

STANDARDS OF APPRENTICESHIP DEVELOPED BY

Michigan Operative Plasterers' and Cement Masons' International Association Apprenticeship and Training Fund

6525 Centurion Drive,
Lansing, MI 48917

Occupation
Cement Masons
Plasterers

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with the basic Standards of Apprenticeship established
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BY:

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FOREWORD

These Michigan Operative Plasterers' and Cement Masons' International Association Apprenticeship and Training Fund Apprenticeship Standards have as their objective the training of Cement Masons and Plasterers skilled in all phases of the industry. The JATC recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these Apprenticeship Standards. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which JATCs can work to establish an apprenticeship training program that meets the particular needs of the area.

DEFINITIONS

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the local Joint Apprenticeship and Training Committee (JATC) providing for training and related instruction under these Standards, and who is registered with the Registration Agency.

APPRENTICE ELECTRONIC REGISTRATION (AER): Is an electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides Program Sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the Joint Apprenticeship and Training Committee setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

APPRENTICESHIP TRAINING COORDINATOR(S) (COORDINATOR): Person or persons designated to administer the duties outlined in this Standards of Apprenticeship, including, but not limited to, those responsibilities of the JATC which have been delegated.

APPRENTICESHIP TRAINING DIRECTOR: In larger JATC areas, a Director may be appointed to oversee one or more Apprenticeship Training Coordinators.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

CFR: Code of Federal Regulations

COLLECTIVE BARGAINING AGREEMENT (CBA): The negotiated agreement between the Union and signatory employers that sets forth the terms and conditions of employment.

ELECTRONIC MEDIA: Media that utilize electronics or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the Internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

EMPLOYER: Generally, an employer means any person or organization, performing work in the United States, covered by a collective bargaining agreement with the

Operative Plasterers' & Cement Masons' International Association of the United States & Canada that employs an apprentice under these apprenticeship standards.

HYBRID OCCUPATION: The hybrid approach measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job-learning and the successful demonstration of competency as described in a work process schedule.

INTERIM CREDENTIAL: Interim Credential means a credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice.

JOB CORPS CENTERS: Any of the Federally-funded Job Corps Centers throughout the U.S. and Puerto Rico. Job Corps annually serves approximately 65,000 youth and young adults between 16-24 years of age. Sponsors who wish to hire Job Corps graduates trained in any occupation covered under these Standards, and who meets the minimum qualifications for apprenticeship, may do so via the *Direct Entry* provision described in *Appendix _ Selection Procedures. (if applicable)*

JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC): A Joint Apprenticeship and Training Committee (JATC) is the Fund's Board of Trustees of the Michigan Operative Plasterers' and Cement Masons' International Association Apprenticeship and Training Fund in whose name these Standards of Apprenticeship will be registered. It shall be composed of six representatives appointed by the Union and six representatives appointed by the Employer Association. The committee shall select a chairperson and a secretary. In the event of a tie vote, the committee may select an impartial person to sit on the committee and, after a full and fair hearing, cast the deciding vote.

JOURNEYWORKER: A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.)

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

ON-THE-JOB LEARNING (OJL): Tasks learned on the job in which the apprentice

must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

PROGRAM SPONSOR: The local Joint Apprenticeship and Training Committee in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

PROVISIONAL REGISTRATION: Means the 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in the criteria describe in §29.3 (g) and (h).

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY: Means the U.S. Department of Labor, Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments.

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

STANDARDS OF APPRENTICESHIP: This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

SUPERVISOR(S) OF APPRENTICE(S): A person or persons designated by the program sponsor to supervise or have charge and direction of an apprentice, if applicable.

TRANSFER: A shift of apprenticeship agreement from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committee or program sponsor.

UNION: Means the (OPCMIA) Operative Plasterers' & Cement Masons' International Association and any of its affiliated Local Unions party to an appropriate labor

agreement between the parties.

YOUTHBUILD U.S.A.: YouthBuild is a youth and community development program that simultaneously addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their GED or high school diploma, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society.

SECTION I. PROGRAM ADMINISTRATION

Structure of the Joint Apprenticeship and Training Committee (JATC)

- A. Members of the JATC will be selected by the groups they represent.
- B. Membership will be composed an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).
- C. Technical Assistance -- such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools -- may be requested to advise the JATC.

Administrative Procedures

- A. The JATC will elect a Chairperson and a Secretary, and will determine the time and place of regular meetings which will take place at least every three months.
- B. The Chairperson and Secretary will have the power to vote on all questions affecting apprenticeship.
- C. When, in any year, the Chairperson of the JATC is a representative of the employer, then the Secretary will be a representative of the Union, or vice versa.

Responsibilities of the JATC

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that apprentices are covered under written Apprenticeship Agreements and register the local apprenticeship standards and agreements with the appropriate Registration Agency.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Determine the need for new apprentices, including when apprenticeship openings will be available and selecting apprentices in accordance with the selection Procedures attached hereto and made a part of the Apprenticeship Standards.
- E. Establish the minimum standards of education and experience required of apprenticeship applicants.
- F. Meet at least every three 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 the meeting will be kept.
- G. Determine the quality and quantity of experience on the job which apprentices should have and make every effort toward their obtaining it.
- H. Hear and resolve all complaints regarding violations of Apprenticeship Agreements.

- I. Arrange tests or evaluations for determining the apprentices' progress in manipulative skills and technical knowledge.
- J. Maintain all records relating to the recruitment, selection, employment, and training of apprentices for a minimum of five years from the last date of action.
- K. Determine the physical fitness of qualified applicants to perform the work of the occupation. This may require a medical examination prior to applicants' employment as apprentices.
- L. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- M. Certify to the local union and management that apprentices have successfully completed their apprenticeship program.
- N. Notify the appropriate Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions and cancellations with explanation of causes, and notices of completion of Apprenticeship Agreements.
- O. Supervise all the provisions of the Standards and be responsible, in general, for the successful operation of the Standards by performing the duties here listed, by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship, and by keeping in constant touch with all parties concerned: apprentices, employers and journeyworkers.
- P. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

SECTION II. EQUAL OPPORTUNITY PLEDGE - Title 29 CFR 29.5(b)(21) and 30.3(b)

The recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex. The JATC will ensure affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended.

SECTION III. AFFIRMATIVE ACTION PLAN - Title 29 CFR 29.5(b)(21) and 30.4

The JATC has adopted an Affirmative Action Plan as required under Title 29, CFR part 30, which is attached as Appendix C.

SECTION IV. QUALIFICATIONS FOR APPRENTICESHIP – Title 29 CFR 29.5(b)(10)

Applicants will meet the following minimum qualifications:

A. Age

Applicants must be 18 years or older. Each applicant will be required to provide a copy of his/her birth certificate or some other acceptable proof of age.

B. Education

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical Capacity

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants will pass a screen for the current illegal use of drugs on acceptance into the program and prior to being employed.

D. Aptitude Test

All applicants must pass each section of the Aptitude test(s) designated by the JATC. Applicants must achieve the minimum score established by the JATC in order to qualify for consideration.

E. Other

1. Applicant must have reliable transportation and a valid driver's license.
2. Applicant must demonstrate a desire to learn the trade and become a good journeyworker.
3. If applicable, Applicant must present to the JATC a letter from an Employer evidencing that Employer's intent to hire the Applicant.

SECTION V. SELECTION OF APPRENTICES – Title 29 CFR 30.5

The Sponsor has adopted written Selection Procedures as required under Title 29, CFR part 30, which are attached as Appendix D.

SECTION VI. APPRENTICESHIP AGREEMENT – Title 29 CFR 29.3(d) and (e) and 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written Apprenticeship Agreement (Appendix B) signed by the JATC and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these Standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the JATC, the Registration Agency, and the employer and the Union. An additional copy will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards, the JATC's written rules and policies and the Apprenticeship Agreement and the sections of the Collective Bargaining Agreement (CBA) that pertain to apprenticeship.

The Registration Agency will be advised within forty-five (45) days of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

SECTION VII. RATIO OF APPRENTICES TO JOURNEYWORKERS – Title 29 CFR 29.5(b)(7)

A numeric ratio of apprentices to journeyworkers shall be consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in the collective bargaining agreements. This ratio should provide the number of future craftworkers necessary for future needs of the industry. However, the maximum ratio shall be one (1) apprentice for every one (1) journeyworker.

SECTION VIII. TERM OF APPRENTICESHIP – Title 29 CFR 29.5(b)(2)

The minimum term of the Plasterer shall be 3 years with an OJL attainment of 3600 hours supplemented by the required hours of related technical instruction. The minimum term of the Cement Mason occupation shall be 3 years with an OJL attainment of 3600 hours supplemented by the required hours of related technical instruction. Full credit will be given for the probationary period.

SECTION IX. PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(20)

All applicants selected for apprenticeship will serve a six month or 1000 hour probationary period, whichever is shorter. The probationary period cannot exceed twenty-five (25) percent of the length of the program, or one-year (1), whichever is shorter.

During the probationary period either the apprentice or the JATC may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the JATC for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the JATC will provide written notice to the apprentice and to the Registration Agency of the final action taken.

SECTION X. HOURS OF WORK

Apprentices will generally work the same hours as journeymen, except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until the required number of hours of training are accrued.

SECTION XI. APPRENTICE WAGE PROGRESSION – Title 29 CFR 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyman status, the Coordinator will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the Coordinator will be guided by the work experience and related instruction records and reports.

Typically, the progressive wage schedule will be an increasing percentage of the journeyman wage rate as established in the CBA. The percentages that will be

applied to the applicable journeyworker rate are shown on the attached Sample Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wage of apprentices be less than that required by any minimum wage law which may be applicable.

SECTION XII. CREDIT FOR PREVIOUS EXPERIENCE – Title 29 CFR 29.5(b)(12) and 30.4(c)(8)

The JATC may grant 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 these Standards. Apprentice applicants seeking credit for previous experience gained outside the supervision of the JATC must submit the request at the time of application and furnish such records, affidavits, and other documents as requested by JATC to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the JATC during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The requirements for the granting of advanced standing will be uniformly applied to all apprentices.

SECTION XIII. WORK EXPERIENCE – Title 29 CFR 29.5(b)(3) and 30.8

During the apprenticeship period, the apprentice will receive such OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the supervisor(s) of apprentice(s).

SECTION XIV. RELATED INSTRUCTION – Title 29 CFR 29.5(b)(4)

During each segment of training each apprentice is required to participate in coursework related to the job, as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will include no less than 144 hours of related instruction for each year of the apprenticeship. Apprentices agree to take such courses as the JATC deems

advisable. The JATC will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational or other schools that can furnish related instruction, the apprentice may be required to take an alternate form of instruction that meets the approval of the JATC and Registration Agency. Apprentices *will not* be paid for hours spent attending related instruction classes.

Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJL) without due cause, the JATC will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The JATC will monitor and document apprentices' progress in related instruction classes.

The JATC will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored.

SECTION XV. SAFETY AND HEALTH TRAINING – Title 29 CFR 29.5(b)(9)

All apprentices will receive instruction, both on-the-job and in related instruction, in safe and healthful work practices that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or State standards that have been found to be at least as effective as the Federal standards.

The JATC will offer the following Safety courses in their related training classes:

- ☒ OSHA 1926 Construction Safety Outreach OSHA 10 Hour (Smart Mark)
- ☒ OSHA 1926 Construction Safety Outreach OSHA 30 Hour (Smart Mark)
- ☒ Scissor Lift & Boom Lift User Safety Training
- ☒ Scaffold User Safety Training
- ☒ Scaffold Erectors Training
- ☒ Scaffold Competent Person Training
- ☒ Confined Space Training
- ☒ Hazardous Waste Worker
- ☒ Hazardous Waste Refresher
- ☒ Contact Dermatitis Awareness
- ☒ Respiratory Protection
- ☒ Silica Awareness Training
- ☒ Hearing Conservation
- ☒ Lead Awareness RRP

(Check all boxes that are applicable.)

Apprentices will be taught that accident prevention is very largely a matter of education, vigilance and cooperation, and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

SECTION XVI. SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b)(14)

The employer will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the employer and under the direct supervision of the journeyworker to whom they are assigned. The supervisor(s) of apprentice(s) designated by the employer will, with the advice and assistance of the JATC, be responsible for the apprentices' work assignments, ensuring the apprentice is working under the supervision of a skilled journeyworker, evaluating work performance, and completing and submitting progress reports to the JATC.

No apprentice will be allowed to work without direct journeyworker supervision.

SECTION XVII. RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b)(6)

Each apprentice may be responsible for maintaining a record of his/her work experience/training on the job and in related instruction and for having this record verified by his/her supervisor at the end of each week. The apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the Coordinator and JATC. The record cards and all data, written records of progress evaluations, and corrective and final actions pertaining to the apprenticeship, will be maintained by and be the property of the JATC. This record will be included in each apprentice's record file maintained by the JATC.

Before each period of advancement, or at any other time when conditions warrant, the Coordinator will evaluate each apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the Coordinator may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the Coordinator will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the Coordinator will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement, subject to the Complaint Procedure set forth in Section XXIV.

SECTION XVIII. MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(23) and 30.8

The JATC will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on apprentices' job assignments, promotions, demotions, layoffs, terminations, rates of pay or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants. These records will be made available to the Registration Agency upon request.

SECTION XIX. CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 29 CFR 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the JATC will so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

SECTION XX. INTERIM CREDENTIALS

- A. Upon successful completion of each of the identified modules, the Program Sponsor may authorize the apprentice to complete an assessment on OPCMIA web-site. Upon a satisfactory score above 70% or above, the apprentice will be able to print out an OPCMIA credential for that specific module.

ICD Module	Module name	Plastering Curriculum		Minimum related instruction (Classroom/ Lab hours)
		Unit	Book Number	
			Unit Title	
			Book One	
1	Plaster Industry	1 2 6	Introduction to Plastering History of Plastering Plastering Materials	11
2	Trade Math for Plaster's	4 5	Fundamental Math Measuring	31

3	Tool Recognition	7	Common Tools	8
		8	Plastering Tools	
4	Mask and Protect	9	Mask and Protect Adjacent Areas	8
5	Gypsum Plaster	10	Inspect Lathing and Plaster Bases	72
		11	Mix and Apply Scratchcoat	
		12	Mix and Apply Browncoat	
		13	Mix and Apply Finishcoat	
		14	Apply Veneer	
6	Portland Cement Plaster	15	Inspect Lathing & Bases for Portland Cement Plaster	32
		16	Mix and Apply Portland Cement Scratchcoat	
		17	Mix and Apply Portland Cement Browncoat	
		18	Mix and Apply Portland Cement Finishcoat	
			Book Two	
7	Blueprint Reading	1	Blueprints	30
8	Estimating	2	Estimating	14
9	EIFS	3	EIFS	40
10	Fireproofing	4	Cementitious Fireproofing	24
		5	Mineral Fiber Fireproofing	
		6	Intumescent Fireproofing	
11	Acoustics	7	Acoustics	8
12	Level 5 Finishing	8	Drywall Finishes	8
		9	Level 5 Taping	
13	Small Engine Operation and Maintenance	10	Small Engine Operation and Maintenance	4
			Book Three	
14	Theme Plastering	1	Theme Plaster	40
15	Venetian	2	Color Veneer	60
		3	Venetian	
16	Specialty Finishes	4	Specialty Finishes	12
17	Gunite/Shotcrete	5	Gunite/Shotcrete/Swimming Pools	6
18	Ornamental	6	Ornamental	32
19	Patching and Problems	7	Patching and Problems	6
20	American Clay	8	American Clay	24
21	Green Awareness		Green Awareness	8

ICD Module		Concrete & Cement Masonry Curriculum	Minimum related instruction
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	Module name	Unit	Book Number	
			Unit Title	
			Book One	
1	Concrete Industry Orientation	1	Industry Orientation	12
		2	Production & History of Cement	2
2	Trade Math for Cement Masons	4	Fundamental of Math	24
		5	Measuring	6
		7	Estimating	16
3	Blueprint Reading	6	Blueprint Reading	32
4	Concrete Mix Design	8	Concrete Ingredients	8
		9	Designing Concrete Mixes	6
		10	Specifications & Testing	4
5	Tool Recognition	11	Forming Tools	4
		12	Hand Tools: Special Tools	4
6	Surface Defects & Treatments	13	Surface Defects & Treatments	16
7	Placing & Leveling	14	Placing & Leveling	16
			Book Two	
8	Site Work in Concrete	1	Soil Conditions & Sub-Grade Preparation	4
		2	Edge Forms on Grade	24
		4	Screed and Bulkheads	12
		5	Finishing Floors	16
		6	Sidewalks & Patio	6
		7	Drives, Approaches, Curbs and Curb &	6
		8	Gutter Joints in Concrete	4
9	Curb and Gutter	3	On-Grade Curb and Curb & Gutter	28
10	Pavements	9	Pavements	4
11	Curing and Protection	10	Curing and Protection	2
12	Steps	11	Steps	28
13	Site Layout	12	Levels and Transits	20
		13	Site Layout	6
			Book Three	
14	Small Engines & Maintenance	1	Small Engines & Maintenance	8
15	Structural Repair	2	Structural Repair	8
		3	Structural Grout	4
16	Sealants	4	Sealants	4
17	Shotcrete	5	Shotcrete	2
18	Power Screeds	6	Power Screeds	4
19	Trowel Machines	7	Trowel machines	8
20	Super Flat Floors	8	Super Flat Floors	8
21	Tilt-Up Panels	9	Tilt-Up Panels	2
22	Epoxy Floors and Specialty Coatings	10	Epoxy Floors and Specialty Coatings	8
23	Decorative Finishes	11	Exposed Aggregate & Decorative	4

		13	Finishes	2
		14	Decorative Saw Cutting	8
		15	Stenciling & Imprinting	8
			Chemical Staining	
24	Underlayment/Overlayment	12	Underlayment/Overlayment	8
25	Abrasive Blasting	16	Abrasive Blasting	2
26	Pervious Concrete		Pervious Concrete – NRMCA	16
27	Polishing Concrete		Polishing Concrete – CPAA	24
28	Green Awareness		Green Awareness – USGBC	8

ICD Module	Health & Safety Module Title	Minimum related instruction (Classroom/Lab hours)
1	OSHA 10 Construction Outreach/Smartmark	10
2	OSHA 10 Construction Outreach/Smartmark	30
3	Aerial Lifts	8
4	Scaffold User	8
5	Scaffold Erector	24
6	Scaffold Competent Person	8
7	Confined Space Entry/Rescue	16
8	Hazardous Waste Worker	40
9	Hazardous Waste Refresher	8
10	Skin Protection Awareness	4
11	Respiratory Training	8
12	Mold Awareness	16
13	Silica Awareness	8
14	Hearing Conservation	4
15	Lead Awareness RRP	8

- B. Interim Credentials will only be issued after successful demonstration of mastery of the competency and only for the recognized modules of the Plasterer and Cement Mason occupations identified in these Standards.
- C. Interim Credentials, where offered by the Program Sponsor, are not intended to indicate that the apprentice has met all of the requirements of the apprenticeship nor that he/she has successfully mastered the full range of skills and competencies required for the occupation. Interim credentials are intended to provide the apprentice with portable credentials to commensurate with specific skills and competencies acquired and demonstrated throughout the apprenticeship.

SECTION XXI. NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.3(2)(d) and (e) and 29.5(b)(19)

The Registration Agency will be notified within forty-five (45) days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

SECTION XXII. CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(18)

These Standards will, upon adoption by the JATC, be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program. Michigan Operative Plasterers' and Cement Masons' International Association Apprenticeship and Training Fund reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by the Registration Agency for failure of the JATC to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the JATC will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.8.

SECTION XXIII. AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b)(18)

These Standards may be amended or modified at any time by joint agreement between Union and Employer Associations provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the JATC for approval, after which it will be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION XXIV. ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE - Title 29 CFR 29.5(b)(22), 29.7(k) and 30.11

The JATC will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the union, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

A. Title 29 CFR 29.7(k)

For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable Grievance and Arbitration procedures contained in the Articles of the CBA.

The JATC will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The JATC will make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is:

***Michigan Operative Plasterers' and Cement Masons'
International Association Apprenticeship and Training Fund
6525 Centurion Drive,
Lansing, MI 48917
Phone: 517-321-7502
Facsimile: 517-321-7508***

B. Title 29 CFR 30.11

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or gender with regard to apprenticeship, or believes that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint must be in writing and must be signed by the complainant. It must include the name, address, and telephone number of the person allegedly

discriminated against, the program sponsor involved, and a brief description of the circumstances of the alleged failure to apply equal opportunity standards.

The complaint must be filed not later than one-hundred-eighty (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency if good cause is demonstrated.

Complaints of harassment in the apprenticeship program may be filed and processed under Title 29, CFR part 30, following the procedures set forth above.

The JATC will provide written notice of its complaint procedure to all apprenticeship applicants and all accepted apprentices.

SECTION XXV. COLLECTIVE BARGAINING AGREEMENTS (CBA) Title 29 CFR 29.11

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- (a) Any apprenticeship provision in any collective bargaining agreement between employers and employees establishing apprenticeship standards; or
- (b) Any special provision for veterans, minority persons, or women in these Standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, Executive Order, or authorized regulation.

SECTION XXVI. TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - Title 29 CFR 29.5(13)

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committee or program sponsors, and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the committee or program sponsor;
- ii. Transfer must be to the same occupation; and

- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

If the Sponsor is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Standards the Sponsor will make every effort to refer the apprentice with his/her consent to another employer, Registration Agency or One Stop for placement into another registered apprenticeship program. This will provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program. The apprentice must receive credit from the new employer for the training already satisfactorily completed.

SECTION XXVII. RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these Standards formulated by the JATC and signed an Apprenticeship Agreement with the JATC, agree to all the terms and conditions contained therein and agree to abide by the JATC's rules and policies including any amendments, and to serve such time, perform such manual training, and study such subjects as the JATC may deem necessary to become a skilled Plasterer and or Cement Mason.

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the JATC and the employer in accordance with the provisions of these Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer, the union and the JATC.
- C. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Standards.
- D. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the JATC.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.
- F. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the JATC.
- G. Applicant must demonstrate a desire to learn the trade and other qualities such as good character, cooperativeness, good judgment and similar factors which presage successful completion of the individual's Apprenticeship and future good performance as a journeyman.

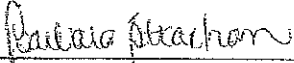
SECTION XXIX. TECHNICAL ASSISTANCE

Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools may be requested to advise the JATC.

The JATC is encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of its training program.

SECTION XXX. OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The Michigan Operative Plasterers' and Cement Masons' International Association Apprenticeship and Training Fund hereby adopts these Standards of Apprenticeship effective January 1, 2014.



Signature of Management

Barbara Strachan
Printed Name



Signature of Labor

Michael Stanfield
Printed Name

Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.

APPENDIX A

WORK PROCESS SCHEDULE PLASTERER

O*NET-SOC CODE: 47-2161.00 RAPIDS CODE: 0423HY

This schedule is attached to and a part of the Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The minimum term of this occupation shall be 3 years with an OJL attainment of 3600 hours supplemented by the required hours of related technical instruction. Apprentices shall be required to work a minimum of one thousand two hundred (1,200) hours per year and successfully complete a minimum of one hundred forty-four (144) hours of related instruction per year.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

A numeric ratio of apprentices to journeyworkers shall be consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in the collective bargaining agreements. This ratio should provide the number of future craftworkers necessary for future needs of the industry. However, the maximum ratio shall be one (1) apprentice for every one (1) journeyworker.

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate, or as per the CBA entered between the Local Union and various Employer Associations.

Currently, there are two broad categories of wage rates based on the CBAs between the Local Union and various Employer Associations.

Detroit and Vicinity

Apprenticeship rates are a percentage of journeyworker's rate as follows:

1st 6 months = 50%	4th 6 months = 70%
2nd 6 months = 55%	5th 6 months = 80%
3rd 6 months = 60%	6th 6 months = 90%

As of June 1, 2013, the journeyworker's rate in this area is \$30.83

Outstate Michigan

Apprenticeship rates are a percentage of journeyworker's rate as follows:

1st year = 65%
2nd year = 75%
3rd year = 85%

APPENDIX A

As of June 1, 2013, the journeyworker's rate in this area started at \$21.51.

4. **SCHEDULE OF WORK EXPERIENCE (See Work Process Schedule herein)**

JATCs may modify the work process schedule to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

5. **SCHEDULE OF RELATED INSTRUCTION (See Related Instruction Outline herein)**

JATCs may modify the related instruction outline to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

PLASTERERS WORK PROCESS SCHEDULE

3600 – 6000 Hour Program

WORK PROCESS SCHEDULE	3 yr min	3 yr max
Safe Use and Maintenance of Related Trade Tools and Equipment	200	350
Protection of Adjacent Surfaces	200	350
EIFS	560	800
Interior Finish Systems	560	800
Veneer Finish Systems	480	800
Stucco	560	800
Spray Fireproofing and Insulating Materials	240	500
Ornamental Cornice Work	240	400
Theme Work	160	300
Acoustical Finishing	80	200
Constructing Scaffolding Systems	160	300
Dry-Wall Taping	80	200
Level 5 Finishing	80	200
TOTAL	3600	6000

PLASTERERS RELATED INSTRUCTION OUTLINE

3 Year Program with 144 minimum Class Hours

SUBJECT	1st	2nd	3rd
Introduction to Plastering	1		
History of Plastering	2		
Workplace Safety and Health	24	8	8

APPENDIX A

Fundamental Math	24		
Measuring	7		
Plastering Materials	8		
Common Tools	4		
Plastering Tools	4		
Mask & Protect Adjacent Materials	8		
Inspect Lathing & Plastering Bases	2		
Mix and Apply Scratch Coat	20		
Mix and Apply Brown Coat	20		
Mix and Apply Finish Coat	20		
Apply Veneer		10	
Inspect Lathing and Bases for Portland Cement Plaster		2	
Mix and Apply Portland Cement Scratch Coat		10	
Mix and Apply Portland Cement Brown Coat		10	
Mix and Apply Portland Cement Finish Coat		10	
Blueprint Reading		14	
Estimating Plastering		8	6
Green Awareness for Construction		8	
EIFS		40	
American Clay		24	
Cementitious Fireproofing			8
Mineral Fiber Fireproofing			8
Intumescent Fireproofing			8
Acoustics			8
Drywall Finishes			4
Level 5			4
Small Engines			4
Theme Plastering			8
Mold Making & Digitizing			8
Art Direction			2
Cage Building			2
Lathing			8
Materials and Mixes			2
Apply Scratchcoat			4
Apply Carvecoat			4
Color Veneer			8
Venetian			8
Marblecrete			4
Specialty Finishes			6

APPENDIX A

Patching and Problems			2
Swimming Pools			2
Ornamental			16
Guniting			2
HOURS	144	144	144

APPENDIX A

WORK PROCESS SCHEDULE CEMENT MASON

O*NET-SOC CODE: 47-2051.00 RAPIDS CODE: 0075HY

This schedule is attached to and a part of the Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The minimum term of this occupation shall be 3 years with an OJL attainment of 3600 hours supplemented by the required hours of related technical instruction. Apprentices shall be required to work a minimum of one thousand two hundred (1,200) hours per year and successfully complete a minimum of one hundred forty-four (144) hours of related instruction per year.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

A numeric ratio of apprentices to journeyworkers shall be consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in the collective bargaining agreements. This ratio should provide the number of future craftworkers necessary for future needs of the industry. However, the maximum ratio shall be one (1) apprentice for every one (1) journeyworker.

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate, or as per the CBA entered between the Local Union and various Employer Associations.

Currently, there are four broad categories of wage rates based on the CBAs between the Local Union and various Employer Associations.

Detroit and Vicinity

Apprenticeship rates are a percentage of journeyworker's rate as follows:

1 st	6 months = 50%	4 th	6 months = 75%
2 nd	6 months = 55%	5 th	6 months = 80%
3 rd	6 months = 65%	6 th	6 months = 90%

As of June 1, 2013, the journeyworker's rate in this area is \$27.27

Outstate Michigan

Apprenticeship rates are a percentage of journeyworker's rate as follows:

1 st	year = 65%
2 nd	year = 75%
3 rd	year = 85%

APPENDIX A

As of June 1, 2013, the journeyworker's rate in this area starts at \$20.42.

Detroit and Vicinity Road Builders

As of June 1, 2013, Apprenticeship rates in this area are as follows:

1st year = \$16.86
2nd year = \$20.99
3rd year = \$25.13

As of June 1, 2013, the journeyworker's rate in this area is \$29.34

Outstate Road Builders

As of June 1, 2013, Apprenticeship rates in this area are as follows:

1st year = \$16.03
2nd year = \$19.98
3rd year = \$23.95

As of June 1, 2013, the journeyworker's rate in this area is \$27.84

4. SCHEDULE OF WORK EXPERIENCE (See Work Process Schedule herein)

JATCs may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

5. SCHEDULE OF RELATED INSTRUCTION (See Related Instruction Outline herein)

JATCs may modify the related instruction outline to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

CEMENT MASON WORK PROCESS SCHEDULE

3600 – 6000 Hour Program

WORK PROCESS SCHEDULE	3 yr min	3 yr max
Safe Use and Maintenance of Related Trade Tools and Equipment	160	300
Site Preparation	120	200
Instrument (Transit & Laser)	60	100
Setting Screeds and Formwork	560	900
Placing and Finishing Concrete	640	1000
Steps and Base	240	300

APPENDIX A

Curb and Gutter	200	300
Machine Operations	240	500
Concrete Repair	320	500
Decorative Concrete	80	200
Waterproofing	60	100
Use of Hand Tools	200	300
Miscellaneous	720	1300
TOTAL	3600	6000

CEMENT MASON RELATED INSTRUCTION OUTLINE

3 Year Program with 144 Minimum Class Hours

SUBJECT	1st	2nd	3rd
Industry Orientation	12		
Production and History of Cement	2		
Workplace Safety and Health	34	8	8
Fundamental Math	24		
Measuring	6		
Blueprint Reading	8		8
Estimating			
Concrete Ingredients	8		
Designing Concrete Mixes	6		
Specifications and Testing	4		
Forming Tools	4		
Hand Tools / Special Tools	4		
Surface Defects	16		
Placing and Leveling Concrete	16		
Soil Conditions and Subgrade Preparation		4	
Edge Forms on Grade		20	
On Grade Curb and Cutter and Gutter Forms		20	
Screeds and Bulkheads		8	
Finishing Floors		16	
Sidewalks and Patios Drives, Approaches, Curbs, and Curb and Gutters		12	
Joints in Concrete		4	
Pavements		4	
Curing and Protection		2	
Steps		20	
Levels and Transits		12	

APPENDIX A

Site layout		6	
Small Engine Repair			8
Structural Repair			8
Structural Grouting			4
Sealants			4
Shotcreting			2
Power Screed Operation			4
Trowel Machine Operations			8
Super Flat Floors			8
Tilt-up Panels, Precast & Post-Tensioned Concrete			2
Epoxy Floors and			4
Specialty Coatings			4
Exposed Aggregate Finishes			4
Underlayment / Overlayment			8
Decorative Sawcutting			2
Stenciling and Imprinting			8
Staining and Acid Etching			8
Abrasive Blasting			2
Pervious Concrete			16
Polished Concrete			24
Green Awareness for Construction		8	
HOURS	144	144	144

APPENDIX B

Apprenticeship Agreement

APPENDIX C

AFFIRMATIVE ACTION PLAN

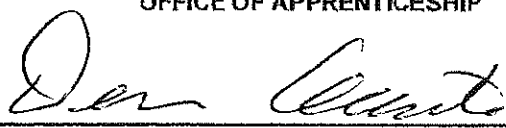
ADOPTED BY

***Michigan Operative Plasterers' and Cement
Masons' International Association
Apprenticeship and Training Fund***

**6525 Centurion Drive,
Lansing, MI 48917**

**AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30
AMENDED MAY 12, 1978**

**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

BY: 

Dean Guido, Regional Director
Office of Apprenticeship
UNITED STATES DEPARTMENT OF LABOR

Approval Date: 2/13/15

RAPIDS Reference Number: _____

RAPIDS Program Number: _____

APPENDIX C

SECTION I - INTRODUCTION

The JATC enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The local JATC seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The JATC hereby adopts the following nondiscriminatory pledge and the AAP.

This AAP is a supplement to these Standards. Any changes made by the JATC will become part of this written AAP, once approved by the Registration Agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE

The JATC commits to the following Equal Opportunity Pledge:

"The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30."

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the JATC pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women's labor force in the JATC's labor market area. Once the labor force is determined, the JATC can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. (See attached Affirmative Action Plan Analysis Worksheet)

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The JATC's AAP includes the following "checked" outreach and positive recruitment efforts that would reasonably be expected to increase minority and women's participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. **Once those efforts have been checked, the JATC will set forth the specific steps they intend to take under each identified effort.** The JATC will identify **a significant number of activities** in order to enable it to meet its obligation under Title 29, CFR part 30.4(c).

APPENDIX C

A. ☒ An announcement of specific apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the following agencies/organizations:

- Registration Agency
- Women's Organizations/Centers
- Local Schools
- Employment Service Centers
- One Stop Centers
- Vocational Education Schools
- Other Organizations/Centers (which can effectively reach minorities and women)
- Newspapers (which are circulated in the minority community and among women)

The announcement will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the JATC's equal opportunity policy. The period for accepting applications as established by the JATC is ongoing throughout the year.

B. ☒ Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.

C. ☐ Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.

D. ☒ Internal communication of the JATC's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the JATC's various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR part 30.

E. ☐ Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pre-testing experience and training. In initiating and conducting these programs, the JATC may be required to work with other sponsors and appropriate community organizations. The JATC will also initiate programs to prepare women and encourage women to enter traditionally male programs.

F. ☐ Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The JATC will make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

G. ☒ Utilizing journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.

APPENDIX C

H. ☒ Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.

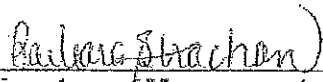
I. ☐ Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and female apprentices and journeymen as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

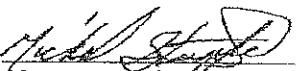
The JATC will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the JATC for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and effect that result from their affirmative action measures. The JATC will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity (ies). All changes to the AAP must be submitted to the Registration Agency for approval. The JATC will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.

SECTION VI - OFFICIAL ADOPTION

The Michigan Operative Plasterers' and Cement Masons' International Association Apprenticeship and Training Fund hereby officially adopts this Affirmative Action Plan effective January 1, 2014.


Signature of Management

Barbara Strachan
Printed Name


Signature of Labor

Michael Stanfield
Printed Name

APPENDIX C

AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

Program Number:	MI011780016		
Name of Sponsor:	Michigan Operative Plasterers' and Cement Masons' International Association Apprenticeship and Training Fund		
Address:	6525 Centurion Drive		
City/State/Zip Code:	Lansing, MI 48917		
Contact Person:	James Schreiber		
Phone Number:	517-321-7502	FAX Number:	517-321-7508
E-Mail Address:	jschreiber@tici.com		

B. OCCUPATIONAL INFORMATION

Occupational Title: *	Plasterer		
RAPIDS Code: #0423HY	O*NET/SOC Code: 47-2161.00		
Type of selection method used: Alternative			
Labor Market Area description: All of Michigan			

C. LABOR MARKET AREA & OCCUPATIONAL PARTICIPATION DATA

C.1 Total Labor Force in Labor Market Area *4,922,475			
Number of Women:		2,304,296	46.8% of labor force
Number of Minorities:		905,769	18.4% of labor force
C.2 Working Age Population in Labor Market Area *4,922,475			
Number of Women:		2,304,296	46.8% of labor force
Number of Minorities:		905,769	18.4% of labor force
C.3 Apprentice Participation in Craft/Occupation in National Apprenticeship System **			
Number of Women:			% of apprentices
Number of Minorities:			% of apprentices
C.4 The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. ***			
Number of Women:			
Number of Minorities:			

Resources for obtaining labor market information.

* http://www.census.gov/hhes/www/eeoindex/page_c.html

** RAPIDS Data available from Registration Agency.

*** Program Sponsors may use any reasonable method for determining the general availability of minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C.1 for "Total Labor Force", C.2 for "Working Age Population", and C.3 "Apprentice Participation in Particular Craft/Occupation" to propose the entries for "The General Availability of Minorities and Women."

APPENDIX C

D. SPONSOR'S WORKFORCE DATA

D.1 Total Number of Journey/Craft Workers Employed:	137	
Number of Women:	0	0% of work force
Number of Minorities:	17	13% of work force
D.2 Total Percentage of Apprentices or of Applicant Pool (depending on selection method used)		
Numerical percentage of Women apprentices or women in applicant pool:	15	7.5%
Numerical percentage of Minority apprentices or minorities in applicant pool:	120	60%

E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS

Industry Source Data	Minority rate of participation	Female rate of participation
E.1 Registered Apprenticeship Partners Information Data System (RAPIDS): *		
E.2 EEOC Occupational Employment Data: **	16%	3.3%

* Data available from Registration Agency

** <http://www.eeoc.gov/stats/jobpat/jobpat.html>

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority Underutilization:		
Female Underutilization:		

G. SPONSOR'S GOALS:

The program sponsor proposes and agrees to make a good faith effort to attain the goal of selecting 18% minorities and 23% women during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be: 2

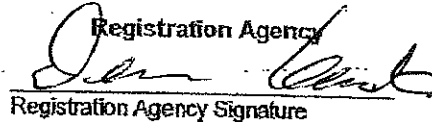
H. REGISTRATION AGENCY APPROVAL:

Sponsor
 
 Sponsor's Signature

Michael Stanfield / Barbara Strachan
 Typed Name

Chairman / Secretary
 Title

Date Signed

Registration Agency

 Registration Agency Signature

Dean Guido
 Typed Name

Regional Director
 Title

2/13/15
 Date Signed

APPENDIX C

Instructions for preparing and completing this worksheet

The purpose of this workforce analysis worksheet is to establish a benchmark against which the demographic composition of the sponsor's apprenticeship program can be compared. The sponsor must separately determine the availability of minorities and women for each occupational title represented by the program. In determining availability, the sponsor must consider, at the very least, the factors identified at 29 CFR 30.4(e) in order to determine whether barriers to equal employment opportunity may exist with a particular occupational title.

Part A The Program Sponsor information section may be prepared by the sponsor representative or servicing Registration Agency Representative.

Part B Occupational information will be taken from the registered program standards, and may be prepared by the sponsor representative or servicing Registration Agency Representative. A Workforce Analysis Worksheet must be completed for each occupational title identified.

Part C Sponsors must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified by the sponsor in Part B. Census data is one example of an appropriate source of statistical information. Other sources include data from local job service offices and data from colleges or other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For purposes of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 15 years and over whether or not they are currently in the labor force or looking for employment.

Part D The Program Sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either Selection Method §30.5(b) (1) or (2), the data in D-2 will be reflective of the "pool" from which selections will be made. If the sponsor utilizes the Selection Method under §30.5(b) (3) or (4), the data in D-2 will be reflective of the current apprentices registered in the program.

Part E Additional Resource Data for consideration in establishing reasonable goals will be provided by the Registration Agency. This data will provide a snapshot of the national labor force for the given occupation title.

Part F Utilizing the data found in Parts C, D and E, the Program Sponsor is to determine if minorities and/or women are underutilized and must check the appropriate response.

Part G If the Program Sponsor's analysis determines that minorities and/or women are underutilized, the Sponsor, utilizing the resource data found in Parts C, D and E, will establish goals which are reasonable in consideration of the results which could be expected from its good faith efforts to make its overall affirmative action program successful. The Registration Agency will review and access the proposed goals and if found to be reasonable and attainable, will acknowledge receipt of the Sponsors goals for minorities and/or women.

Proposed goals for minorities and/or women that are lower than the current participation rate under the Program Sponsor will not be approved.

APPENDIX C

AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

Program Number:	MI011780016		
Name of Sponsor:	Detroit Cement Masons JAC		
Address:	Michigan Operative Plasterers' and Cement Masons' International Association Apprenticeship and Training Fund		
City/State/Zip Code:	Lansing, MI 48917		
Contact Person:	James Schreiber		
Phone Number:	517-321-7502	FAX Number:	517-321-7508
E-Mail Address:	jschreiber@tici.com		

B. OCCUPATIONAL INFORMATION

Occupational Title: *	Cement Mason		
RAPIDS Code: #0075HY	O*NET/SOC Code: 47-2051.00		
Type of selection method used: Alternative			
Labor Market Area description: All of Michigan			

C. LABOR MARKET AREA & OCCUPATIONAL PARTICIPATION DATA

C.1 Total Labor Force in Labor Market Area *4,922,475			
Number of Women:	2,304,296	46.8% of labor force	
Number of Minorities:	905,769	18.4% of labor force	
C.2 Working Age Population in Labor Market Area *4,922,475			
Number of Women:	2,304,296	46.8% of labor force	
Number of Minorities:	905,769	18.4% of labor force	
C.3 Apprentice Participation in Craft/Occupation in National Apprenticeship System **			
Number of Women:		% of apprentices	
Number of Minorities:		% of apprentices	
C.4 The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. ***			
Number of Women:			
Number of Minorities:			

Resources for obtaining labor market information.

* http://www.census.gov/hhes/www/eeoindex/page_c.html

** RAPIDS Data available from Registration Agency.

*** Program Sponsors may use any reasonable method for determining the general availability of minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C.1 for "Total Labor Force", C.2 for "Working Age Population", and C.3 "Apprentice Participation in Particular Craft/Occupation" to propose the entries for "The General Availability of Minorities and Women."

APPENDIX C

D. SPONSOR'S WORKFORCE DATA

D.1 Total Number of Journey/Craft Workers Employed:	577	
Number of Women:	4	1% of work force
Number of Minorities:	260	45% of work force
D.2 Total Percentage of Apprentices or of Applicant Pool (depending on selection method used)		
Numerical percentage of Women apprentices or women in applicant pool:	18	6%
Numerical percentage of Minority apprentices or minorities in applicant pool:	150	50%

E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS

Industry Source Data	Minority rate of participation	Female rate of participation
E.1 Registered Apprenticeship Partners Information Data System (RAPIDS): *		
E.2 EEOC Occupational Employment Data: **	22.5%	1.3%

* Data available from Registration Agency

** <http://www.eeoc.gov/stats/jobpat/jobpat.html>

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority Underutilization:		
Female Underutilization:		

G. SPONSOR'S GOALS:

The program sponsor proposes and agrees to make a good faith effort to attain the goal of selecting 18% minorities and 23% women during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be: 4

H. REGISTRATION AGENCY APPROVAL:

Sponsor

Michael Stanfield / Barbara Strachan
Sponsor's Signature

Michael Stanfield / Barbara Strachan
Typed Name

Chairman / Secretary
Title

Date Signed

Registration Agency

Dean Guida
Registration Agency Signature

DEAN GUIDA
Typed Name

Regional Director
Title

2/13/15
Date Signed

APPENDIX C

Instructions for preparing and completing this worksheet

The purpose of this workforce analysis worksheet is to establish a benchmark against which the demographic composition of the sponsor's apprenticeship program can be compared. The sponsor must separately determine the availability of minorities and women for each occupational title represented by the program. In determining availability, the sponsor must consider, at the very least, the factors identified at 29 CFR 30.4(e) in order to determine whether barriers to equal employment opportunity may exist with a particular occupational title.

Part A The Program Sponsor information section may be prepared by the sponsor representative or servicing Registration Agency Representative.

Part B Occupational information will be taken from the registered program standards, and may be prepared by the sponsor representative or servicing Registration Agency Representative. A Workforce Analysis Worksheet must be completed for each occupational title identified.

Part C Sponsors must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified by the sponsor in Part B. Census data is one example of an appropriate source of statistical information. Other sources include data from local job service offices and data from colleges or other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For purposes of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 15 years and over whether or not they are currently in the labor force or looking for employment.

Part D The Program Sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either Selection Method §30.5(b) (1) or (2), the data in D-2 will be reflective of the "pool" from which selections will be made. If the sponsor utilizes the Selection Method under §30.5(b) (3) or (4), the data in D-2 will be reflective of the current apprentices registered in the program.

Part E Additional Resource Data for consideration in establishing reasonable goals will be provided by the Registration Agency. This data will provide a snapshot of the national labor force for the given occupation title.

Part F Utilizing the data found in Parts C, D and E, the Program Sponsor is to determine if minorities and/or women are underutilized and must check the appropriate response.

Part G If the Program Sponsor's analysis determines that minorities and/or women are underutilized, the Sponsor, utilizing the resource data found in Parts C, D and E, will establish goals which are reasonable in consideration of the results which could be expected from its good faith efforts to make its overall affirmative action program successful. The Registration Agency will review and assess the proposed goals and if found to be reasonable and attainable, will acknowledge receipt of the Sponsors goals for minorities and/or women.

Proposed goals for minorities and/or women that are lower than the current participation rate under the Program Sponsor will not be approved.

Appendix D

**QUALIFICATIONS AND SELECTION
PROCEDURES**

***Michigan Operative Plasterers' and Cement
Masons' International Association
Apprenticeship and Training Fund***

**6525 Centurion Drive,
Lansing, MI 48917**

DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP

BY:



*Dean Guido, Regional Director
Office of Apprenticeship
UNITED STATES DEPARTMENT OF LABOR*

Approval Date: 2/13/15

RAPIDS Reference Number: _____

RAPIDS Program Number: _____

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR, part 60-3) or 29 CFR part 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.

Appendix D

SECTION I. - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications:

A. Age

Applicants must be 18 years or older. Each applicant will be required to provide a copy of his/her birth certificate or some other acceptable proof of age.

B. Education

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical Capacity

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants will pass a screen for the current illegal use of drugs on acceptance into the program and prior to being employed.

D. Aptitude Test

All applicants must pass each section of the Aptitude test(s) designated by the JATC. Applicants must achieve the minimum score established by the JATC in order to qualify for consideration.

E. Other

1. Applicant must have reliable transportation and a valid driver's license.
2. Applicant must demonstrate a desire to learn the trade and become a good journeyworker.
3. If applicable, Applicant must present to the JATC a letter from an Employer evidencing that Employer's intent to hire the Applicant.

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SECTION II. - APPLICATION PROCEDURES

- A. Applicants will be accepted when determined by the JATC, based on the employment conditions. All persons requesting an application will have one made available upon signing the applicant log.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review these Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Sponsor.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- F. Applicants who meet the basic qualifications and successfully complete the aptitude test will be notified where and when to appear for an interview.

SECTION III. - SELECTION PROCEDURES

- A. The Sponsor will schedule the interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application and required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his/her judgment of the applicant derived from the interview.

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- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the JATC informed of their current mailing address and telephone number.
- F. Selected applicants must respond to the notice of selection within the next business day of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period that were on the ranking list, will be required to reapply.
- H. During the two (2)-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

SECTION IV. - DIRECT ENTRY

JATCs who wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall only include those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The JATC will award Credit for Previous Experience in accordance with Section XII of these Standards, and will pay the apprentice(s) at the wage rate commensurate with their skill attainment. The Credit for Previous Experience shall be awarded without regard to race, color, religion, national origin or sex. The methods for direct entry shall include the following:

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- A. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The JATC will evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex.
- B. Native Americans who complete a OPCMIA union sponsored Native American pre-apprenticeship program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Native American graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The JATC will evaluate the Native American training received for granting appropriate credit on the term of apprenticeship.
- C. Youth who complete a YouthBuild U.S.A. training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild U.S.A. graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The JATC will evaluate the YouthBuild U.S.A. training received for granting appropriate credit on the term of apprenticeship. Entry of YouthBuild U.S.A. graduates will be done without regard to race, color, religion, national origin, or sex.
- D. Military veterans, including those registered through the Building and Construction Trades Department Helmets to Hardhats program who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military in the occupations registered in the plastering or cement masonry industry, may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of Military veterans shall be done without regard to race, color, religion, national origin, or sex.
- E. Former inmates of Department of Justice - Bureau of Prisons (BOP) who have participated in or have successfully completed a specific BOP apprenticeship program, where the Apprenticeship Program Sponsor agrees to admit such inmates without regard to race, gender, color, national origin, or religion and all individuals receive equal consideration. JATCs agreeing to admit such

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individuals into apprenticeship must agree to do so without regard to present minimum qualifications, eligibility lists or the necessity of passing written apprenticeship entrance tests.

- F. An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory, will be evaluated by the JATC in accordance with the procedures for the granting of credit for previous experience, and indentured at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex.
- G. An individual who signs an authorization card during an organizing effort, wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and indentured by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. For such applicants to be considered they must:
 - 1. be employed in the JATC's jurisdiction when the authorization card was signed;
 - 2. have been employed by the employer before the organizational effort commenced;
 - 3. have been offered the opportunity to sign authorization cards and be evaluated along with all other employees of the employer; and
 - 4. provide reliable documentation to the JATC to show they were an employee performing plastering or cement masonry work prior to signing the authorization card.
- H. An employee of a non-participating employer who becomes a new member employer of the sponsoring organization who does not qualify as a journeyworker when the employer becomes a member, will be evaluated by the Sponsor in accordance with the procedures for the granting of credit for previous experience, and indentured at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures.

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- I. An individual who is or who has worked for a signatory or non-signatory employer and who, of his/her own choosing, solicits membership as a journeyworker and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for granting of credit for previous experience and indentured by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex.
- J. An individual who has obtained a Letter of Intent to Hire from a Contributing Employer. An applicant who meets the qualifications set out in Section I and submits the required information will, if the contractor providing the Letter of Intent to Hire is or agrees to be a Contributing Employer, be admitted to the apprenticeship program. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex.

SECTION V. - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he /she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the JATC (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the JATC involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the JATC to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.
- D. Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.

Appendix D

- E. The JATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION VI. - MAINTENANCE OF RECORDS

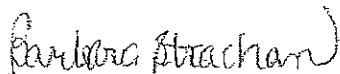
The JATC will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at Title 29, CFR part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each JATC must retain a statement of its AAP for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR 30.4. Each JATC also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records will be maintained for 5 years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VII. - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The Michigan Operative Plasterers' and Cement Masons' International Association Apprenticeship and Training Fund hereby officially adopts these Selection Procedures effective January 1, 2014.



Signature of Management

Barbara Strachan
Printed Name



Signature of Labor

Michael Stanfield
Printed Name