



nefba
Northeast Florida Builders Association
APPRENTICESHIP

Learn. Grow. Connect. Lead.

**Established 1974
Jacksonville, Florida**

**NEFBA Apprenticeship
Policies & Guidelines
2020-2021**

**Northeast Florida Builders Association
Apprenticeship Program
6747 Southpoint Parkway
Jacksonville, FL 32216
O: (904) 421-0296 F: (904) 721-3372**



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APPRENTICESHIP EXECUTIVE BOARD

PURPOSE

The trades committee(s) is comprised of participating employers and industry leaders that play the role of a counselor, dean and mentor for each apprentice. The committee members ensure that all parties adhere to the program standards.

EXECUTIVE BOARD

Tim Conlan, Executive Board Chairman
Reliant Roofing

Curt Kinder
Greener Solutions Air

Steve Glover
DeBerry Electric, Electrical Chairman

Tim Mosley
The Haskell Company

Rick Harper, HVAC Chairman
Florida Comfort

Janie Ade
Arlington Fuel Oil Company

Scott Wood, Plumbing Chairman
C.W. Wood Plumbing

Steve Auld
Auld & White Constructors

Matt Carlton, Carpentry Chairman
Carlton Construction

Gary Hopkins
American Electrical

Jimmy Depetris, Sheet Metal Chairman
Thermodyne

Belinda Byers
A/C Designs

Keith Ward
Thomas May Construction

Andrew Ade
Auld & White Constructors

David Harp
IMC Construction Group

Gene Rover
B&G Plumbing & Mechanical

APPRENTICESHIP ADMINISTRATIVE STAFF DIRECTORY

Main Apprenticeship
(904) 421-0296

Main Apprenticeship Email
apprenticeship@nefba.com

Christina Thomas
Workforce Development Director
cthomas@nefba.com
(904) 421-0297

Tatum Ellison
Training Coordinator
tellison@nefba.com
(904) 503-4704

Charlie Libretto
Training Director
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(904) 725-5293

Rachael Burke
Training Coordinator
rburke@nefba.com
(904) 717-9249

Krissy Barkas, Community Relations Coordinator
kbarkas@nefba.com

Joe Libretto, IT Support Specialist
nefba_IT@nefba.com

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 Northeast Florida.

HISTORICAL STATEMENT

Apprentice training has been a major focus of the Northeast Florida Builders Association for almost 45 years. When the NEFBA construction-training program began in September 1973, classes were offered in the electrical and plumbing trades. By the time the first class of 15 graduated in 1976, carpentry, sheet metal, roofing, and heating and air-conditioning were also offered. The first graduation was held three years after the first class was formed because some students in the initial class were able to complete the four-year program in three years, receiving credit for experience and/or training. By 1976, NEFBA's training program was the largest program under the sponsorship of the National Association of Home Builders Manpower and Training Department with 190 apprentices enrolled. Carmel Morris of Allstate Electrical Contractors was the original chairman and has been dubbed the Godfather of NEFBA's apprenticeship program for his early and continuing involvement.

APPEAL PROCESS

Any termination due to violation of apprenticeship standards may be appealed within 10 days after receiving termination letter by contacting (904) 421-0296 or by email to apprenticeship@nefba.com.

ATTENDANCE POLICY*

NEFBA Standard 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, 3 hours, unless notified otherwise and must have a minimum of 144 trade-related instructional hours.
- 3 unexcused tardies will result in 1 absence.
 - Apprentices arriving to class between 6:16-6:30 will be marked tardy.
 - Apprentices arriving to class at 6:31 or after will be marked absent.
 - Apprentices who continuously arrive between 6:00 and 6:15 are subject to Disciplinary Procedures by Instructor and/or Apprenticeship Staff.
 - Apprentices leaving class before being dismissed by instructor will be marked absent.
- 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 Executive Committee.

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

COVID-19 Related Absences: Apprentices in a COVID-19 14-day quarantine will be assigned online and/or self-study assignments through NCCER Connect with due dates. Completion of the assignments and documentation of COVID-related status are required for admittance back into physical classrooms.

Online-Only NCCER Connect and/or NEFBA Online-Only Shutdown Policy: Completion of all remote class assignments are due on by due dates set forth by a NEFBA Instructor or Administrator. Each calendar day

of late assignment submission will result in one day of absence and standard attendance policy of (4) absences for termination will apply.

**Effective August 1, 2017 with COVID-Related policies update 7/20/2020*

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. Weather days are built into the school calendar to ensure at least 144 hours of related instruction are met each year.

COMMUNICATION

Email notifications are the primary means of communication between apprenticeship staff, apprentices and sponsoring employers. **It is the responsibility of the apprentice to notify the apprenticeship staff changes in address, phone number or email.**

COVID-19

- All apprentices must adhere to COVID-19 safety protocols established by the classroom location in which classes are being held. This may include the following precautionary measures for entry and classroom behavior: temperature checks/waivers/masks/social distancing/sanitation of shared-use items, etc.
- Apprentices with COVID-19 symptoms or reasonable expectation of exposure to COVID-19 shall notify the NEFBA Administrative team and refrain from attending classes during time of quarantine. Class assignments will still be due in accordance with the “Attendance Policy.”
- Failure to arrive at the facility in a timely manner to gain clearance will result in an absence for non-attendance of class.

DAVIS BACON PROJECTS

The NEFBA Apprenticeship program is a registered apprenticeship program through the Florida Department of Education and is subject to compliance with all federal regulations under the Department of Labor. **If an employer has any apprentice they would like to place on any Davis Bacon job site, it is the responsibility of the employer to contact the NEFBA Apprenticeship program prior to placing the apprentice on the job.** The apprenticeship office will assist the employer in completing necessary paperwork for approval.

All other Davis Bacon related questions pertaining to certified payroll, prevailing wage, and other guidelines should be directed to the employer’s human resources and/or legal department, or by contacting a labor attorney. The NEFBA Apprenticeship Office has Davis Bacon Guidelines available at any time by request.

DEVICES POLICY- NEW FOR 2020

- All Apprentices are required to have access to a laptop or a tablet (beyond a cellular device) available for class and/or home use in the event of facility shutdowns
- To support apprentice access:
 - Apprentices living outside of areas with home Internet access may request permission to access the NEFBA office and/or parking lot for Wi-Fi access during times of shutdown or pre-approved circumstances. Space will be limited and offered based on need and a first-come, first-served basis.
 - NEFBA Apprenticeship apprentices can purchase tablet directly from NEFBA for \$150

or lease a device from NEFBA Apprenticeship for \$100 deposit. Leased devices returned in proper working condition at the end of the training year, will result in a \$50 refund to the apprentice.

- Apprentices who are experiencing financial challenges impacting the ability to obtain a device are encouraged to email rburke@nefba.com to ask about Financial Hardship support.
- Device-use in class will only be allowed by instructor directive, as compliant with cellphone use in class. Apprentices violating device-use policy after instructor directive will be asked to leave class and will receive an absence.

DISCIPLINARY PROCEDURES

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

- The Instructor has the authority to maintain class discipline as necessary. An Instructor has the authority to suspend a student from his 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 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 and/or NEFBA staff member. 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 Executive Apprentice Committee.
- Please contact Security immediately if an Apprentice is particularly troublesome.

EMERGENCIES

- If apprentices know he/she will be late for class or have to miss a class due to an emergency occurring after 4 PM, contact his/her instructor. If he cannot be reached, please leave a message with the NEFBA Apprenticeship Office at (904) 421-0296. Absences due to emergencies still fall under Attendance Policy.
- In the case of an emergency during a class, call 911 and then contact Keiser at (904) 296-3440 or the NEFBA Apprenticeship Office at (904) 421-0296 if offsite.
- All instructors must submit an “emergency” generic substitute lesson plan to Training Director Charlie Libretto clibretto@nefba.com before August 31st of each year for storage in the NEFBA Apprenticeship office for use during unforeseen circumstances.

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 apprentice committee on a regular basis. Employers are encouraged to visit apprentice classes by appointment. 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 DOE Participating Employer Agreement (upon initial registration).
- Acknowledgement and signing of the NEFBA Apprenticeship Guidelines
- Pay annual NEFBA dues (\$525.00)
- Pay annual apprentice tuition (\$450.00) per apprentice. Tuition is billed at \$600 to include apprentice book/uniform/testing fees. The \$450 is non-refundable, non-collectable. Employers may collect the \$150 from apprentices directly, should they choose to do so.

- Complete an annual wage survey
- Allow apprentice(s) to leave work in a timely manner to arrive to class sessions on time.
- Provide the NEFBA apprenticeship staff notification of date termination within 10 days after terminating an apprentice.
- Sign monthly apprentice Work Process Cards to verify OJT hours towards graduation.
- Maintain approval for Davis-Bacon work and adhere to federal 3:2 ratio
- Agree to follow the minimum wage schedule (employers are allowed to pay an apprentice more than the minimum wage required).
- Complete an intent to sponsor form for any current employees to continue annual sponsorship of apprentice.

EMPLOYMENT STATUS (OJT)

- All employment and placement information will be available only at the NEFBA office.
- No apprentice can change employers without prior approval of the apprenticeship executive 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 you, an apprentice, is laid-off or terminated by his/her employer, the apprentice must call and inform the NEFBA office at (904) 421-0296 within 48 hours.
- The NEFBA Office 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 find another employer. It is the responsibility of the apprentice to set up interviews with prospective employers and notify apprenticeship staff of 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, they will be automatically terminated from the program.

If an employer receives an application for employment from an individual disclosing that they are currently enrolled as an apprentice in the NEFBA program, the employer should contact the NEFBA office confirm the apprentice’s eligibility for sponsorship.

Employers are not to offer employment opportunities to apprentices sponsored by another employer without the consent of the active sponsoring employer.

ENFORCEMENT OF SAFETY POLICIES: LAB, PARKING, 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.

- Beginning in 2017/2018, mandatory program-wide lab activities are required at a minimum of once per grading quarter. Lab days can include hands-on labs at the Clay County School lab facilities, NEFBA complex, approved contractor Field Site or in classroom hands-on activities. Performance profiles, guest speakers/instructors, and/or site visits are mandatory each year.
- All lab times must be scheduled at least a week in advance online at <http://www.nefbaapprenticeship.org> under Instructors. Contact rburke@nefba.com for password.
- NEFBA will provide a limited number of lab tools/supplies in storage. Instructors will be asked to submit “must have” and “wish” lists of tools and supplies by September 15th of each year.
- Instructors should notify the Apprenticeship office immediately of any equipment losses, faulty equipment or hazardous situations that exist in the Lab.

PARKING & SUBSTANCE USE POLICY: In accordance with an agreement made with our educational partners, Keiser University/RHS/MHS, all NEFBA Apprentices are to adhere to the following guidelines for parking:

- Report to class upon arrival at training location. No loitering in parking lot.
- Do not leave trash of any kind in parking lot at any training location.
- 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 strictly prohibited on site at public school locations.
- Tobacco* use is only permitted in designated area at Keiser (in the gazebo area) and only during break time.
- No tobacco use in front of building and/or inside at any training location.
- No loitering in parking lot after

*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 of the NEFBA Lab 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.

NEFBA 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. All employees of the Northeast Florida Builders Association are provided with policies specific to these areas and a copy of these will be provided to other authorized trainees/participants and/or individuals.

Please immediately call Christina Thomas, Workforce Development Director with any concerns regarding the above information (904) 421-0296.

GRADES*

Grades are averaged through NCCER online module testing, module study guides, homework and classwork. Each apprentice and employer will receive semester 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 into the next year's course.

- Please adhere to Computer Lab schedule for each evening's availability by signing up by no later than 5 PM on the day of testing at <http://www.nefbaapprenticeship.org>.
- For NCCER classes, computer tests, study guides and homework/classwork assignments will be averaged as follows for courses:
 - Online Tests: 40%
 - Homework/NEFBA Module Study Guides: 30%
 - Classwork/Performance Profiles/Labs: 30%
- NCCER computer tests may be taken **twice** free of charge to achieve a passing grade. A per test fee of \$10/test will be charged to apprentices for each module test attempt beyond the second attempt each year.
- Grades are comprehensive for the course. The following grade schedule applies:

90 – 100 = A

89 –80 = B

79 –70 = C

Below 70%= F

**New Grading Scale and Policies per 7/20/2020 Executive Committee Approval*

GRADUATION REQUIREMENTS

The graduation ceremony is held May of each year. Upon graduation, all graduates from the apprenticeship program will earn a Florida Department of Education Certificate of Completion, 8,000 OJT hours, 600 hours of related-trade instruction and NCCER certificate/transcripts. If an apprentice has not turned in all Work Process Cards for 8,000 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.

INSTRUCTOR EVALUATION POLICY

- New instructors will receive a minimum of one evaluation each year by NEFBA Staff and/or selected members of the NEFBA Executive Board and/or non-instructional members of the trade's subcommittees. Returning instructors with current NCCER ICT credentials will have a minimum of one formal evaluation every **three** years in accordance with NCCER's Policy 3.4.8.
- Apprentices will be asked to evaluate instructors during the year, at least once a year, to gather data and information for instructor/Training Director review/use. Results will not be punitive but can be used in conjunction with professional development interventions as needed.
- The final annual evaluation of each instructor will include evaluations on professional adherence to program policies and NCCER instructional best practices. Recommendations for rehire, remediation, and/or dismissal will be determined by final review of evaluations by the NEFBA Executive Board.

FOR INSURANCE PURPOSES, THE FOLLOWING ACTIVITIES REQUIRE 48 HOUR ADVANCE NOTIFICATION:

FIELD TRIPS/SITE VISITS

- If you are planning an off-campus field trip for your class, a Field Trip Request form must be submitted to the Apprenticeship office **at least one week prior to the date of the event**. This is to ensure that appropriate coverage exists for liability.

SUBSTITUTE INSTRUCTORS

- In the event you must miss a class and plan on having a substitute instructor, a Substitute Request form must be submitted to clibretto@nefba.com office at least 48 hours prior to the date being requested.
- Whenever possible, instructors are responsible for selecting and arranging for substitute instructors. Instructors are responsible for relaying class instructions to subs.

NCCER Core Requirement

- A NCCER Core credential is required for promotion to 2nd year of trade-level classes
- All Level 1 classes will start with trade-specific modules in Fall
- Upon 3 module non-completions (failures) in trade-level in first semester, apprentices will be removed from trade level class and enrolled in a Core class (mixed trade levels) in Spring with the options to test-out and/or repeat first year of trade-level classes the following Fall
- Remediation options will be made available for all apprentices not passing Core on first attempt to prepare for 2nd attempt. A 3rd failure will result in non-promotion.

NEFBA APPEARANCE POLICY

In accordance with an agreement made with our educational partners, Keiser University/RHS/MHS, all NEFBA apprentices are to adhere to the following guidelines for appearance:

- Must wear a NEFBA polo shirt to class EVERY night.
 - Failure to arrive to class in NEFBA polo will result in dismissal from class with an absence and/or
 - Apprentices may purchase a polo for \$15 from Support Specialist or Keiser if available. **NEFBA Apprenticeship does not guarantee the availability of polo shirts on each night of class and will be held harmless for any resulting absence.**
- NEFBA polo shirts are to be visible at all times, not under a hoodie or sweatshirt.
- Long pants/jeans
- Closed-toe shoes
- No hats worn in doors

If an apprentice fails to wear the mandatory NEFBA polo shirt, the apprentice has two options:

- Purchase a shirt before classes **if** NEFBA staff is available - not guaranteed (Cash only \$15.00)
- Or, do not attend class and earn 1 absence

TERMINATION FROM PROGRAM

NEFBA Apprenticeship holds the right to terminate an apprentice for insufficient grades, failure to pass all NCCER modules, lack of payment, 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 NEFBA Apprenticeship programs.
- Upon termination, the apprentice has the right to appeal the termination with the Apprenticeship Executive 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 NEFBA 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, 2017 employers will pay \$225 per apprentice per 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 for this fee. Apprentice must have tested out prior to the start of each training year.

TEXTBOOKS

- Apprentices are responsible for bringing his/her own textbooks and wearing their NEFBA polos to class each night.
- Textbooks are required on the first night of class for entry. Apprentices removed from classes for not having a textbook will receive an absence.
- Should apprentices lose their book or polo, they are responsible for the purchase of replacements. These are available at the NEFBA office or in the computer lab at Keiser.

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

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

VETERANS

Military Veterans enrolled in the program are eligible for BAH benefits through the Post 911 GI Bill. Apprentices must complete DD-2214. In order for GI Bill BAH benefits to be processed, apprentices must submit their Work Process Card hours to the apprenticeship office for processing with the VA every month. Once benefits have been submitted each month to the VA, the veteran's coordinator will email apprentice with the confirmation of hours submission, along with all information for apprentice to reach out to VA should there be any issues with monthly benefits.

WAGE INCREASE ELIGIBILITY

- The NEFBA office will notify employers regarding semi-annual wage increases. Increases are only applicable if you are receiving the minimum percentage.
- Wage increases should occur at the first of the month, January and July, after an apprentice's indenture date into the program 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% or higher
 - Apprentice has a current semester grade of at least 75%.
- For July wage increase, apprentice must be within acceptable range of OJT hours towards graduation.

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 50% of that average journeyman wage. If an apprentice is on good standing, apprenticeship staff will send the sponsoring employer a letter of raise eligibility. Therefore, the apprentice will raise their hourly wage 5% every 6 months. Please refer to the most recent wage schedule, effective July 1st of every year, and provided by the NEFBA Apprenticeship Office. New wages are effective every year following an annual Wage Survey.

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 8,000 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.nefbaapprenticeship.org/current-apprentices.html>

- 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, faxing them to (904) 721-3372, taking a picture of your Work Process Card with a camera phone and emailing or physically dropping your Work Process Card off to the NEFBA Apprenticeship Office. Emailed Work Process Cards should be **ONLY** sent to apprenticeship@nefba.com, not individual staff members.
- Work Process Cards must be in the NEFBA 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 NEFBA Apprenticeship website at <http://nefbaapprenticeship.org> or by visiting the NEFBA office at 6747 Southpoint Parkway 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.
- Apprentices are required to submit Work Process Cards whether they are employed or unemployed.

ANNUAL APPRENTICESHIP GUIDELINES ACKNOWLEDGEMENT

By signing below, I acknowledge that I have received a copy of the 2020/2021 NEFBA Apprenticeship Apprentice Policies and Guidelines and will adhere to all policies and procedures established by the NEFBA Apprenticeship Executive Committee and the Florida Department of Education Standards of Apprenticeship.

DATE: _____

COMPANY NAME: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE OR POSITION: _____