



APPRENTICESHIP STANDARDS

DEVELOPED BY

Gilbane Building Company

FOR THE OCCUPATION OF

Construction Manager

**Preparing candidates for the Gilbane job titles of
Project Engineer I and Superintendent I**

SOC: 11-9021 Construction Manager
RAPIDS CODE: 5103

APPROVED AND CERTIFIED BY THE
The Rhode Island Department of Labor & Training
OFFICE OF APPRENTICESHIP

Richard Palmiere, SUPERVISOR OF APPRENTICESHIP

REGISTERED AS PART OF THE NATIONAL APPRENTICESHIP PROGRAM
IN ACCORDANCE WITH THE BASIC STANDARDS OF APPRENTICESHIP
ESTABLISHED BY THE SECRETARY OF LABOR



Apprenticeship**USA**

REGISTRATION DATE: October 27, 2016
RAPIDS REGISTRATION NUMBER: 2016-RI-206

These standards are based on the "model" national guidelines for apprenticeship standards. These model standards do not create new legal requirements or change current legal requirements. The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and 29 CFR §§ 29 and 30 and Rhode Island General Laws Chapter 28 Section 45.

TABLE OF CONTENTS

Foreword

SECTION I	Program Administration
SECTION II	Equal Opportunity Pledge
SECTION III	Affirmative Action Plan and Selection Procedures
SECTION IV	Qualifications for Apprenticeship
SECTION V	Apprenticeship Agreement
SECTION VI	Supervision of Apprentices and Ratios
SECTION VII	Term of Apprenticeship
SECTION VIII	Probationary Period
SECTION IX	Hours of Work
SECTION X	Apprentice Wage Progression
SECTION XI	Credit for Previous Experience
SECTION XII	Work Experience
SECTION XIII	Related Instruction
SECTION XIV	Safety and Health Training
SECTION XV	Maintenance of Records
SECTION XVI	Certificate of Completion of Apprenticeship
SECTION XVII	Notice to Registration Agency
SECTION XVIII	Registration, Cancellation, and Deregistration
SECTION XIX	Amendments and Modifications
SECTION XX	Adjusting Differences; Complaint Procedure
SECTION XXI	Transfer of an Apprentice and Training Obligation
SECTION XXII	Responsibilities of the Apprentice
SECTION XXIII	Technical Assistance
SECTION XXIV	Conformance with Federal Laws and Regulations
SECTION XXV	Definitions
SECTION XXVI	Official Adoption of Apprenticeship Standards

Appendix A - Work Process Schedule and Related Instruction Outline

Appendix B - Apprenticeship Agreement

FOREWORD

These Apprenticeship Standards have as their objective the training of construction managers for Project Technical Assistant, Project Engineer 1, and Superintendent 1 positions within Gilbane Building Company. Gilbane typically requires, at minimum, an appropriate baccalaureate degree from entry level candidates for construction management positions, with some exceptions granted for applicants with associate degrees and sufficient relevant prior experience. Gilbane seeks to broaden the diversity of employees with a specific focus on recruiting underrepresented groups, including non-white populations, women and veterans. This Registered Apprenticeship (RA) program will be an “earn while you learn” pathway to achieve a college degree related to construction management while employed as a registered apprentice. We seek to provide a pathway to rewarding careers for diverse populations who may otherwise not have access to employment at Gilbane Building Company. The sponsor recognizes that in order to accomplish this, there must be well-structured on-the-job learning combined with related instruction.

In furtherance of this objective, Gilbane Building Company has established these Standards of Apprenticeship outlining all the terms and conditions for the qualification, recruitment, selection, employment and training of apprentices. These Standards of Apprenticeship were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship in conjunction with the State of Rhode Island Department of Labor and Training and Apprenticeship Rhode Island.

SECTION I – PROGRAM ADMINISTRATION

Program Sponsor Primary Contact

Pierre LaPerriere, Director of Human Resources
7 Jackson Walkway, Providence, RI 02903
401.456.5832
PLaperriere@GilbaneCo.com
www.gilbaneco.com

Do You Have an Apprenticeship Program Registered in Another State? No

Primary Location for Apprenticeship On-the-Job Training

7 Jackson Walkway, Providence, RI 02903 and job sites

Primary Locations for Apprenticeship Related Technical Instruction

Community College of Rhode Island campuses, Rhode Island
Roger Williams University, campuses in Providence and Bristol, Rhode Island
Gilbane Building Company, 7 Jackson Walkway, Providence, RI
Building Futures, 1 Acorn Street, Providence, RI

Workforce Data

407 Number of people sponsor employs in Rhode Island (all occupations)
3 Number of Project Engineer 1 and Superintendent I the sponsor employs in Rhode Island, and of that total, how many are women, minorities, or youth?
1 Women,
 Minorities,
3 Youth Age (16-24)

Industry NAICS : 23-6220 Commercial and Institutional Building Construction

FEIN (050495530)

Program Sponsors are responsible for the administration of all aspects of a Registered Apprenticeship program. Sponsor means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. The Program Sponsors, at their discretion, has elected not to establish an Apprenticeship and Training Committee (ATC) to carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship, and has elected to administer the program without the services of an ATC.

Responsibilities of the Sponsor

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that all apprentices are under written apprenticeship agreements.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish the minimum standards of education and experience required of apprentices.

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- E. Register the local apprenticeship standards with the Rhode Island Department of Labor & Training Office of Apprenticeship (the Registration Agency).
 - F. Hear and resolve all complaints of violations of apprenticeship agreements.
 - G. Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.
 - H. Maintain records of all apprentices, showing their education, experience, and progress in learning the occupation.
 - I. Certify to the Registration Agency that apprentices have successfully completed their apprenticeship program.
 - J. Notify, within 45 days, the Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes.
 - K. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed. Cooperate with public and private agencies, which can be of assistance in obtaining publicity to develop public support of apprenticeship. Keep in contact with all parties concerned, including apprentices, employers, and journeyworkers.
 - L. Provide each apprentice with a copy of these standards, along with any applicable written rules and policies. Require the apprentice to sign an acknowledgment receipt of same. Follow this procedure whenever revisions or modifications are made to the rules and policies.
 - M. When notified that an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the sponsor will determine whether the apprentice should continue in a probationary status and may require the apprentice to repeat a process or series of processes before advancing to the next wage classification. Should it be found in the course of this determination that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement, as provided in 29 CFR § 29.7(h)(1)(2)(i) and (ii).
 - N. The sponsor will provide each registered apprentice with continuous employment sufficient to provide the opportunity for completion of his or her apprenticeship program. If the sponsor is unable to fulfill its training and/or employment obligation in conformance with these standards, the sponsor will, per Section XXIII of these standards and with the apprentice's consent, make a good-faith effort to facilitate a transfer of the apprentice to another registered sponsor for completion of the apprenticeship.

If conditions of business make it necessary to temporarily suspend the period of apprenticeship, apprentices suspended for this reason will be given the opportunity to resume their active apprenticeships before any additional apprentices are employed. The suspension and reinstatement of apprentices shall be done in relation to retention of the most advanced apprentice and in accordance with the company policy for breaks in seniority.

SECTION II - EQUAL OPPORTUNITY PLEDGE –

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, sex, sexual orientation, gender identity or

expression, age, national origin, or disability. The programs shall be conducted to encourage the fullest development of the interests, aptitudes, skills, and capacities of all participants. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under 29 CFR § 30 and RIGL Title 28. (See 29 CFR §§ 29.5(b)(21); 30.3(b); RIGL 28-5.1-8).

SECTION III - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES – 29 CFR §§ 29.5(b)(21), 30.4, and 30.5; RIGL 28-45-14.

The Office of Apprenticeship encourages the development of an affirmative action plan (Appendix C) and selection procedures (Appendix D) as part of the Standards of Apprenticeship. These plans are required for Sponsors with 5 or more registered apprentices. For programs with fewer than 5 apprentices, these plans are not required, and the sponsor may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.

Gilbane Building Company plans to start the program with 2 apprentices and understands that Apprentices C and D will be required if they ever expand the program to five or more apprentices.

SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP – 29 CFR § 29.5(b)(10); RIGL 28-45-9

Applicants will meet the following minimum qualifications:

A. Age

Apprentices may be no less than 18 years old.

B. Education

Applicants must have a GED or high school diploma.

C. Physical

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. While performing the duties of this job, the apprentice is frequently or occasionally required to:

- sit, stand or walk;
- climb or balance, stoop;
- crouch and step over obstacles;
- lift and/or move up to 50 lbs.
- work in outdoor conditions that include inclement weather, heat, and humidity;
- work in environment with dust, loud noise and/or vibrations.

D. Aptitude Test

Because this program requires college coursework at the Community College of Rhode, candidates must take Community College of Rhode Island placement tests (Accuplacer).

E. Others

Applicants must have basic proficiency with Microsoft Office. Prior exposure to construction industry is a plus.

SECTION V - APPRENTICESHIP AGREEMENT – 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(11); RIGL 28-45-9.

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) which can be submitted electronically through the Registered Apprenticeship Partners Information Data System (RAPIDS), using the Apprentice Electronic Registration process by the sponsor 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. The sponsor shall provide a copy of the apprenticeship agreement to the apprentice and the Registration Agency. 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 sponsor's written rules and policies, and the apprenticeship agreement.

The Registration Agency will be advised within 45 days of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice (preferably via RAPIDS).

SECTION VI – SUPERVISION OF APPRENTICES AND RATIOS – 29 CFR § 29.5(b)(14); 29 CFR § 29.5(b)(7); RIGL 28-45-9(2)(vii)

No apprentice shall work without proper or adequate supervision of the journeyworker.

For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyworker or supervisor at all times who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

The sponsor shall establish a numeric ratio of apprentices to fully proficient workers (journeyworkers) consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship. The ratio language must be specific and clearly described as to its application to the jobsite, workforce, department, or plant. The ratio of apprentices to fully proficient workers (journeyworkers) will be as noted in Appendix A.

SECTION VII - TERM OF APPRENTICESHIP – 29 CFR § 29.5(b)(2); RIGL 28-45-13 (4) and (5)

The term of the occupation will be hybrid with an OJL attainment of 2-5 years (3200-10,000 hours) supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outline (Appendix A).

The sponsor may utilize a career lattice as a pathway for apprentices to move upward in the organization, which may or may not include interim credential leading to the Certificate of Completion of Apprenticeship.

SECTION VIII - PROBATIONARY PERIOD – 29 CFR §§ 29.5(b)(8); 29.5(b)(20); RIGL 28-45-9(2)(viii)

Every applicant selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25 percent of the length of the program or 1 year, whichever is shorter. The probationary period shall be 400 hours (approximately 90 days).

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

SECTION IX - HOURS OF WORK

Apprentices will generally work the same hours as fully proficient workers (journeyworkers), except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes. The regular work day or work week for apprentices shall not be greater than those of the journeymen.

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

SECTION X - APPRENTICE WAGE PROGRESSION – 29 CFR § 29.5(b)(5); RIGL 28-45-9(2)(v)

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 fully proficient or journeyworker status, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in related instruction courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the fully proficient or journeyworker wage rate. The percentages that will be applied to the applicable fully proficient or journeyworker rate are shown on the attached Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law that may be applicable.

SECTION XI - CREDIT FOR PREVIOUS EXPERIENCE – 29 CFR §§ 29.5(b)(12); 30.4(c)(8); RIGL 28-45-9(2)(xii)

The sponsor may grant credit toward the term of apprenticeship to new apprentices. Credit will be based on demonstration of previous skills or knowledge equivalent to those identified in these standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the sponsor must submit the request at the time of application and furnish records to substantiate the claim. An applicant who is a veteran and who wishes to receive consideration for military training and/or experience must submit a DD-214. Applicants requesting credit for previous experience 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 sponsor 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 granting of advanced standing will be uniformly applied to all apprentices.

SECTION XII - WORK EXPERIENCE – 29 CFR § 29.5(b)(3); RIGL 28-45-9(2)(iii)

During the apprenticeship, the apprentice will receive 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 apprentice's supervisor.

SECTION XIII - RELATED INSTRUCTION – 29 CFR § 29.5(b)(4); RIGL 28-45-9(2)(iv)

Every apprentice is required to participate in coursework related to the job as outlined in Appendix A. A minimum of 144 hours of related instruction is recommended for each year of the apprenticeship. Apprentices agree to take such courses as the sponsor deems advisable. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. The sponsor may require apprentices to complete the related instruction requirement through electronic media or other instruction approved by the Registration Agency.

Apprentices will not be paid for hours spent in related technical instruction.

The sponsor will inform each apprentice of the availability of college credit.

Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the sponsor 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 sponsor will monitor and document the apprentice's progress in related instruction classes.

The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The sponsor may require the instructors to attend instructor training to meet the requirements of 29 CFR § 29.5(b)(4)(i)(ii) or state regulations.

SECTION XIV - SAFETY AND HEALTH TRAINING – 29 CFR § 29.5(b)(9); RIGL 28-45-9(2)(ix)

All apprentices will receive instruction in safe and healthful work practices both on the job and in related instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, or state standards that have been found to be at least as effective as the federal standards.

SECTION XV - MAINTENANCE OF RECORDS – 29 CFR §§ 29.5(b)(6), 29.5(b)(23), 30.8; RIGL 28-45-9(2)(xxiii)

Program sponsors are responsible for maintaining, at a minimum, the following records:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice's OJL;
- related instruction reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship

Program sponsors will also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the sponsor's outreach, recruitment, interview, and selection process. Such records will clearly identify minority and female (minority and nonminority) applicants and must include, among other things, the basis for evaluation and for selection or rejection of each applicant. For a complete list of records that each sponsor is required to maintain under 29 CFR § 30, please refer to 29 CFR § 30.8.

All such records are the property of the sponsor and will be maintained for a period of 5 years from the date of last action. They will be made available to the Registration Agency upon request.

SECTION XVI - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – 29 CFR § 29.5(b)(15); Circular 2015-02; RIGL 28-45-9(2)(xv)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using the Registered Apprenticeship Partners Information Data System (RAPIDS) or in writing using the supplied U. S. Department of Labor, ETA, Office of Apprenticeship, Application for Certification of Completion of Apprenticeship Form in (Appendix B), accompanied by the appropriate documentation for both on-the-job learning and the related instruction as may be required by the Registration Agency.

Certificate of Training (Interim Credential)

A Certificate of Training may be requested from and issued by the Registration Agency, only for a registered apprentice who has been certified by the sponsor as having successfully met the requirements to receive an interim credential as identified in these standards. The Registration Agency may require that a record of completed OJL and related instruction for the apprentice accompany such requests.

SECTION XVII - NOTICE TO REGISTRATION AGENCY – 29 CFR §§ 29.3(d), 29.3(e), 29.5(b)(19); RIGL 28-45-9(2)(xix)

The Registration Agency must be notified (preferably via RAPIDS) within 45 days of any apprentice action - e.g., registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons therefor.

SECTION XVIII - REGISTRATION, CANCELLATION, AND DEREGISTRATION – 29 CFR §§ 29.5(b)(18), 29.8(a)(2), 29.8(b)(8); RIGL 28-45-15

These standards will, upon adoption by the sponsor, be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

The sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The sponsor will notify the Registration Agency within 45 days in writing of any decision to cancel the program.

The Registration Agency may initiate deregistration of these standards for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

The sponsor will notify each apprentice of the cancellation of the program and the effect of same. If the apprenticeship program is cancelled at the sponsor's request, the sponsor will notify the apprentice(s)

within 15 days of the date of the Registration Agency's acknowledgment of the sponsor's request. If the Registration Agency orders the deregistration of the apprenticeship program, the sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements of 29 CFR § 29.8.

SECTION XIX - AMENDMENTS AND MODIFICATIONS – 29 CFR § 29.5(b)(18); RIGL 28-45-9(2)(xix)

These standards may be amended or modified at any time by the sponsor 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 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 XX - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE – 29 CFR §§ 29.5(b)(22), 29.7(k), 30.11; RIGL 28-45-9(2)(xxii)

The sponsor will have full authority to enforce these standards. Its decision will be final and binding on the employer, the sponsor, 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, the applicant or apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

29 CFR § 29.7(k); RIGL 28-45-9(2)(xxii)

The sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards for which written notification is received within 15 days of the alleged violations. The sponsor will make such rulings as it deems necessary in each individual case within 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 dispose of complaints is

Pierre LaPerriere, Director of Human Resources
7 Jackson Walkway, Providence, RI 02903
401.456.5832
PLaperriere@GilbaneCo.com

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, sex, sexual orientation, gender identity or expression, age, national origin, or disability 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 program sponsor (if applicable).

The complaint shall be in writing and shall 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 failure to apply the equal opportunity standards provided in 29 CFR § 30.

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 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 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.

Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under 29 CFR § 30 and the procedures set forth above.

The sponsor shall provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION XXI - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – 29 CFR § 29.5(13); RIGL 28-45-9(2)(xiii)

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 committees or program sponsors and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and OJL 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.

The apprentice must receive credit from the new sponsor for the training already satisfactorily completed.

SECTION XXII - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these standards formulated by the sponsor, agree to all the terms and conditions contained herein and agree to abide by the sponsor's rules and policies, including any amendments, and to serve such time, perform such manual training, and study such subjects as the sponsor may deem necessary to become a skilled journeyworker.

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

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- A. 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 sponsor.
 - B. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
 - C. Work for the employer to whom the apprentice is assigned for the duration of the apprenticeship, unless the apprentice is reassigned to another employer or the apprenticeship agreement is terminated by the sponsor.

SECTION XXIII - TECHNICAL ASSISTANCE

Technical assistance, such as that from Apprenticeship Rhode Island, the Rhode Island Office of Apprenticeship, the U.S. Department of Labor's Office of Apprenticeship, community colleges, and technical schools, may be requested to advise the sponsor. The sponsor is encouraged to invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

SECTION XXIV - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal or Rhode Island Law or Regulation.

SECTION XXV - 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 sponsor providing for training and related instruction under these standards and who registers with the Registration Agency.

APPRENTICE ELECTRONIC REGISTRATION (AER): 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 sponsor 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 COMMITTEE (COMMITTEE): Those persons designated by the sponsor to act as agents for the sponsor in the administration of the program. A non-joint committee, which may also be known as a unilateral committee or (if it includes workers' representatives) a group non-joint committee, has employer representatives but does not have a bona fide collective bargaining agent as a participant.

CAREER LATTICE: Career lattice apprenticeship programs include occupational pathways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship credential.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The credential issued by the Registration Agency to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.

CERTIFICATE OF TRAINING: see "Interim Credential."

EMPLOYER: Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this sponsor's standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under these standards.

HYBRID OCCUPATION: An occupation using an apprenticeship approach that measures the individual apprentice's skill acquisition through a combination of a 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: A credential that may be issued by the Registration Agency to those registered apprentices whom the sponsor has certified to the Registration Agency as having successfully met the requirements to receive an interim credential.

JOURNEYWORKER: A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. 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.

PROVISIONAL REGISTRATION: 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 29 CFR §§ 29.3(g) and (h).

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs. The Rhode Island Office of Apprenticeship has elected to use the RAPIDS system.

REGISTRATION AGENCY: The Rhode Island Department of Labor and Training, Office of Apprenticeship is the recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with RIGL 28-45, and conducting quality assurance assessments.

Richard Palmiere
Supervisor of Apprenticeship Training Programs
richard.palmiere@dlt.ri.gov
(401) 462-8536

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with 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 online courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

SPONSOR: Any person, association, committee, or organization that operates an apprenticeship program and in whose name the program is registered. That assumes the full responsibility for administration and operation of the apprenticeship program.

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

SUPERVISOR OF APPRENTICE(S): An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

TRANSFER: A shift of apprenticeship registration 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 committees or program sponsors.

YEAR UP: Year Up Providence is a one-year, intensive training program that provides low-income young adults, ages 18-24, with a combination of hands-on skill development, college credits, and on the job learning through corporate internships. Sponsors who wish to hire Year Up graduates who meet the minimum qualifications for apprenticeship may do so via a direct entry provision in Appendix D: Qualifications and Selection Procedures.

SECTION XXVI - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The Sponsor, Gilbane Building Company hereby adopts these Standards of Apprenticeship on this 27th day of October 2016.

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



Signature of Sponsor (designee)

Pierre LaPerriere, Director of Human Resources



Appendix A

WORK PROCESS SCHEDULE and RELATED INSTRUCTION OUTLINE

Construction Manager (Project Engineer I / Superintendent I)

O*NET-SOC CODE: **11-9021** RAPIDS CODE: **5103**

This schedule including the Construction Management Apprenticeship Diagram on page A-16 is attached to and a part of these Standards for the above identified occupation.

1. TYPE OF OCCUPATION

Time-based

 Competency-based

 Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation is 2-5 years with an OJL attainment of 3200-10000 hours, supplemented by the minimum required 144 hours of related instruction per year. The probationary period shall be defined as 400 OJL hours (approximately 90 days).

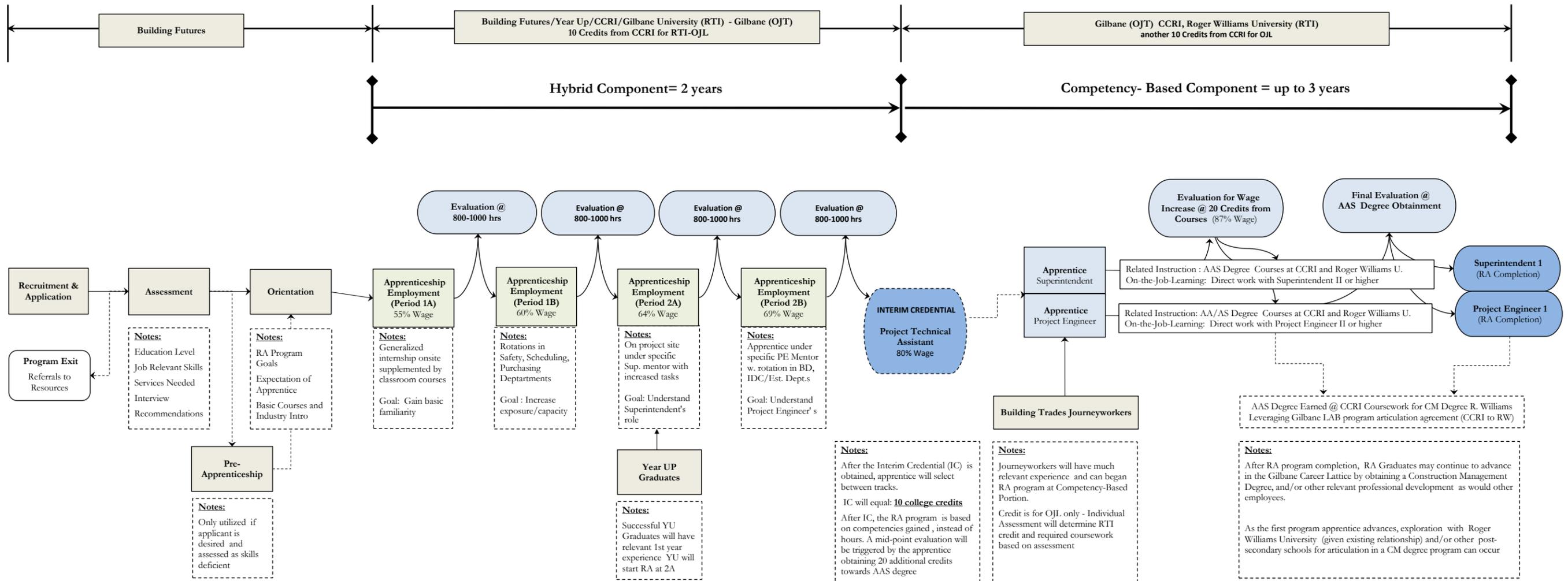
Apprentices will be eligible for an INTERIM CREDENTIAL and the title of “Project Technical Assistant” after completing 3200-4000 hours of OJL, and level 1-2 related technical coursework.

Upon completing the Interim Credential, apprentices will choose from one of two tracks: Project Engineer 1 or Superintendent 1. Apprentices will earn a Certificate of Completion after they have achieved the INTERIM CREDENTIAL, demonstrated mastery of the work processes in their chosen track, and completed an Associate’s Degree related to construction management.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 6 Apprentices to 1 Journeyworker. This ratio applies to the department or job site to which the apprentice is assigned.

Construction Management Apprenticeship Diagram- Project Engineer 1 and Superintendent 1
 Gilbane Building Company



4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current hourly journeyworker wage rate, which is: \$28.37. Note: time spent in each role will vary based on demonstration of competencies.

<i>Occupational Step</i>	<i>Percent of End Wage</i>	<i>Wage</i>	<i>Milestone</i>
Apprentice, Level 1a	55%	\$16.00	Entry Apprenticeship Wage
Apprentice, Level 1b	60%	\$17.20	800-1000 hours OJL, completion of assigned coursework, and positive evaluation
Apprentice, Level 2a	64%	\$18.50	800-1000 hours OJL, completion of assigned coursework, and positive evaluation
Apprentice, Level 2b	69%	\$20.00	800-1000 hours OJL, completion of assigned coursework, and positive evaluation
INTERIM CREDENTIAL Project Technical Assistant (3a)	80%	\$23.08	Upon completion of an additional 800-1000 hours of on-the-job learning, assigned coursework, and positive evaluation. CCRI will award 10 credits toward the degree for completion of the Interim Credential.
Project Technical Assistant, (Level 3b)	87%	\$24.81	Upon completion of 20 credits of college coursework toward an AS degree related to construction management. (The 10 credits awarded for apprenticeship are not counted in this 20 credits.)
COMPLETION Project Engineer 1	100%	\$28.37	Completion of Apprenticeship requires the completion of the Interim Credential, an AS degree related to construction management, and a positive evaluation for master or the Project Engineer 1 work processes.
Superintendent 1	100%	\$28.37	Completion of Apprenticeship requires the completion of the Interim Credential, an AS degree related to construction management, a positive evaluation for mastery or the Superintendent 1 work processes.

WORK PROCESS SCHEDULE

Construction Manager (Project Engineer I / Superintendent I)

O*NET-SOC CODE: **11-9021** RAPIDS CODE: **5103**

Apprentice Level 1 and 2 Work Processes (3200-4000 hours)

General Office		260-320
	Serve as contact for deliveries/pickups	
	Perform general receptionist functions, copying and filing and other essential office support functions	
	Participate in business unit office activities including orientation program, training sessions and peer group meetings	
	Proactively seek to understand customer goals and needs and act with a sense of urgency in meeting customer needs and demonstrating value	
	Attend and document the Weekly Staff Meetings	
Office Rotations		
Safety		260-320
	Support safety efforts	
	Badging / Security maintenance	
Scheduling		260-320
	Support project scheduling	
	Compile and verify Certified Payrolls, Prevailing Wages and Contractor Interviews. Keep current for monthly State inspections.	
	Assist and coordinate the requirements for project celebrations and project wide luncheons.	
Purchasing		260-320
	Office supply management	
	Gilbane inventory maintenance	
Onsite Project Assignments		1300-1720
	Learn Gilbane's construction methods and practices through a work assignment on a job site field team.	
	Take progress photos of jobsite	
	Daily activity reports for specific contracts	
	Monitor and complete the daily read files	
	Compile information for monthly reports to Program manager/Owner	
	Maintain and update Contract Document Logs	
	Participate in and write notes, instructions or minutes from meetings that clearly communicate discussion agreements, decisions, and action	
Interdisciplinary Document Coordination		600-680
	Manage document flow	
	Post correspondence into iBuild	
	Review and approve submittals	
	Submit RFI's	

	Process and distribute submittals and RFIs	
	Compile, log, and report to Owner the Policy Detail Slips from different contracts	
	Handle change management process	
<i>Business Development</i>		260-320
	Develop industry relations and expand professional networks that have potential to generate opportunities for Gilbane.	

Competency Based Portion of Apprenticeship (2-3 years anticipated)

During this period, the apprentice will select a track of Project Engineer I or Superintendent I.

Project Engineer I

The Level I Project Engineer assists the project team in obtaining, evaluating, coordinating and distributing the information and authorizations necessary to construct the project on time, within budget and to the quality specified. Furthermore, the position has a responsibility to protect and promote the interest of both the business and client in all matters as well as demonstrate the personal characteristics of a developing leader.

To gain the occupational competencies, the apprentice will continue to learn directly from a Journeyworker/mentor and perform the tasks of the position, under tutelage and supervision.

Work Processes, Project Engineer 1

- Ensure contract document logs are maintained and updated as need
- Accurately process and distribute submittals and RFI’s
- Participate in and write notes, instructions of minutes from meetings that clearly communicate discussion agreements, decisions, and action
- Proactively seek to understand customer goals and needs and consistently look for ways to support them
- Ensure planned deadlines are met
- Continually seek to understand customer goals and needs and act with a sense of urgency in meeting customer needs and demonstrating value
- Develop industry relationships and expand professional networks that have potential to generate opportunities for Gilbane

The methodology to evaluate progress during this phase of the program is two-fold. First, the progress in obtaining the remaining credits needed for an associate’s degree, which is required prior to completion. Second, the apprentice will be evaluated on their independent ability to perform the typical duties of the position to the level of quality needed. The evaluation will cover/measure the following:

1. Contract Document Logs are maintained and updated as needed;
2. Accurate process and distribution of submittals and RFI’s
3. Quality of written notes from meetings, clearly communicating the discussion agreements, decisions and actions.

4. Ensure that planned deadlines were met
5. Understanding of customer goals and needs on a proactive basis, with consistent effort towards supporting those goals
6. Development of industry relationships and expansion of relevant professional networks.

An evaluation of the apprentice performance will occur twice during the competency-based portion of the apprenticeship: at the mid-way point to degree obtainment, and upon degree obtainment. Once the apprentice has gained an associate's degree and has received a successful evaluation of performance against the competencies delineated above, a Certificate of Completion will be issued for Project Engineer Level 1.

Superintendent Level 1

The Level 1 Superintendent assists the project superintendent in coordinating trade contractors, maintaining high safety standards, and assisting with the quality control process. Furthermore, the position has a responsibility to establish credibility among owners, trade contractors, unions and others on a project level, by maintaining a fair and trustworthy environment and to stay informed of all field activities.

Strong technical and communications are essential, with excellent organizational skills and ability to work in a team environment. A broad set of knowledge, skills and abilities are needed for this position, including various computer programs and well as technical knowledge of all phases of construction. To gain the occupational competencies, the apprentice will continue to learn directly from a Journeyworker/mentor and perform the tasks of the position, under tutelage and supervision.

Work Processes, Superintendent 1

- Coordinate trade contractors to stay on schedule
- Maintain strict accordance with the contract documents
- Support all safety efforts in the field, lead safety orientation
- Stay informed of all field activities
- Monitor actual work to maintain compliance for the work plan
- Maintain daily reports and documentation
- Enforce safety and quality control policies
- Attend and participate in project meetings
- Establish credibility among Owners, trade contractors, unions etc. by maintaining a fair and trustworthy environment.

The methodology to evaluate progress during this phase of the program is two-fold. First, the progress in obtaining the remaining credits needed for an associate's degree, which is required prior to completion in addition to OSHA 30 certification. Second, the apprentice will be evaluated on their independent ability to perform the typical duties of the position to the level of quality needed. The evaluation will cover/measure the following:

1. Literacy with construction documents and drawings;
2. Proficiency in all divisions of work, methods, materials, scheduling and cost control
3. Ability to coordinate trade contractors to stay on schedule

4. Maintenance of strict accordance with the contract documents
5. Engagement in all safety efforts in the field (e.g. leading safety orientations)
6. Monitoring actual work for compliance with the work plan.
7. Quality of daily reports and documentation
8. Enforcement of safety and quality control policies
9. Participation/contributions in project meetings

An evaluation of the apprentice performance will occur twice during the competency-based portion of the apprenticeship: at the mid-way point to degree obtainment, and upon degree obtainment. Once the apprentice has gained an associate’s degree and has received a successful evaluation of performance against the competencies delineated above, a Certificate of Completion will be issued for Superintendent Level 1.

RELATED INSTRUCTION OUTLINE

Construction Manager (Project Engineer I / Superintendent I)

O*NET-SOC CODE: **11-9021** RAPIDS CODE: **5103**

Instruction providers

Related Technical Instruction will be provided by a combination of courses through Gilbane University, the Community College of Rhode Island, and Roger Williams University. The Community College of Rhode Island and/or Building Futures will provide basic college preparatory coursework when it is indicated as part of an individual’s learning plan. Additional providers can be added later with the approval of the Registration Agency.

Method of delivery: Gilbane University curriculum is delivered through computer-based instructional modules, supported by an instructor led classroom if necessary. Community College of Rhode Island, Roger Williams University, and Building Futures courses will be delivered through instructor-led classrooms and labs.

RTI and Individual Learning Plans:

The table below outlines two scenarios for RTI progression: one for an apprentice who requires basic college preparatory coursework and another option for an apprentice who tests as college ready. The options illustrate how Gilbane University Courses can be pushed back into year 2 to make room for adequate basic college preparatory instruction in year 1. An apprentice who requires little to no college preparatory instruction will meet the 144 required hours of RTI in year two by taking their first course at CCRI.

Illustration of RTI Hours and How they May Map for Individual Learning Plans

	<i>College Prep Option</i>	<i>College- ready Option</i>
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Apprentice Level 1a

Gilbane University Courses	47	74
Pre-college coursework	28	-
<i>Apprentice Level 1b</i>		
Gilbane University Courses	43	71
Pre-college coursework	28	-
<i>Apprentice Level 2a and b</i>		
Gilbane University Courses	145	90
3 credits at CCRI		113
<i>Apprentice Level -3a (Project Technical Assistant)</i>		
20 credits at CCRI / RWU	750	638
<i>Apprentice Level -3a (Project Technical Assistant)</i>		
24 credits at CCRI / RWU	900	900
Total RTI Hours	1,941	1,885

Year 1 - Apprentice Level 1a and b (145-165 RTI hours)

Each apprentice will have an individualized learning plan starting in year 1 mapping out courses that they will take to prepare for college-level and Gilbane University coursework based on Accuplacer results and mentor recommendation. Developmental courses may include courses offered at CCRI and/or Building Futures. Dependent on the number of hours of development courses, apprentice individualized learning plans may not include all of the courses listed below in year 1.

Gilbane University Courses – Apprentice Level 1a	Length	Delivery Method
Corporate Onboarding ¹	3 days	Instructor Led/Webinar
Building Exceptional Customer Satisfaction (BECS) – History and Values		
Gilbane: A Quality Organization		
Staying on the High Road: Ethics at Gilbane		
Incident and Injury Free (IIF) Orientation		
Diversity		
Deadly Sin Overview		
Delivery Systems		
Lessons Learned, Customer Satisfaction, and g.net		
Gilbane Development Company Overview		
Regional Orientation		
Employee Sexual Harassment Awareness	1 hr	Self-paced Online
Introduction to Project Administration	5 hrs	Self-paced Online
Field-Assigned Safety Orientation	1 hr	Self-paced Online
OSHA 10-hour or 30-hour Construction Health and Safety ²	10/30 hrs	Self-paced Online
Understanding Contract Documents ³	8 hrs	Instructor-led
Avoiding Errors in Usage and Punctuation	5 hrs	Self-paced Online
Avoiding Grammatical Errors in Business Writing	5 hrs	Self-paced Online
Understanding Writing Mechanics	2 hrs	Self-paced Online

Standard Business Etiquette	3 hrs	Self-paced Online
Communication Business Etiquette	3 hrs	Self-paced Online
Overview to Effective Business Communication	3 hrs	Self-paced Online
Listening Basics	2 hrs	Self-paced Online
Listening to Comprehend	4 hrs	Self-paced Online
TOTAL Apprentice Level 1a	74-94 hrs	

Gilbane University Courses – Apprentice Level 1b	Length	Delivery Method
<i>Introductory Courses</i>		
Introduction to Financial Management	3 hrs	Self-paced Online
Introduction to Contracts	3 hrs	Self-paced Online
Introduction to Scheduling	8 hrs	Self-paced Online
Introduction to Purchasing	2 hrs	Self-paced Online
Introduction to Estimating (<i>will be online by mid-2010</i>)	8 hrs	Instructor-led
<i>Project Administration for Engineers Modules</i>		
Overview of Engineer Responsibilities	1 hr	Self-paced Online
Project Startup	2 hrs	Self-paced Online
Principals of Construction Change Management	2 hrs	Self-paced Online
Requests for Information (RFIs)	2 hrs	Self-paced Online
Effective Written Construction Communication	2 hrs	Self-paced Online
Time Management	2 hrs	Self-paced Online
Scopes of Work	2 hrs	Self-paced Online
Schedules of Values and the Payment Process	2 hrs	Self-paced Online
Material and Equipment Status Reports	2 hrs	Self-paced Online
Managing Contracts	2 hrs	Self-paced Online
Closeout	2 hrs	Self-paced Online
Using Your Project Schedule to Execute, Manage and Lead	2 hrs	Self-paced Online
The Engineer's Role in Quality in Construction (QIC)	4 hrs	Self-paced Online
Understanding Cost Reports	4 hrs	Self-paced Online
<i>Project Controls</i>		
Introduction to Prolog ³	8 hrs	Instructor-led
Submittal Review Workshop ³	8 hrs	Instructor-led
TOTAL Apprentice Level 1b	71 hrs	

Year 2 (90 hours of Gilbane University + 375 hours of CCRI = 465 RTI hours)

Apprentices will complete the following Gilbane University Course and, if no remedial coursework was required, one class (113 RTI hours) of coursework from the college coursework outlined below.

Gilbane University Courses – Apprentice Level 2a and b	Length	Delivery Method
<i>Project Controls</i>		
Advanced Prolog for Engineers	4 hrs	Instructor-led
JDE Construction Change Management Workshop Level 1 ³	8 hrs	Instructor-led

Project Closeout (<i>will be online by mid-2010</i>)	8 hrs	Instructor-led
Concrete Applications	8 hrs	Instructor-led
Steel Applications	8 hrs	Instructor-led
Using Lessons Learned and Calling all Experts	1 hr	Webinar Recording
<i>Design Phase</i>		
DP 2: Design Phase Overview	6 hrs	Instructor-led
<i>Project Administration for Superintendents⁴</i>		
PAS 7: Leadership - Communicating with Power and Influence	8 hrs	Instructor-led
<i>Microsoft Office Suite⁵</i>		
Getting Started with Excel 2007	2 hrs	Self-paced Online
Getting Started with Outlook 2007	2 hrs	Self-paced Online
Getting Started with PowerPoint 2007	2 hrs	Self-paced Online
Getting Started with Word 2007	1 hrs	Self-paced Online
<i>Additional Interpersonal Skills courses⁶</i>		
Your Time and You	3 hrs	Self-paced Online
Using Effective Business Communication	2 hrs	Self-paced Online
Writing with Intention	4 hrs	Self-paced Online
Crisp Composition – Effective Writing	5 hrs	Self-paced Online
Punctuating with Skill	2 hrs	Self-paced Online
Etiquette at the Business Meeting	3 hrs	Self-paced Online
The Mechanics of Communicating Effectively	3 hrs	Self-paced Online
Essentials of Electronic Communication	2 hrs	Self-paced Online
Effective Telephone Techniques	5 hrs	Self-paced Online
Communicating with Power and Confidence	3 hrs	Self-paced Online
TOTAL Apprentice Level 2a and b	90 hours	

Year 3 -5, Project Technical Assistant (1275 RTI hours)

After completing the Interim Credential apprentices will be taking coursework toward their degree from the coursework outlined below. These 44 credits of courses are equal to 1650 hours of RTI. The courses listed below are at CCRI unless labeled “RWU” for Roger Williams University.

Students aiming to transfer on to complete the Roger Williams BS in Construction Management should seek specific guidance on transferability and pre-requisites. Specifically, these students would be advised to substitute math courses sequenced to lead up to Pre-calculus.

*CCRI Coursework
for Associate's Degree in Applied Science*



COMMUNITY COLLEGE
OF RHODE ISLAND

**Gilbane Construction Management Apprenticeship Program - Learning Contract
Associate in Applied Science in Technical Studies**

General Education Core

CONTENT AREA	COURSE #	TITLE	CREDITS
English	COMM 1100	Oral Communication I	3
English	COMM 2100	Technical Writing	3
Geology	GEOL 1010	General Geology (lab)	4
Math	MATH 1750	Applied Technical Math I	3
Math	MATH 1760	Applied Technical Math II	3
Physics	PHYS 1030	General Physics I (lab)	4
Psychology	PSYC 1050	Psychology in the Workplace	3
<i>General Education Total</i>			23

Technical Courses

English	ENGL 1410	Business Writing	3
Engineering	ETGR 1020	Introduction to Engineering & Tech	3
Engineering/Electrical	ETEE 1500	Electrical Systems 1	3
Legal Studies	LAWS 2070	Law of Business Organization	3
Construction RWU	CNST 100	Introduction to Construction Management	3
Construction RWU	CNST 116	Computer Applications for Construction	3
Construction RWU	CNST 130	Plans, Specifications, and Building Codes	3
<i>Total Technical Credits</i>			21

Apprenticeship/Experiential Learning

Completion of Interim Credential as described in the Apprenticeship Standards	10	
Completion of Apprenticeship as described in the Apprenticeship Standards	10	
<i>Total Credits</i>		64



Appendix B

APPRENTICESHIP AGREEMENT & APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP

The sample Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship are included to demonstrate the sponsor's understanding of these two essential documents.

The easiest way for sponsors to prepare these forms will be to use the online Apprenticeship Management System (RAPIDS). Once your program Standards are registered, the RI Office of Apprenticeship can give you an account. With your online account, you enter the information on each apprentice and print out the Apprenticeship Agreement Form for signatures. You will be able report on apprentice advancement, cancelations, and completions all online.

Program Registration and
Apprenticeship Agreement

Rhode Island
Department of Employment and Training

APPRENTICE REGISTRATION – SECTION II

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

<p>1 Name (Last, First, Middle)</p> <p>Address (No., Street, City, State, Zip Code)</p> <p>Telephone Number</p> <p>*Social Security Number</p> <p>2. Date of Birth (Mo., Day, Yr.)</p>	<p>3. Sex (Mark one)</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p>	<p>Answer Both A and B (Voluntary)</p> <p>4. a. Ethnic Group (Mark one)</p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Not Hispanic or Latino</p> <p>b. Race (Mark one or more)</p> <p><input type="checkbox"/> American Indian or Alaska native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or other Pacific Islander</p> <p><input type="checkbox"/> White</p>	<p>5. Veteran Status (Mark one)</p> <p><input type="checkbox"/> Non-Veteran</p> <p><input type="checkbox"/> Veteran</p> <p>6. Education Level (Mark one)</p> <p><input type="checkbox"/> 8th grade or less</p> <p><input type="checkbox"/> 9th to 12th grade</p> <p><input type="checkbox"/> High School Equivalency (GED)</p> <p><input type="checkbox"/> High School Graduate</p> <p><input type="checkbox"/> Post-Secondary or Technical Training</p>
<p>7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee</p> <p>7b. Career Connection (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans</p> <p><input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Career Center Referral <input type="checkbox"/> School-to-Registered Apprenticeship</p>			
<p>8. Signature of Apprentice</p>		<p>9. Signature of Parent/Guardian (if minor)</p>	

PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

<p>1. Sponsor Program No.</p> <p>Sponsor Name and Address</p> <p>Gilbane Building Company</p> <p>7 Jackson Walkway, Providence, RI 02903</p> <p>www.gilbaneco.com</p>	<p>2a Occupation (The work processes listed in the standards are part of this agreement).</p> <p>Construction Manager</p>	<p>2b Occupation Code: 11-9021</p> <p>2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>3. Occupation Training Approach (Mark one)</p> <p>3a. <input type="checkbox"/> Time-Based</p> <p>3b. <input type="checkbox"/> Competency-Based</p> <p>3c. <input checked="" type="checkbox"/> Hybrid</p>	<p>4. Term (Hrs., Mos., Yrs.)</p> <p>4200-10000</p>
	<p>6. Credit for Previous Experience (Hrs., Mos., Yrs.)</p>	<p>5. Probationary Period (Hrs., Mos., Yrs.)</p> <p>400 hours</p>
<p>9a. Related Instruction</p> <p>144 of Hours Per Year Min</p>	<p>9b. Apprentice Wages for Related Instruction</p> <p><input type="checkbox"/> Will Be Paid <input checked="" type="checkbox"/> Will Not Be Paid</p>	<p>7. Term Remaining (Hrs., Mos., Yrs.)</p> <p>8. Date Apprenticeship Begins</p>
<p>9c. Related Training Instruction Source</p> <p>Gilbane, Community College of RI, and Roger Williams University</p>		
<p>10. Wages: (Instructions on reverse)</p> <p>10a. Pre-Apprenticeship Hourly Wage \$ _____</p> <p>10b. Apprentice's Entry Hourly Wage \$16.00</p> <p>10c. Journeyworker's Hourly Wage \$28.37</p>		

<p>Check Box</p> <p>10d. Term</p> <p><input checked="" type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.</p>	Period 1	2	3	4	5	6	7	8	9	10
	800	800	800	800	0-3000	0-3000				
<p>10e. Wage Rate (Mark one) % <input checked="" type="checkbox"/> or \$ <input type="checkbox"/></p>	55%	60%	64%	69%	80%	87%				

<p>11. Signature of Sponsor's Representative(s)</p> <p>Date Signed</p>	<p>13. Name and Address of Sponsor Designee to Receive Complaints</p> <p>Pierre LaPerriere, Director of Human Resources</p> <p>Gilbane Building Company</p> <p>7 Jackson Walkway, Providence, RI 02903</p>
<p>12. Signature of Sponsor's Representative(s)</p> <p>Date Signed</p>	

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

<p>1. Registration Agency : RI DLT, Office of Apprenticeship</p> <p>1151 Pontiac Ave. Bldg. 70, PO Box 20247</p> <p>Cranston, RI 02920</p>	<p>2. Signature (Registration Agency)</p>	<p>3. Date Registered</p>
<p>4. Apprentice Identification Number (Definition on reverse): _____ SAA Apprenticeship Number _____</p>		

Program Definitions and/or Instructions:

Part A

Item 4.a. Definition - Ethnic Group:

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4.b. Definitions - Race:

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Item 7b. Instructions:

Indicate any career connection (definitions follow). Enter "None" if no career connection applies.

Pre-Apprenticeship. A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s).

Technical Training School. Graduates trained in an occupation from a technical training school related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Military Veterans. Veterans that completed a military technical training school and/or elect to participate in the Building and Construction Trades Helmets to Hardhats Program or trained in an occupation while in the military related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Job Corps. Graduates trained in an occupation from a federally funded Job Corps center related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

YouthBuild. Graduates trained in an occupation from a federally funded YouthBuild program related to an occupation registered by the sponsor and who meet the minimum qualifications for Registered Apprenticeship.

HUD/STEP-UP. Applicants who successfully participated in the U.S. Department of Housing and Urban Development Step-Up program and received an apprenticeship experience which meets the minimum qualifications for Registered Apprenticeship.

Career Center Referral. Includes career center participants referred to the Registered Apprenticeship Program and/or apprentice(s) that receive workforce system funded services that support their participation in a Registered Apprenticeship program. This may include the use of individual training accounts and/or on-the-job training reimbursements.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

Part B

Item 2.b.1. Interim Credentials. Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

Item 3. Occupation Training Approach. The program sponsor decides which of the three training methods to use in the program as follows:

3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).

3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or

3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

Item 4. Term (Hrs., Mos., Yrs.). Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

Item 5. Probationary Period (Hrs. Mos., Yrs.) Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

Item 7. Term Remaining (Hrs., Mos., Yrs.). Under Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

Item 10. Wage Instructions:

10a. Pre-Apprentice hourly wage: sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

10b. Apprentice's entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice's entry hourly wage.

10c. Journeyworker's wage: sponsor enters wage per hour.

10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor's training approach. See Part B, Item 3. and is available in the terms of the Apprenticeship Standards.

10e. Percent or dollar amount: sponsor marks one.

- Note:** 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker’s wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker’s hourly wage rate that will be the basis for the progressive wage schedule identified in Item 10e, of this agreement.
- 10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.
- 10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker’s wage depending on the industry.

Example (Time-based approach) - 3 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
Hrs., Mos., Yrs.	1000 Hrs.					
%	55	60	65	70	80	90

Example (Time-based approach) - 4 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
Hrs., Mos., Yrs.	6 Mos.							
	50	55	60	65	70	75	80	90

Item 13. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

Part C.

Item 4. Definition: The Registered Apprenticeship Partners Information Data System (RAPIDS) encrypts the apprentice’s social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice’s privacy.

*The submission of your social security number is requested. The apprentice’s social security number will only be used to verify the apprentice’s periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and needs the apprentice’s social security number to match this number against the employers’ wage records. Also, the apprentice’s social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship,. Data will be used by the State Apprenticeship Agency.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0023.)

**Rhode Island Department of Employment and Training
Office of Apprenticeship**



APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP
(Sponsor using Electronic Registration can substitute for this form. Attach additional pages if necessary)

Sponsor Information

Sponsor:	Program #:
Address:	Contact Name:
City, State, Zip:	Phone:

Apprentice Information

Full Name of Apprentice:	(Print/type name as indicated on the ETA 671 or in RAPIDS)
Apprentice Registration Number:	
Occupation:	
Term:	
Registration Date:	
Date of Completion:	
Completion Wage:	

Related Instruction Certification

Related Instruction Hours completed:
Related Instruction Furnished By:
Teacher(s) or Director(s) of Related Instruction Certifying to above information:
Name: _____ Address: _____

Request for Certificate

On behalf of the above named sponsor, I hereby certify that the apprentice named in the application has satisfactorily completed and working at the Journeyworker Level of his/her apprenticeship program as registered with the Office of Apprenticeship and hereby recommend the issuance of the **Certificate of Completion of Apprenticeship**

Sponsor's Signature: _____ Date: _____

Title: _____

Office of Apprentice use only:

Date Entered in RAPIDS (if required): _____
Date Certificate Sent: _____

Rhode Island Department of Employment and Training
Office of Apprenticeship
APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP
(Sponsor using Electronic Registration can substitute for this form. Attach additional pages if necessary)



Authentication of Requests for Certificate of Completion of Apprenticeship

Where the Office of Apprenticeship is the Registration Agency, issuance of a Certificate of Completion of Apprenticeship to apprentices upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the sponsor certifies to the Registration Agency and requests the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests are completed either electronically using the Registered Apprenticeship Partner Information System (RAPIDS) or in writing using with the use of this form from the sponsor to the Rhode Island Office of Apprenticeship.

General Guidance

The sponsor will verify that the apprentice has completed all requirements of apprenticeship including a signed copy of transcripts from the sponsor, provider or sponsor of the related instruction. The Apprenticeship Supervisor shall have in evidence an electronic or written Application for Certification of Completion of Apprenticeship.

When a large number of apprentices are completing at the same time from the same occupation, one application form from the sponsor can be used with an attached list of pertinent information for the completing apprentices. When the sponsor has more than one occupation or more than one employer, the sponsor should complete separate forms for each occupation and employer, follow the procedure above.

The occupation identified, must be the occupation title as listed in the most current List of Officially Recognized Apprenticeshipable Occupations. For sponsors who use a slightly different occupational title, the Office of Apprenticeship may use the sponsor's title as long as the officially recognized occupational title is included in parenthesis under the sponsor's occupational title. Please see attached "sample" for reference.

The term "journeyman, journeyworker, journeyperson, etc." should not be included in the occupational title. These terms are used to describe a level of competency rather than an occupational title.

In rare instances where a program sponsor may utilize such a term above in their occupational title and that terminology is consistently used within their organization and training materials, the Office of Apprenticeship may use that terminology on the sponsor's occupational title as long as the officially recognized occupational title is listed in parenthesis under the sponsor's title. The practice of using a level of competency in the occupational title should be discouraged when possible.

The sponsor's name on the Certificate of Completion of Apprenticeship shall be as it is registered and approved in their apprenticeship standards.

The date completed shall be the date of completion as indicated on the request form.

Issuance of Replacement OA Certificate of Completion of Apprenticeship

Replacement certificate requests shall be verified with undeniable proof that an original certificate was either issued or requested by the sponsor. This shall be verified through Rhode Island Office of Apprenticeship's records or the program sponsor's records. In the event a field office has no proof, yet a program sponsor does, or vice versa, a copy of that proof shall be sent to the Apprenticeship Supervisor and included in the program folder. The term "**Replacement Certificate**" shall be printed in 12 pt. font size on the replacement certificate in the space centered between the last line of type and the official seal.

The Certificate of Completion of Apprenticeship shall not be used for any other purpose than completion of a Registered Apprenticeship program.