \$18.06                  |
| Year 4                             | 100%                            | \$21.25                  |

## 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 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 in order for the apprenticeship staff to log all On-the-Job Training hours in an effort 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 picked up in the apprenticeship office.

- 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](mailto:apprenticeships@cfk.edu), not individual staff members.
- Work Process Cards must be in the CFK office no later than the 5th 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.
- **Obtaining work process cards is your responsibility!**
- Instructors should not accept Work Process Cards. Apprentices are responsible for submitting Work Process Cards directly to the Apprenticeship Office.