Southern California

Drywall/Lather

Acoustical Installer

Plastering

Insulator & Weatherization

&

Weatherization Installers & Technicians

APPRENTICESHIP PROGRAMS

RULES AND REGULATIONS AND GENERAL PROGRAM INFORMATION

(Revised September 2014)

Attitude - Skill – Quality – Productivity

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INTRODUCTION

The California Apprenticeship Council (CAC) sets policy for the Division of Apprenticeship Standards (DAS). The 17-member council is comprised of six employer, six employee and two public representatives appointed by the governor, plus one representative each of the chancellor of the California community colleges, superintendent of public instruction, and director of industrial relations as administrator of apprenticeship. The DAS chief serves as secretary to the council, and the division provides staff assistance to the CAC and its advisory committees.

The Division of Apprenticeship Standards (DAS) administers California apprenticeship law and enforces apprenticeship standards for wages, hours, working conditions and the specific skills required for state certification as a journeyperson in an apprenticeable occupation. DAS promotes apprenticeship training, consults with program sponsors, and monitors programs to ensure high standards for on-the-job training and supplemental classroom instruction.

The Southern California Drywall/Lather Joint Apprenticeship and Training Committee ("SCDLJATC") , the Southern California Acoustical Installers Joint Apprenticeship and Training Committee ("SCAIJATC"), Southern California Plastering Joint Apprenticeship and Training Committee (SCPJATC) Southern California Insulator & Weatherization Joint Apprenticeship and Training Committee ("SCIWJATC") and Southern California Weatherization Installers & Technicians ("SCWITJATC") sponsor, respectively, the Drywall and Lathing Apprenticeship Programs, the Acoustical Installation Apprenticeship Program, the Plastering Apprenticeship Program in Southern California, the Southern California Insulation & Weatherization Joint Apprenticeship and Training Committee, and the Southern California Weatherization Installers & Technicians. These Committees are affiliated with the Southwest Regional Council of Carpenters. The Drywall/Lather program is also affiliated with the Western Wall & Ceiling Contractors Association (WWCCA). The Programs were developed under and are subject to the regulations and policies of the DAS and CAC.

The SCDLJATC, SCAIJATC, SCPJATC, SCIWJATC, SCWITJATC and consist of equal numbers of Labor and Contractor representatives who serve voluntarily without pay. These representatives have the right to vote on apprentice matters coming before them. In addition, the following officials meet with and advise the Committees: Training Trust Fund Coordinators, Consultants of the DAS, and Representatives of the Local Education Agency (LEA).

These Committees have established advisory committees to assist in administering their programs. The Committees provide guidance and procedures to the advisory committees for administrative upgrades and any disciplinary actions. All advisory committee recommendations are subject to final approval by the Committee sponsoring the program involved. We use the term "Committee" here to refer to these Committees and advisory committees, depending on the context. **SUBMIT ANY REQUESTS OR OTHER CORRESPONDENCE, AS DESCRIBED IN THESE RULES AND REGULATIONS, TO THE TRAINING CENTER YOU ATTEND, UNLESS OTHERWISE INDICATED.**

In order to remain in these Programs apprentices are **REQUIRED** to obey the rules and regulations that follow. Knowing these rules is a part of the Program. **I didn't know the rule is not an excuse.** KEEP THIS COPY OF THE RULES AND REGULATIONS WITH YOUR TEXTBOOKS AT ALL TIMES FOR YOUR PERSONAL AND CLASS INSTRUCTORS PERIODIC REVIEW.

NOTE: ***When referring to apprentices, the masculine gender is used for convenience only, and shall refer to both males and females.***

I. DAYTIME TRAINING

A. REGISTRATION AND PENALTIES

1. In addition to on-the-job training, each apprentice is required to register in and attend the Daytime Training classes of related and supplemental instruction.

2. Each apprentice will be notified in writing of the date(s) that they are to attend Daytime training. The first notification will be sent 45-60 days after the date of indenture. **An unreported change of address is not an excuse for failing to appear for class. It is the responsibility of each apprentice to keep a current mailing address and telephone number registered with the Local Union office and the Training Center.**

3. Each apprentice is required to attend Daytime Training until they have satisfied all Daytime Training requirements. Failure to attend mandatory Daytime Training classes will result in the apprentice being cited to the Committee and a recommendation for cancellation from the program.

4. Apprentices will not be accepted back into the Program for 30 days following the cancellation and approval by the committee. If the cancellation is the third (3rd), the cancellation will be for one (1) year.

5. An apprentice who fails to attend mandatory Daytime Training classes and who is cancelled from the Program is no longer an Apprentice. The fact of their cancellation from the Program will be communicated to the Union. The Union may and likely will take action to have a cancelled apprentice terminated from employment. Because the worker is no longer an apprentice and cannot be paid as such, their employer may decide on their own to terminate them rather than pay them journeyman wages. Canceled apprentices are not allowed to attend classes.

6. An apprentice who is on disability will not be allowed to attend Daytime Training classes until they submit medical documentation to the Committee/ training center that they can safely participate in the Training Classes.

7. Apprentices shall endeavor to maintain the high ethical standards of the United Brotherhood of Carpenters and Joiners of America. Apprentices involved in cheating, thievery or vandalism shall be suspended for not less than six months and/or terminated from the program.

8. Apprentices who violate the authority of the instructors, JATC staff or the Committee shall be subject to disciplinary action.

B. RESCHEDULING OF CLASSES

1. All requests to reschedule a class **must be submitted in writing,** and will only be approved for ***documented*** reasons. An employer may submit a request on behalf of the apprentice on company letterhead.

   The employer request must contain the apprentice's name, social security number or UBC number and a valid reason for rescheduling. It is the ***responsibility*** of the apprentice to follow up on ***any*** request for a reschedule. A telephone reschedule is not acceptable and must be followed up with documentation.

2. Apprentices will not be allowed to reschedule during their probationary period.

3. Apprentices more than six (6) months behind in their training are not permitted to reschedule for any reason.

4. Apprentices will be notified, in writing and/or by telephone, as to the approval or non-approval of a reschedule. **If the reschedule is approved, the apprentice will be assigned on a mandatory attendance to the next available class.**

5. Rescheduled classes may not be rescheduled again. The class is a mandatory attendance. Apprentices that miss a rescheduled class will be cited to the advisory committee/advisory committee to be recommended for cancellation.

6. If an apprentice is unable, for good and sufficient reason, to register in and/or continue attendance in the Daytime classes, they may be placed on a "Hold Status," (excused from attending school) for up to six (6) months and remain in good standing with the Program. To be placed on "Hold Status" an apprentice is subject to the following conditions:

   a. The apprentice shall first request permission, in writing, from the Committee/Coordinator to be excused from attending daytime classes,

indicating the ***documented*** reason for such a request.

b. The apprentice shall remain working in the trade whenever possible.

c. The duration of the "Hold Status" will not exceed six (6) months.

C. VOLUNTARY CLASSES (Walk-ins)

1. An apprentice who currently is not working may voluntarily attend Daytime training on a non-mandatory basis. To do so they must contact the training center to find out when an opening exists in the next training class in his training progression. Apprentices attending training classes voluntarily remain subject to all Program rules and regulations, and must complete their voluntary classes as if they were mandatory.

2. A walk-in apprentice who completes the requirements of a voluntary class will be scheduled for his next regular class in the next quarter.

3. An apprentice that has been cited to the committee for non-attendance is not allowed to walk into a class.

D. ABSENCES, TARDINESS AND CLASS CONDUCT

1. The minimum related and supplemental classroom hours shall be 160 hours per year.

2. Every apprentice must bring tools and study materials to class before signing in on the “class sign-in sheet” for each class.

3. Classes start at 6:30 a.m. Apprentices are considered tardy after 6:31 a.m. After three tardies, the student will be required to make-up one day and one day for each tardy thereafter. At 6:35 a.m., the student will only be allowed to attend class at the discretion of the instructor.

4. If an apprentice misses his first scheduled class after indenture or reinstatement they will be suspended from work for one week and cited to the committee to be recommended for cancellation

5. If the class is not the first class, apprentices that fail to attend the first day of training will be suspended from work for one week and scheduled for the next available class. The next scheduled class will be mandatory.

6. Apprentices failing to attend the next scheduled mandatory training will not only be automatically suspended from work for one week but also will be put on Hold Status and cited to the next Apprenticeship Committee Meeting with a recommendation to be canceled from the training program.

7. An apprentice who misses class on any day other than the first day will be required to make-up that day on the following *Monday. Apprentices who are absent from a class more than one day will be dropped from that class. Students may not miss any days of training during a holiday week (4 –10-hour days of scheduled training).

8. An apprentice that fails to complete the required make-up day will lose all credit for the class and may be cited to the next Apprenticeship Committee Meeting.

9. Apprentices who wish to appeal the automatic suspension have the right to a hearing of their appeal at the Training Center at which they were scheduled to class.

10. All Apprenticeship Committees have agreed to delegate their authority in the matter of automatic suspensions to the respective Training Center Coordinators.

11. Coordinators shall set regular times throughout the week to hear Apprentices' appeals on suspensions.

12. Coordinators shall have the authority to revoke or sustain the automatic suspension based upon their hearing of the Apprentice's appeal and shall make a written record of such.

13. The Apprentice may appeal the Coordinator's decision at the next scheduled Apprenticeship Committee Meeting for further consideration of extenuating circumstances for which they were unable to document at the time of the hearing to the Coordinator's satisfaction.

14. Letters of suspension will be generated after roll is taken on the first day of training and sent to the Apprentices' home address, Contractor and Local Union.

15. If Apprentices suspended from the training program are found on a contractor's job, they will be removed from their on-the-job training and prohibited from continuing their on-the-job training during the suspension.

16. Misconduct in class may result in being sent home by the coordinator or instructor and the apprentice may be cited to appear before the Committee prior to being allowed to return to class.

*Tuesday, if Monday is a holiday

E. SKILL UNIT REQUIREMENTS

1. The daytime training curriculum for all involved Programs consists of a series of "Skill Units. Completion of a MINIMUM of 64 SKILL UNITS are required to complete each involved Apprenticeship Program.

2. Each apprentice is required to purchase required textbook(s) or workbooks and any other required resource books recommended by the Committee.

3. Drywall/Lather required skill units within the 64 units include the following:
   a. Light Gauge Welding (AWS - D1.3 Certification)
   b. Print Reading
   c. All certifications listed in the Master Labor Agreement and any other certification or requirement to meet City, State or Federal rules or laws.

4. Acoustical Installer required skill units within the 64 include the following:
   a. Printreading and Advanced Printreading
   b. All certifications listed in the Master Labor Agreement and any other certification or requirement to meet City, State or Federal rules or laws.

5. Plasterer required skill units within the 96 include the following:
   a. Print Reading and Advanced Print Reading
   b. All certifications listed in the Master Labor Agreement and any other certification or requirement to meet City, State or Federal rules or laws

6. Insulator required skill units within the 64 include the following:
   a. Printreading and Advanced Printreading
   b. All certifications listed in the Master Labor Agreement and any other certification or requirement to meet City, State or Federal rules or laws.

7. Apprentices that do not receive a passing grade will not receive skill unit credit and will be cited to the advisory committee/advisory committee.

8. Any apprentice who does not have the required work hours to receive his Journeyman Certificate within twelve (12) months after completing school may be advanced, at the discretion of the JATC, to journeyman **without** a trade certificate.

9. Skill unit requirements shall NOT be waived for either school transcripts or prior on-the-job experience.

10. All apprentices transferring into these Programs will be given skill unit credit and work experience based on records from their former JATC.

F. HEALTH & SAFETY CERTIFICATIONS

1. All apprentices are required to complete the certifications listed in the Master Labor Agreement and any other certification or requirement to meet City, State or Federal rules or laws

2. Failure to comply with the aforementioned shall be cause for denial of journeyman advancement.

G. WELDING REQUIREMENTS (Drywall/Lather Program)

1. Each apprentice is required to complete eighty (80) hours of light gauge welding.

2. A valid AWS - D1.3 SMAW welding certification is mandatory for completion of the program. Joints tested will be flare bevel and T-joints in the vertical and overhead positions.

3. Welding requirements will be waived with proof of a valid AWS - D1.3 SMAW certification from an accredited testing facility. Joints tested must be the same as above.

4. Units for the AWS and LAC classes will not be given until the apprentice successfully completes the AWS – D1.3 SMAW certification and/or the LA City Light Gage – D1.3 certification.

5. Drywall/Lather apprentices that take and pass the welding, AWS, SMAW, D1.3 certification outside of the regularly scheduled daytime training classes will receive four (4) skill units. Joints tested must be the same as above.

6. Drywall/Lather apprentices that take and pass the L.A. City SMAW Light Gage. D1.3 certification outside of the regularly scheduled daytime training classes will receive four (4) skill units.

II. UPGRADE REQUIREMENTS:

All apprentices are required to have all paperwork current and outstanding debts paid to receive an upgrade.

It is the responsibility of the apprentice to give a copy of their upgrade letter to their employer ***immediately*** upon returning to work.

A. UPGRADE REQUIREMENTS FOR DRYWALL/LATHER PROGRAM

Each apprentice shall receive normal upgrades in period and wage by meeting the following requirements:

1. Completion of required skill units for each upgrade.

2. Accumulation of on-the-job hours verified by the Carpenters Trust Administration and/or original check stubs from an approved contractor.

1st – 2nd period 1,000	5th – 6th period 3,400
2nd – 3rd period 1,600	6th – 7th period 4,000
3rd – 4th period 2,200	7th – 8th period 4,600
4th – 5th period 2,800	8th – JYM 5,200

3. Blue Book work process hours

4. Completion of required class with a passing grade

An apprentice may lose credit for the class if they fail to complete required attendance. See I, D, 8.

All Drywall/Lather apprentices regardless of period of indenture must have ***current*** the required certifications listed in the Master Labor Agreement and any other certification or requirement to meet City, State or Federal rules or laws and American Welding Society (AWS) D1.3 certification from an accredited lab to upgrade to journeyman.

B. UPGRADE REQUIREMENTS FOR ACOUSTICAL INSTALLER PROGRAM

Each apprentice shall receive normal upgrades in period and wage by meeting the following requirements:

1. Completion of required skill units for each upgrade

2. Accumulation of on-the-job hours verified by the Carpenters Trust Administration and/or original check stubs from an approved contractor.

1st – 2nd period 1,000	5th – 6th period 5,000
2nd – 3rd period 2,000	6th – 7th period 5,700
3rd – 4th period 3,000	7th – 8th period 6,400
4th – 5th period 4,000	8th – JYM 7,000

3. Blue Book work process hours

4. Completion of required class with a passing grade

An apprentice may lose credit for the class if they fail to complete required attendance. See I, D, 8.

All Acoustical apprentices regardless of period of indenture must have ***current*** the required certifications listed in the Master Labor Agreement and any other certification or requirement to meet City, State or Federal rules or laws to upgrade to journeyman.

C. UPGRADE REQUIREMENTS FOR PLASTERING PROGAM

1. Completion of required skill units

2. Accumulation of on-the-job hours verified by the Carpenters Trust Administration and/or original check stubs from an approved contractor

1st – 2nd period 852	5th – 6th period 5,960
2nd – 3rd period 1,987	6th – JYM 6,811
3rd – 4th period 3,406	
4th – 5th period 4,825	

3. Blue Book work process hours

4. Completion of required class with a passing grade

An apprentice may lose credit for the class if they fail to complete required attendance. See I, D,

All Plastering apprentices regardless of period of indenture must have ***current*** the required certifications listed in the Master Labor Agreement and any other certification or requirement to meet City, State or Federal rules or laws to upgrade to journeyman.

D. UPGRADE REQUIREMENTS FOR INSULATOR PROGRAM

Each apprentice shall receive normal upgrades in period and wage by meeting the following requirements:

5. Completion of required skill units for each upgrade.

6. Accumulation of on-the-job hours verified by the Carpenters Trust Administration and/or original check stubs from an approved contractor.

1st – 2nd period 1000	5th – 6th period 4600
2nd – 3rd period 2000	6th – 7th period 5200
3rd – 4th period 3000	7th – 8th period 5800

4th – 5th period 3800 8th – JYM 6400

7. Blue Book work process hours

8. Completion of required class with a passing grade

An apprentice may lose credit for the class if they fail to complete required attendance. See I, D, 8.

All Insulator apprentices regardless of period of indenture must have ***current*** the required certifications listed in the Master Labor Agreement and any other certification or requirement to meet City, State or Federal rules or laws to upgrade to journeyman.

E. ON-THE-JOB TRAINING HOURS

1. An apprentice whose on-the-job training hours cannot be verified by Trust Administration reports shall be required to verify hours by presenting original checks stubs from an approved contractor. Pre-apprentice and craft assistant work hours do not count towards apprenticeship on-the-job training hour requirements. Hours worked when cancelled or suspended will not be counted toward the program's on-the-job hours. Out of state work does not count toward on-the-job training hours.

Apprentices cited for failure to turn in their Blue Books will be given 10 working days (2 weeks) to comply with the committee directive to submit their Blue Books or they will be cancelled.

2. Check stub verification shall be made by presenting the stubs in person or by mailing them to the training center. **All check stubs turned in for verification to a training center must include the apprentice's social security number and be in chronological order.**

3. Each apprentice is responsible for maintaining a current record of their work process hours. The work process hours will be recorded in the Work Record Book (Blue Book). The training Center will provide the books to the apprentice.

   The record book must be kept current and be available upon request to the DAS consultant, Program, Committee, Employer and JATC Coordinator. Failure to maintain and submit the record shall result in denial of an upgrade and citation to the committee for disciplinary action.

E. MERITORIOUS ADVANCEMENTS / RE-EVALUATIONS

1. An apprentice may request re-evaluation (merit upgrade) of their period level.

Their request must include a written letter of recommendation by the employer on company letterhead. The apprentice must be in compliance with program requirements, only one such upgrade is permitted, and the advancement is limited to one period of their apprenticeship.

III. APPRENTICE CANCELLATIONS

1. If at any time an apprentice cannot continue their apprenticeship on a full time basis, inclusive of work and/or school attendance, they may request a voluntary withdrawal from the program

2. Apprentices that do not work a minimum of 500 on-the-job hours for an approved contractor within a 12-month period, at the discretion of the JATC, shall be cancelled from the program.

3. An apprentice who withdraws in good standing from the program shall be eligible for reinstatement, at the same program level, at any time within two (2) years from the date of withdrawal. Their wage rate shall be that rate in effect at the time of reinstatement.

A. CANCELLATION FOR NON-COMPLIANCE

Apprentices not in compliance with school or work requirements may be cancelled for that reason. An apprentice who is canceled from the program for non-compliance shall not be eligible for reinstatement into the program for **30 days** from the date of cancellation. *See VI. Rights and Privileges*

Three Strikes Policy: Any apprentice cancelled from the program for non-compliance ***three (3) times*** will not be allowed to reinstate, for one (1) year from the date of the third (3rd) cancellation.

An apprentice that has been cancelled ***three (3) times*** has the right to appeal their cancellation to the State of California, Administrator of Apprenticeship, Department of Industrial Relations, Division of Apprenticeship Standards, P.O. Box 420603, San Francisco, CA 94142. See Cancelation Letter

Virtually any Committee decision and many other matters can be the subject of a complaint to the Administrator.

B. UNION DUES

An apprentice who is not current in their dues is subject to a demand from their Local

Union to their employer that they be terminated for non-compliance with the contract's union security provision. If that happens the apprentice cannot work.
If the apprentice fails to "maintain their availability for work", they cannot comply with their apprentice obligations and they will be cancelled from the Program.

IV. REINSTATEMENT INTO THE APPRENTICESHIP PROGRAM

Apprentices cancelled from the program will be eligible for reinstatement 30 days from the date of cancellation for the first and second cancellation. Apprentices cancelled three times will be eligible for reinstatement one year after the cancellation (see three strikes policy).

Any apprentice reinstated into the apprenticeship program will be credited with all skill units and on-the-job training hours earned **prior** to their cancellation.

The apprentice must have a new Letter of Subscription and sign a new Apprentice Agreement.

V. GENERAL PROGRAM INFORMATION

A. CHANGE OF ADDRESS

1. **Apprentices must immediately report every change of address or phone number to their local union.**

2. The Committee shall not be responsible for an apprentice who does not receive notices due to unreported changes of address.

   Non-receipt of a notice certified or otherwise, due to an unreported change of address will be insufficient grounds to sustain an appeal of any non-compliance cancellation.

B. CITATIONS TO THE COMMITTEE

Apprentices shall be subject to appearances before a local advisory committee/advisory committee. Such appearances are mandatory when requested.

Non-appearance, unless excused by the Committee, is sufficient grounds for recommendation to the State Administrator of Apprenticeship for cancellation from the program for failure to comply with a Committee directive.

C. TRANSFERRING APPRENTICES

All apprentices transferring into any Program covered by these regulations must be re-

indentured through the local unions.

D. OUT OF WORK LIST

1. If an apprentice becomes unemployed, they should immediately register on the out- of-work list at their local union by calling (800) 338-4599.

2. All unemployed apprentices shall be available for work as per dispatch procedures. Apprentices shall accept a job assignment made by the dispatcher without debate. Apprentices who refuse a job assignment shall be cited to the committee

3. If apprentices fail to report to a job that they have been dispatched to off the out-of-work-list they will be cited to the JATC advisory committee/advisory committee who will determine if there is cause for cancellation from the training program or some other appropriate disciplinary action for failing to perform their OJT.

4. Job tardiness, job absences or poor work performance will not be tolerated. All apprentices who are terminated for cause by an employer as well as listed as ineligible for rehire will be cited to the committee to explain why they should not be terminated from the program.

E. ON-THE-JOB ABUSES

An apprentice shall immediately report on-the-job abuses to the local union business representative, coordinator, or instructor.

F. SAFETY

1. All apprentices shall follow OSHA Safety Regulations and training center safety standards at all times. Unsafe practices will be reported to the instructor or the coordinator immediately.

2. Apprentices are required to wear proper clothing for the situation, including safety glasses, hard hat and leather work boots. Shower shoes, tennis or other soft or open-type footwear, as well as tank tops, shorts, sweat pants and/or cutoffs are considered unsafe and inappropriate. **THINK SAFE/WORK SAFE**

3. Practice all safety rules in operating power and hand tools. Under no circumstances will blade guards be wedged up or secured in any manner in the up position.

4. Classes are working sessions. Any student not devoting their class time to a project (i.e., sitting around, talking, smoking, or wasting time) will be sent home for the day. Failure to cooperate will result in no credit for the class and being cited before the advisory committee/committee for disciplinary action.

5. Creating a disturbance on the premises will not be tolerated. Any violation will be cause for dismissal.

G. UNLAWFUL HARASSMENT POLICY

1. The Committees are committed to providing a work and training environment free from unlawful harassment and discrimination. Violations will be dealt with by appropriate disciplinary action as outlined in the Harassment Policy.

2. The harassment policy will be explained and reviewed during every class session and apprentices will be asked to sign a form acknowledging that the policy has been explained to them.

H. DRUG, ALCOHOL AND FIREARM POLICY

1. The drinking of alcohol and/or using or possession of illegal drugs or firearms on school premises is strictly forbidden. Violations will be dealt with by immediate disciplinary action.

2. The Committees are registered with the Division of Apprenticeship Standards for the State of California. Our programs are administered through a State Postsecondary Educational Institution; therefore, apprentices are subject to the disciplinary actions under the ***Educational Code of California, Article 3, Section 76033*** that defines the "good cause" for authority to expel students from school.

I. UNEMPLOYMENT (EDD)

Apprentices attending forty (40***) consecutive*** hours of daytime training may be eligible for unemployment insurance benefits. Unemployment insurance telephone numbers will be given to those meeting the **EDD criteria**. It is the responsibility of the apprentice to

personally telephone the unemployment office.

Claims can also be filed online at *https://www.eapply4ui.eed.ca.gov* Attending school is not a reason for an apprentice to be disqualified from unemployment insurance.

EDD CRITERIA (UNEMPLOYMENT)

The instructor will give the EDD criteria prior to handing out unemployment insurance telephone numbers to the class. A letter of completion for EDD will only be given for 40 ***consecutive*** hours of daytime training.

VACATION PAYOUT

Apprentices are eligible to request vacation benefits upon ***completion*** of a 40 hour class. There is **NO GUARANTEE** of a minimum payout amount.

J. PERSONAL DETERMINATION

Drywall/Lathing, Acoustical Installer and Plastering skills can be acquired by proper training on the job and by attending related and supplemental training classes.

Availability of work depends on the industry and the apprentice's willingness to work.

K. EMERGENCY FORMS

Apprentices will be required to complete emergency forms each time they are scheduled for school. Emergency forms will enable the school to notify a doctor, spouse, or a family member in case of an emergency.

L. DRYWALL/LATHER/ ACOUSTICAL INSTALLER / PLASTERER/INSULARION TRACKING FORMS

Apprentices will be required by their respective committee to turn in signed work record process forms each time they are scheduled for class.
These forms will enable the committee to track apprentices work process hours.

VI. RIGHTS AND PRIVILEGES

An apprentice may request an appearance before the Committee for any reason that the apprentice deems beneficial to their apprenticeship. Such a request shall be made by letter or by contacting

the Committee for an appointment to appear.

Each apprentice has the right to examine any records pertinent to their apprenticeship evaluation. Should cancellation from the program occur; an apprentice has the right to appeal in writing within 15 calendar days from the date of notice of cancellation.

1. Apprentices must first contact their local committee/advisory-committee within fifteen (15) days of their cancelation for an appointment to appear before the committee.

2. The apprentice may then request an appearance before the Southern California Drywall/Lather Committee, the Southern California Acoustical Installers Joint Apprenticeship and Training Committee, the Southern California Plastering Joint Apprenticeship and training committee or the Southern California Insulator/Weatherization Joint Apprenticeship and training committee if a written request is received prior to the meeting date.

3. The apprentice has the right to appeal to the State of California, Administrator of Apprenticeship, Department of Industrial Relations, Division of Apprenticeship Standards, 320 West Fourth Street, Room 950, Los Angeles, CA 90013.

Should the apprentice fail to appeal their cancellation from the program, the cancellation will remain in effect.

VII. PRIVACY STATEMENT

Privacy Considerations

The Southwest Carpenters Training Fund (SWCTF) has created this privacy statement in order to demonstrate our firm commitment to privacy and, in particular, our pledge to ensure the safety of your personal information. Subject to other provisions of this statement, we do not disclose personal information such as your name, address, email address or telephone numbers to outside third parties without your consent, unless compelled by law or court order to do so, and will not sell, lease or license any personal information to any outside companies.

Accountability

We are committed to ensuring the confidentiality of personally identifiable information provided to us by our employees, students or visitors. The SWCTF complies with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, which generally prohibits the release of education records other than public directory information, without the student's permission and/or any other applicable law.

Identifying Purpose

The SWCTF collects information to administer the training fund activities in servicing its participating members.

The purposes for which we collect personal information is to meet regulatory registration for

State DIR prevailing wage exemption, meet College credit requirements for record keeping and as part of your UBC historical record.

Limiting Collection

We collect only information that is essential to providing our services and to fulfill all legal or regulatory requirements. This includes any information about an identified or identifiable person that is obtained in the context of a person's working relationship with the SWCTF.

Data will be collected for specified, legitimate purposes and not processed in ways incompatible with those purposes. The SWCTF collects and records nonpublic personal information from sources such as:

- Information reported by participating Trainees, Apprentices and Journeyman members on applications or other forms collected by the SWCTF and Affiliates.
- Information from employers provided by their reports to Trust Funds and other sources.
- Information gathered and reported by the Local Unions and Council job dispatch or UBC Ultra system.
- Information gathered through Joint Apprenticeship Committee Minutes.

Limited Use and Disclosure

Through periodic training, our employees are fully informed about the general uses we make of collected information. Data will be collected, stored, transferred, processed, analyzed and used in accordance with SWCTF guidelines and in compliance with local laws/regulations in the territory where those activities occur.

We provide access to confidential information to affiliated parties who are related to the delivery and service of our organization to facilitate educational and administrative operations such as Affiliate Local Unions, Signatory Contractors, Union Trust Funds and governmental bodies such as the State Apprenticeship entities and the local Education Institutional Associates. Appropriate measures shall be taken to prevent unauthorized access, unlawful processing, and unauthorized or accidental loss, destruction, or damage to data.

Accuracy

The SWCTF makes reasonable efforts to ensure that the personal information retained about individuals is accurate. We ensure information quality through our highly trained staff to ensure that self-disclosed data is processed properly, accurately and completely.

The SWCTF deploys security measures to protect the integrity of their information systems to protect against the loss, misuse, or unauthorized alteration or release of personal information stored in electronic form.

If the personal information is demonstrated to be inaccurate or incomplete, we will make an attempt to correct the information as required.

Safeguards

The SWCTF uses several security measures to safeguard personal information including physical premises security, computer and network information security, communications security and personnel security. We have implemented well-defined data security and data access procedures to further ensure that data is protected from improper access, loss, misuse or disposal.

Each employee is personally responsible for helping to maintain public confidence and we hold

our employees responsible for our privacy principles. All employees are provided with training in the protection of data privacy and security practices. We will use security measures when destroying participant's personal information such as shredding documents and/or deleting electronically stored information.

We will continually review and update our security policies and controls as technology changes to ensure ongoing personal information security.

Consent

Subject to applicable laws, with your knowledge and consent in the collection, use of personal information may be necessary to provide the information as is required to carry out the programs and services to members, depending on the particular information and circumstances, orally or in writing, implied or expressed, by fair and lawful means and it is reasonable to conclude that you have provided consent for this purpose.

Access

The SWCTF uses industry-standard software tools and firewalls to control access to specific applications and to protect internal data. Authorized users are given access to such systems only through the use of a unique identifier and password and monitored through audit trails.

Compliance

SWCTF complies with all applicable local and national privacy laws and applicable regulations and the prevailing jurisdictional requirements. We contract with our network service provider to conduct periodic audits of our network privacy and security practices to monitor our compliance with our stated policies. You have the right to see what personal information we hold about you in our database system.

Comments and Feedback

Please send comments, questions or concerns over privacy and/or security compliance to fundoffice@swctf.org When sending questions, please include a current mailing address that we may respond to and please do not send attachments with the message.

Members who notice any errors in our correspondence with you or if your personal information has changed, please contact us directly:

By phone: (213) 739-9343

By mail: Southwest Carpenters Training Fund
533 S. Fremont Ave Suite 401
Los Angeles, CA 90071

THE JOINT APPRENTICESHIP AND TRAINING COMMITTEE RETAINS THE RIGHT TO DELETE, MODIFY OR CHANGE THESE RULES AND REGULATIONS AT ANY TIME DEEMED NECESSARY.

APPRENTICE APPLICATIONS ARE AVAILABLE AT THE FOLLOWING LOCATIONS:

SOUTHWEST CARPENTERS TRAINING FUND

533 South Fremont Avenue, Suite 401 ● Los Angeles ● California 90071-1706
Telephone (213) 739-9339 ● Fax (213) 739-9383 ● Email: *fundoffice@swctf.org*

Southern California Drywall / Lather Joint Apprenticeship and Training Committee
Southern California Acoustical Installers Joint Apprenticeship and Training Committee
Southern California Plastering Joint Apprenticeship and Training Committee
Buena Park Training Center ● 7111 Firestone Blvd. ● Buena Park, California 90621
Telephone (714) 571-0449 ● Fax (714) 571-0747 ●Email: *bptc@swctf.org*

LOCAL UNIONS

Local 1506	5164 Santa Monica Blvd. Los Angeles 90029	(323) 660-1506 FAX (323) 660-0382
Local 1506 – SD	8595 Miralani Drive, Suite A San Diego 92126	(858) 621-2670 FAX (858) 621-2673
Local 1506 – BK	909 20th Street Bakersfield, CA 93301	(661) 334-1506 FAX (661-335-0743
Local 2361	7111 Firestone Blvd Buena Park 90621	(714) 978-2361 FAX (714) 978-3791
Local 150	412 Dawson Drive Camarillo 93012	(805) 482-1905 FAX (805) 389-0707
Local 743	911 – 20th Street Bakersfield 93301	(661) 327-1429 FAX (661) 322-8577
Local 1800	117 Poole Street Arroyo Grande 93420	(805) 473-1800 FAX (805) 473-2423

TRAINING CENTERS

Ontraio	3250 E. Shelby Street Ontario, CA 91764-9998 Email: *otc@swctf.org*	(909) 824-9033 FAX (909) 824-1767
Buena Park	7111 Firestone Blvd. Buena Park, CA 90621-8447 Email: *bptc@swctf.org*	(714) 571-0449 FAX (714) 571-0747
San Diego	8595 Miralani Drive San Diego, CA 92126-6332 Email: *sdtc@swctf.org*	(858) 621-2667 FAX (858) 621-2669
Sylmar	15885 Valley View Court Sylmar, CA 91342-3579 Email: *stc@swctf.org*	(818) 364-7460 FAX (818) 364-7463
Ventura	412 Dawson Drive Camarillo, CA 93012-8088 Email: *vtc@swctf.org*	(805) 482-1905 FAX (805) 388-9593
Santa Maria	2301 A Street #13 Santa Maria 93420-3324 Email: *santamaria@swctf.org*	(805) 928-3094 FAX (805) 928-3081
Bakersfield	4747 E. Brundage Lane Bakersfield, CA 93307-3005 Email: *btc@swctf.org*	(661) 323-8759 FAX (661) 401-2100
Whittier Training Center	10015 Rose Hills Road Whittier, CA 90601-1792 Email: *wtc@swctf.org*	(562) 699-0419 FAX (562) 695-4290

TRAINING CENTER RULES

1. STUDENTS ARE NOT ALLOWED TO MISS THE FIRST DAY OF CLASS. STUDENTS CANNOT MISS MORE THAN ONE DAY PER CLASS. ANY ABSENCE MUST BE MADE UP ON THE FIRST DAY OF THE FOLLOWING WEEK. (**Missing a day may result in lack of credit needed to pass the class.)**

2. STUDENTS MUST WEAR SAFE, APPROPRIATE CLOTHING, WHICH INCLUDES LONG PANTS AND SHIRTS / T-SHIRTS WITH SLEEVES

3. LEATHER WORK BOOTS WILL BE WORN AT ALL TIMES. **NO TENNIS SHOES WILL BE ALLOWED**.

4. THIS IS A NON-SMOKING FACILITY. THE DESIGNATED SMOKING AREA IS IN YOUR VEHICLE ONLY. (NO SMOKING ALLOWED NEAR ANY ENTRANCE TO THE BUILDING) (***California Labor Code Section 6404.5***)

5. DRINKING ALCOHOL AND / OR USING DRUGS ON THE PREMISES, INCLUDING THE PARKING LOT, IS STRICTLY FORBIDDEN. VIOLATION OF THIS RULE IS GROUNDS FOR IMMEDIATE SUSPENSION OR EXPULSION. (***California Educational Code, Article 3, Section 76033 {d}***)

6. FRIENDS OR GUESTS ARE NOT PERMITTED TO ATTEND CLASS.

7. **NO ONE WILL BE PERMITTED TO LEAVE THE PREMISES DURING CLASS HOURS.**

8. ALL STUDENTS MUST HAVE THEIR TOOLS AND BOOKS WITH THEM DAILY. TOOLS ARE NOT ALLOWED IN THE CLASSROOM OR IN THE HALLWAYS LEADING TO THE CLASSROOMS.

9. CREATING A DISTURBANCE ON THE PREMISES WILL NOT BE TOLERATED.

10. ALL SAFETY RULES AND REQUIREMENTS WILL BE FOLLOWED WHEN OPERATING POWER AND HAND TOOLS.

11. **Students will not be permitted to attend class while on disability.**

12. **CLEAR** SAFETY GLASSES ARE TO BE WORN AT ALL TIMES WHEN IN THE WORKSHOP AND SURROUNDING AREAS. **CONTACT LENSES CANNOT BE WORN IN THE WELDING SHOP**.

13. IT IS MANDATORY FOR ALL APPRENTICES TO WEAR A **HARD HAT** WHILE ON THE TRAINING FLOOR, EVEN DURING CLEAN-UP.

14. ALL TOBACO PRODUCTS, SUNFLOWER SEEDS, PUMPKIN SEEDS, ETC. ARE NOT PERMITTED ON THE PREMISES.

15. ANY FOODS OR DRINKS MUST BE EATEN IN THE BREAK AREA, NOT IN THE SHOP AREA.ONLY **WATER** IS PERMITTED IN THE CLASSROOMS.

16. OFFICE VISITS ARE TO BE LIMITED TO BREAK TIME, LUNCH TIME, OR AFTER CLASS. (8:00-8:20a.m., 11:15 a.m.-12:00p.m., after 3:00p.m.)

17. SPEEDING IN THE PARKING LOT IS STRICTLY FORBIDDEN.

18. LOUD RADIOS AND USE OF PROFANITY ON THE PREMISES IS STRICTLY FORBIDDEN.

19. CELLPHONES, CAMERAS, OR ANY ELECTRONIC DEVICES ARE DISRUPTIVE AND ARE **PROHIBITED** IN THE TRAINING CENTER. THEY WILL BE LEFT IN YOUR VEHICLE, AND CAN BE CHECKED FOR MESSAGES AT BREAK OR LUNCH TIME.

20. IF YOU ARE EXPECTING AN UPGRADE, TURN IN YOUR CHECK STUBS AND DUES CARD, ***IF NEEDED***, BY THURSDAY. UPGRADES MAY NOT BE PROCESSED ON FRIDAY IF CHECK STUBS AND DUES CARD ARE NOT TURNED IN BY THURSDAY.

21. NO PERSONAL PROJECTS WILL BE ALLOWED.

22. TAKE PRIDE IN YOUR TRAINING CENTER, DO NOT PLACE YOUR FEET ON THE WALLS, CHAIRS OR TABLES, DO NOT WRITE ON OR DEFACE ANY WALLS, TABLES, PROPS, ETC. Defacing school property shall result in immediate expulsion.

23. WHEN CLEAN-UP TIME IS ANNOUNCED, **EVERYONE** WILL PARTICIPATE. STUDENTS ARE NOT ALLOWED TO GO INTO THE CLASSROOM, RESTROOM, OFFICE, OR TO THEIR CARS, ETC., UNTIL THE INSTRUCTOR IS SATISFIED WITH THE CLEAN UP.

24. THE POSSESSION OR USE OF FIREARMS ON SCHOOL PREMISES SHALL RESULT IN IMMEDIATE EXPULSION.

ANY OF THE ABOVE VIOLATIONS MAY RESULT IN DISMISSAL FROM CLASS FOR THE DAY WITH NO CREDIT FOR ATTENDANCE OR A CITATION TO THE ADVISORY-COMMITTEE WITH A RECOMMENDATION FOR DISMISSAL FROM THE PROGRAM.

Attitude - Skill – Quality – Productivity

RULES AND REGULATIONS RECEIPT

I do hereby certify that I have received and read thoroughly the Rules and Regulations and General Program Information of the Southern California Drywall/Lather Joint Apprenticeship and Training Committee, Southern California Plastering Joint Apprenticeship and Training Committee and the Southern California Acoustical Installers Joint Apprenticeship & Training Committee

I further understand that failure to comply with the rules and regulations, as set forth, could be cause for recommendation to the State Administrator of Apprenticeship Standards for my cancellation from this program.

NAME:_____
(PRINT CLEARLY)

UBC NUMBER: _____

LOCAL UNION #_____

SIGNATURE:_____

DATE:_____

(Revised September 2014)

Attitude - Skill – Quality – Productivity

TRAINING CENTER LOCATIONS/
CENTRO DE ENTRENAMIENTO

Buena Park Training Center
7111 Firestone Blvd
Buena Park, CA 90638
(714) 571-0449 Phone
(714) 571-0747 Fax

Sylmar Training Center
15885 Valley View Court
Sylmar, CA 91342-3579
(818) 364-7460 Phone
(818) 364-7463 Fax

Bakersfield Training Center
4747 E. Brundage Lane
Bakersfield, CA 93307
(805) 484-5666 Phone
(805) 388-9593 Fax

Whittier Training Center
10015 Rose Hills Road
Whittier, CA 90601-1792
(562) 699-0419 Phone
(562) 695-4290 Fax

San Diego Training Center
8595 Miralani Drive
San Diego, CA 92126-6332
(858) 621-2667 Phone
(858) 621-2669 Fax

Santa Maria Training Center
2301 A Street #13
Santa Maria, CA 93455
(805) 484-5666 Phone
(805) 388-9593 Fax

Ontario Training Center
3250 E. Shelby Street #137
Ontario, CA 91764
(909) 824-9033 Phone
(909) 824-1767 Fax

Ventura Training Center
412 Dawson Drive
Camarillo, CA 93012-9593
(805) 484-5666 Phone
(805) 388-9593 Fax

Southwest Carpenters
Training Fund Office
3250 E. Shelby Street #210
Ontario, CA 91764
Phone (213) 739-9339

Carpenter
SOUTHWEST REGIONAL COUNCIL

LOCALS

Arizona

1912
4547 W McDowell Rd,
Phoenix, AZ 85035
(602) 484-0444

California

213
533 S Fremont Ave #410,
Los Angeles, CA 90071
(213) 385-3510

661
15881 Valley View Ct,
Los Angeles, CA 91342
(818) 364-9303

562
341 E Wardlow Rd,
Long Beach, CA 90807
(562) 427-0977

805
412 Dawson Dr,
Camarillo, CA 93012
(805) 484-8825

721
10015 Rose Hills Rd #100,
Whittier, CA 90601
(562) 695-0571

1607
10009 Rose Hills Rd,
Whittier, CA 90601
(323) 724-0178

714
7111 Firestone Blvd #122,
Buena Park, CA 90621
(714) 978-6232

909
3250 E Shelby St,
Ontario, CA 91764
(909) 887-2524

951
3250 E Shelby St,
Ontario, CA 91764
(909) 887-2524

619
8595 Miralani Dr,
San Diego, CA 92126
(858) 621-2674

Colorado

555
4290 Holly St,
Denver, CO 80216
Tel: (303) 355-8774

Nevada

971
1150 Terminal Way,
Reno, NV 89502
(775) 323-8492

1977
4245 W Sunset Rd,
Las Vegas, NV 89118
(702) 531-1805

New Mexico

1319
3900 Pan American Fwy NE,
Albuquerque, NM 87107
(505) 268-4389

Utah

801
8149 Welby Park Dr,
West Jordan, UT 84088
(801) 280-0292