

Local Committee Participation Agreement

for the

National Center for Healthcare Apprenticeships National Joint Apprenticeship Training Committee (NJATC)

<i>Occupation</i>	<i>Local Apprentice Completion Wage</i>
Community Health Worker (CHW)	
Emergency Medical Technician (EMT)	
Hospital Coder	
Medical Assistant	
Support and Retention Coordinator I	
Support and Retention Coordinator II	
Ambulatory Coder	
Central Sterile Processing Technician	
Surgical Technologist	
Home Health Aide + Specialties (Advanced Home Health Aide, Peer Trainer; Care Transitions; Dementia; Geriatric; Hospice/Palliative)	

The undersigned local apprenticeship committee hereby subscribes to the provisions of the Apprenticeship Standards formulated and approved by the **National Center for Healthcare Apprenticeships (NCHA)**. The participating local committee agrees to carry out the intent and purpose of these apprenticeship standards and to abide by the rules and decisions of **National Joint Apprenticeship Training Committee (NJATC)**. The participating local apprenticeship committee affirms they have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the NJATC, the local apprenticeship committee, or the Registration Agency.

On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent mentor and/or journey level worker and the work assigned to the apprentice will be rotated to ensure training in all phases of the work of his or her occupation.

This form must be signed and returned to NCHA and the NJATC and placed on file for the local committee's apprentice(s) to be registered as part of the National Apprenticeship system. Once approved by the NCHA and the NJATC, the local committee will have authority to make program decisions regarding local apprentice applicants, selection, registration, training, evaluation, and completion by following the National Apprenticeship Standards as registered with the US Department of Labor Office of Apprenticeship (OA) on behalf of the NJATC and the NCHA.

Specifically, the local committee's responsibilities include (but are not limited to) the following tasks:

- Selection of apprentices
- Review and recommend apprenticeship activities in accordance with the program
- Establish the minimum standards of education and experience required of apprentices;
- As needed, determine a process for granting credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under the NCHA standards.
- Review records and progress of each apprentice in training and recommend improvement in training schedules, schooling, and other training activities;
- Determine the quality and quantity of experience on the job, which apprentices should have, and to make every effort toward obtaining it;

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- Hear and resolve all complaints of violation of apprenticeship agreements;
 - Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge;
 - Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation;
 - Provide apprentices with a copy of the written rules and policies and ensure that the apprentice will sign an acknowledgement receipt of the same. This procedure will be followed whenever revisions or modifications are made to the rules and policies;
 - When notified that an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the local committee will determine whether the apprentice should continue in a probationary status or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. Should it be found in the course of this determination that the apprentice does not have the ability or desire to continue the training, the local committee will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.
 - Conduct evaluation (or delegate such evaluations) of apprentices' progress in competencies, skills, and technical knowledge;
 - Oversee apprentice's related instruction and on-the-job progress, advance them when successful or decide on a course of action when progress is unsuccessful;
 - Meet at least every 3 months to review records and progress of each apprentice in training and recommend improvement or modification in training schedules, schooling, and other training activities. Written minutes of these meetings will be kept.

Committee**Name:** _____ **Phone:** _____**Address:** _____ **City, State, Zip:** _____**Contact Name and Title:** _____**Email:** _____ **Phone:** _____**Signature:** _____**Members and Affiliation if a Local Apprenticeship Committee:** __________

ATTACHMENT FOR: Identify Occupation Here

The local committee will need to complete the following information and submit to the NCHA for approval. The NCHA and the NJATC want local committees to have as much autonomy in the operation and administration of this program as possible. **As a National Program, a documentation link must be established between the National Program and its approved local apprenticeship committees.**

PLEASE COMPLETE AND FORWARD THE FOLLOWING INFORMATION TO THE NCHA/NJATC

Section IV (4) – Local Committee Minimum Qualifications for Apprenticeship [29 CFR 29.5(b)(10)]

Applicants shall meet the following minimum qualifications. Qualification requirements must apply to all applicants equally. **Please select only those that apply:**

Minimum Qualifications as stated in the NJATC Standards for the occupation(s) in Appendix A

Or additional local requirements as follows:

- Age:** Shall be at least 18 years of age.
- Education:** Please identify requirement(s): _____
- Aptitude Test:** Test is required, please identify test: _____
- Physical/Mental Requirements:** _____
- Criminal and DMV Background Check**
- Driver License**
- or**
- Veteran with experience in a related field** (DD214 required)
- or**
- Other previous experience in an occupationally related field as determined by the local committee**

NOTE: All applicants may need to be screened for illegal use of drugs to apply to the apprenticeship program, be accepted into the apprenticeship program and/or prior to being placed into employment

Section VI (6) – Apprentice to Professional Ratio [29 CFR 29.5(b)(7)]

A numeric ratio of apprentices to fully skilled professionals in the occupation consistent with proper supervision, training, safety, and continuity of employment except where such ratios are expressly prohibited by collective bargaining agreements.

- Ratio as stated in the NJATC National Standards for the occupation in Appendix A**
- or**
- Other – please specify ___ apprentices to ___ full skilled or journey worker level professionals**

Section VIII (8) – Probationary Period [29 CFR 29.5(b)(8)} and 29 CFR 29.7(h) (1) and (2)(i) (ii)]

- Probationary period as stated in the NJATC Standards for the occupation in Appendix A**
- or**
- The first ___ days or ___% of the program’s length as a registered apprentice shall be considered a Probationary period if the apprentice is a new hire, as consistent with the local committee’s policy.**
- or**
- Probationary period is waived per collective bargaining agreement or employer policy.**

Section X (10) – Apprentice Wage Progression ***[29 CFR 29.5(b)(5)]***

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey worker wage rate. The rates will be determined by the local CBA, apprenticeship partnership or subcommittee, as identified in Appendix A in the NJATC National Program Standards.

- Please attach the local wage schedule for each occupation covered under this Local Committee Participation Agreement.**

Section XIII – Related Instruction ***(29 CFR 29.5(b)(4))***

Every apprentice is required to participate in coursework related to the job as outlined in Appendix A. For this occupation, the training provider(s) for this instruction will be: _____

Section XV (15) – Maintenance of Records ***[29 CFR 29.5(b)(6)(23) and CFR 30.8]***

The NJATC is responsible for maintaining the following records in support of the National Apprenticeship Program. To adequately meet its regulatory requirements the local committee, through this participation agreement, must maintain the following records and make them available to the NJATC upon request.

- ✓ Summary of the qualifications of each applicant
- ✓ Basis for the evaluation and the selection or rejection of each applicant
- ✓ Records pertaining to any oral interview including the questions asked and the scoring for each applicant
- ✓ The original application
- ✓ Records of each apprentice’s on-the-job learning (OJL); related instruction (RI); reviews and progress evaluations
- ✓ Records of job assignments, promotions, demotions, layoffs, suspensions, terminations, rates of pay and
- ✓ Any other actions pertaining to the apprenticeship

Such records must clearly identify female and minority candidates or apprentices if possible. Candidates and apprentices are not required to disclose gender, ethnicity, or any other protected classification information. Sharing such information is voluntary. Records must include the evaluation and the basis for selection or rejection of each applicant.

All such records are property of the local committee and will be maintained for a period of 5 years. Records will be made available, upon request, to the NCHA, the NJATC, or the Registration Agency.

Reviewed and Approved by:

The National Center for Healthcare Apprenticeship’s NJATC

Signature _____ Date: _____

Title: _____