

Teri Gardner 8-22-25

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The United States Department of Labor

Office of Apprenticeship

Certificate of Registration of Apprenticeship Program

Nez Perce Tribal Employment Rights Office

Lapwai, ID

See program standards for occupations

*Registered as part of the National Apprenticeship System
in accordance with the basic standards of apprenticeship
established by the Secretary of Labor*

November 14, 2022

Date

2023-ID-116388

Registration No.



John V. Ladd
Administrator, Office of Apprenticeship



Registered Apprenticeship Standards

- National Program Standards National Guidelines for Apprenticeship Standards
 Local Apprenticeship Standards



NEZ PERCE TRIBAL EMPLOYMENT RIGHTS OFFICE

**102 Agency Road
Lapwai, ID 83540**

Occupation: MULTIPLE

O*NET-SOC Code: See Appendix A RAPIDS Code: See Appendix A

In Coordination with the Idaho Department of Labor

Developed in Cooperation with the
U.S. Department of Labor
Office of Apprenticeship

Approved by the
U.S. Department of Labor
Office of Apprenticeship

Registered By: **ROBERT SNYDER**

Signature: *Robert A. Snyder*

Title: **STATE DIRECTOR, IDAHO**

Office of Apprenticeship **REGION 6**

Date: 11/14/2022

Registration Number: 2023-ID-116388

Check here if these are revised Standards



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SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

A. Responsibilities of the sponsor: NEZ PERCE TRIBAL EMPLOYMENT RIGHTS OFFICE must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document "Requirements for Apprenticeship Sponsors Reference Guide."

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these Standards and the document "Requirements for Apprenticeship Sponsors," and that meets the requirements of 29 CFR § 29.7. Form ETA 671 may be used for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship Standards with the U.S. Department of Labor, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices' progress in skills and technical knowledge, and maintain appropriate progress records.
- Notify the U.S. Department of Labor within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Provide each apprentice with a copy of these Standards, Requirements for Apprenticeship Sponsors Reference Guide, Appendix A, and any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these Standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated Standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.
- Adhere to Federal, State, and Local Law Requirements -- The Office of Apprenticeship's registration of the apprenticeship program described in these Standards of Apprenticeship on either a nationwide basis (under the National



Program Standards of Apprenticeship) or within a particular State, and the registration of individual apprentices under the same program, does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.

The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the Office of Apprenticeship under 29 CFR § 29.8.

B. Minimum Qualifications - 29 CFR §29.5(b)(10)

An apprentice must be at least 18 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation. Please include any additional qualification requirements as appropriate (optional):

Other See Appendix A

C. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)

The apprenticeship program(s) will select an apprenticeship training approach. The approach is notated in Appendix A, APPRENTICESHIP APPROACH.

D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices will will not be paid for hours spent attending related instruction classes. The Work Process Schedule and Related Instruction Outline are outlined in Appendix A.

E. Credit for Previous Experience - 29 CFR § 29.5(b)(12)

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. **NEZ PERCE TRIBAL EMPLOYMENT RIGHTS OFFICE** will evaluate the request for credit and make a determination during the apprentice's probationary period.

Additional requirements for an apprentice to receive credit for previous experience (optional):

F. Probationary Period - 29 CFR § 29.5(b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period which may not exceed 25 percent of the length of the program or 1 year whichever is shorter. The probationary period is notated in Appendix A, PROBATIONARY PERIOD.

G. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5(b)(7)

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journeyworkers for adequate supervision. The ratio is notated in Appendix A, RATIO OF APPRENTICES TO JOURNEYWORKERS.

H. Apprentice Wage Schedule - 29 CFR § 29.5(b)(5)



Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. The progressive wage schedule is notated in Appendix A, APPRENTICE WAGE SCHEDULE.

I. Equal Employment Opportunity and Affirmative Action

1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

NEZ PERCE TRIBAL EMPLOYMENT RIGHTS OFFICE will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

NEZ PERCE TRIBAL EMPLOYMENT RIGHTS OFFICE 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.

[Optional] The equal opportunity pledge applies to the following additional protected bases (as applicable per the sponsor's state or locality):

2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4-30.9

NEZ PERCE TRIBAL EMPLOYMENT RIGHTS OFFICE acknowledges that it will adopt an affirmative action plan in accordance with 29 CFR §§ 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

3. Selection Procedures - 29 CFR § 30.10

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). The selection procedures for each occupation for which the sponsor intends to train apprentices are notated in Appendix A, SELECTION PROCEDURES.

J. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or Standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within 300 days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:



U.S. Department of Labor, Office of Apprenticeship
200 Constitution Ave. NW, Washington, DC 20210
Telephone Number: (202) 693-2796
Email Address: ApprenticeshipEEOcomplaints@dol.gov
Point of Contact: Director, Division of Registered Apprenticeship and Policy
Attn: Apprenticeship EEO Complaints

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency.

- 2. Other General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification:

Name: Laatis T.C. Lawrence
Address: 102 Agency Road, P.O. Box 365 Lapwai, ID 83540
Telephone Number: (208) 621-4856
Email Address: laatisl@nezperce.org

Any complaint described above that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency provided below in Section K.

K. Registration Agency General Contact Information 29 CFR § 29.5(b)(17)

The Registration Agency is the United States Department of Labor's Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below:

Name: US/DOL/OA, Robert Snyder, Idaho State Director
Address: 1387 S. Vinnell Way, #110, Boise, ID 83709
Telephone Number: 208-321-2973
Email Address: Snyder.robert@dol.gov

L. Reciprocity of Apprenticeship Programs 29 CFR § 29.13(b)(7)

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

SECTION II - APPENDICES AND ATTACHMENTS

- Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- Appendix B** – *ETA 671 - Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed after registration. Sample attached.)*
- Appendix C** – *Affirmative Action Plan (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))*
- Appendix D** – *Employer Acceptance Agreement (For programs with multiple-employers only)*



SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program Standards, the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

NOTE: The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.



SECTION IV - SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provisions of the foregoing Apprenticeship Standards formulated and registered by **NEZ PERCE TRIBAL EMPLOYMENT RIGHTS OFFICE**, on this 27th day of September, 2022

The signatories acknowledge that they have read and understand the document titled "Requirements for Apprenticeship Sponsors Reference Guide" and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

Laatis T.C. Lawrence
Signature of Sponsor (designee)

Laatis T.C. Lawrence
Printed Name

SECTION V - DISCLOSURE AGREEMENT—FOR NATIONAL PROGRAM STANDARDS AND LOCAL STANDARDS ONLY (Optional)

OA routinely makes public general information relating to Registered Apprenticeship programs. General information includes the name and contact information of the sponsor, the location of the program, and the occupation(s) offered. **OA routinely publicly releases the contents of applications for National Guidelines for Apprenticeship Standards.**

In addition, sponsors submitting National Program Standards or Local Standards have the option of allowing OA to share publicly the contents of a sponsor's application for registration to assist in building a high-quality National Apprenticeship System. This may include a copy of the Standards, Appendix A, and Appendix D (as applicable), but not completed versions of ETA Form 671 or Appendix C "Affirmative Action Plan" because those documents are submitted after a sponsor's application is approved and the program is registered. Please note that OA will consider a sponsor's application as releasable to the public unless the sponsor requests non-disclosure by signing below.

I, *Melvin J. Wheeler Sr.*, acting on behalf of **NEZ PERCE TRIBAL EMPLOYMENT RIGHTS OFFICE** request that OA not publicly disclose this application, other than general information about the program, as described above as it is considered confidential commercial information and steps are taken to preserve it. Further, I understand that if OA receives a request for this application pursuant to 5 U.S.C. 552, we may be contacted to support OA's withholding of the information, including in litigation, if necessary. I understand that my request that OA not publicly disclose this application will remain in effect, including with respect to subsequent amendments to this application, unless and until I notify OA otherwise.

Melvin J. Wheeler Sr.
Signature of Sponsor (designee)
Melvin J. Wheeler Sr.
Printed Name

10-7-22
Date



Appendix A.2
WORK PROCESS SCHEDULE
Construction Craft Laborer
O*NET-SOC CODE: 47-2061.00 RAPIDS CODE: 0661

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

1. APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is 2 years with an OJL attainment of 4000 hours, supplemented by the minimum required 288 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice to 1 Journeyworker.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$24.80.

Period	Hours	Min. Wage
1	0-1000 hours	70%
2	1001-2000 hours	75%
3	2001-3000 hours	80%
4	3001-4000 hours	85%

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 90 days.

6. SELECTION PROCEDURES

Please see page A-8.



Appendix A.2
ON-THE-JOB LEARNING OUTLINE
Construction Craft Laborer
O*NET-SOC CODE: 47-2061.00 RAPIDS CODE: 0661

REQUIREMENTS:

To enter the Apprenticeship Program:

An apprentice must be at least 16 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation.

- There is an educational requirement of: High school diploma/GED or enrolled in a program and working on it. Must show proof of enrollment in program.
- There is a physical requirement of: Must be able to lift 50 pounds.
- The following aptitude test(s) will be administered:
- A valid driver's license or is required or must show proof of working on getting one.
- Other:

ON-THE-JOB LEARNING:

- a. Site/Project Preparation and Maintenance - 600 hours
 - Clearing bucking and falling
 - Transportation, dismantling and stockpiling of scaffolding and work platforms
 - Grading and compaction
 - Layout and staking protocols
 - Rigging and signaling for work traditionally done by construction craft laborers
 - Site preparation, clean up and security
- b. Tools, Equipment, and Materials - 500 hours
 - Recognition and preparation
 - Hand, electric, gas, pneumatic and power tool equipment use and maintenance
 - Material storage and security
- c. Safety - 500 hours
 - Confined space safety
 - 1i. Flagging, signaling and traffic safety awareness
 - Hazard material recognition
 - Trenching and site excavation safety
- d. Environmental Remediation - 800 hours
 - Asbestos abatement, hazardous waste abatement, lead abatement, and petro- chemical abatement
 - Radiation and radiation remediation
- e. Building Construction - 800 hours
 - Concrete - tending, placement and removal
 - Landscaping
 - Mason/Plasterer tending
 - Pipe Laying



f. Heavy/Highway Construction

- 800 hours

- Asphalt, drilling and blasting
- Pipe laying for work traditionally performed by construction craft laborers
- Tunnel and shaft
- Concrete- tending, placement and removal
- Bridges

TOTAL MINIMUM HOURS 4000



Appendix A.2
RELATED INSTRUCTION OUTLINE
Construction Craft Laborer
O*NET-SOC CODE: 47-2061.00 RAPIDS CODE: 0661

RELATED INSTRUCTION DESCRIPTIONS:

Idaho Department of Labor to Apprentice Orientation Training Program:

<https://labor-idaho.hubspotpagebuilder.com/apprentice-mentee-training-program>

The Apprentice Orientation Program is designed to help you become a stronger, more agile team member and learner. In under three hours, you'll learn how promote an innovative and collaborative work environment, advance your team's competitive edge, and reach your maximum potential with the guidance of your mentor. Take the future into your own hands and become a better mentee today.

USDOL Anti-Harassment Video:

<https://www.dol.gov/agencies/eta/apprenticeship/eeo/harassment/video>

Informational video from the USDOL regarding Anti-Harassment created specifically for apprenticeship programs.

Blue Print Reading: Be able to understand, interpret and follow the directions on both building and highway blue prints. 80 – hours

Craft Orientation: Understand the nature of the CCL trade and the work and skills of the trade. Understand what union membership is and the benefits of belonging to a union. 8 – hours

First Aid/CPR: Students will both study and practice basic first-aid and cardio-pulmonary resuscitation and be tested on their skills. 8 – hours

General Construction: Students will study and practice the use of many skills of the trade including; soil compaction equipment, rigging signaling, cutting torch, basic pipe laying methods and trench safety concrete placement techniques and scaffold erection are also taught in this course. 80 – hours

Hazard Communication: Identifying hazardous materials and taking the necessary precautions when coming in contact with some of the many chemicals used in the industry. Understanding MSDS's. 4 – hours

OSHA Safety: The 30 hour OSHA course covers the safety needs of the construction industry. An individual will be able to identify hazards and take action to correct those hazards and keep one safe and free from accidents and injury. 32 – hours

SUB-TOTAL HOURS 212 - hours

*Specific Skills Elective Curriculum: Depending on the work in the geographic jurisdiction apprentices will choose from the following:

Asbestos Abatement: 40 – hours



A student will be able to identify asbestos, where to find asbestos and understand the danger related to this deadly product. The student will also practice containment and the use of negative air practices for safe removal and disposal. Use of glove-bags will also be practiced using proper techniques. Respiratory protection and protective clothing is covered in this class as it relates to keeping one safe.

Asphalt:

40 – hours

The student will understand the safety pre-cautions necessary when working with, raking and placing asphalt. The student will practice the preparation of the surface, having the tools ready, and cleaning of the tools and machinery. The patching of pot-holes and cracks will be practiced along with proper raking techniques.

Concrete:

80 – hours

Students will learn the safety and dangers of working with concrete products. Students will also study and practice the proper placement, vibration and striking off of concrete slabs and walls. Also, students will form walls and slabs for concrete placement.

Foreman Preparedness:

40 – hours

Communication techniques, estimating, blueprint reading, time management, dealing with people, correcting negative behavior and scheduling are all part of this class for advanced tradesmen.

Hazardous Waste Worker:

80 – hours

Students will understand the dangers and hazards of the many chemicals on Super Fund sites and other areas found on the construction projects. Clean-up and remediation is practiced in a mock training exercise. The decontamination of individuals is practiced by all students in this class. Respiratory protection, protective clothing and air monitoring is covered in this class as it relates to keeping one safe.

Lead Abatement:

40 – hours

The student will learn about the history, dangers and health effects of lead and the many past uses found in buildings, housing, bridges and ships. Safe containment, medical check-ups, removal, bagging, testing and disposal are all part of this class. Respiratory protection and protective clothing is covered in this class as it relates to keeping one safe.

Line and Grade:

80 – hours

Math equations and use of various measuring devices are used in this class. Lasers and transit and levels are studied and used in setting the grade for flat ground, hills and varying elevations.

Mason Tending:

80 – hours

Scaffold erection, safety, stacking of block brick and mortar on scaffolding along with proper mixes of mortar for masons are all covered in this class. In addition the use of all wheel fork lifts are used extensively using the MSA training manual and test.



Pipe Laying: Trench safety, shoring and placement of various pipe including; sewer, water, plastic and ductile. Rigging and signaling is also covered along with the repair of various pipe.	80 – hours
Radiation Remediation: Working safely and protecting oneself while working in and around radiological contaminated sites is practiced in a mock training area. Respiratory protection and protective clothing is covered in this class as it relates to keeping one safe.	32 – hours
Underground Storage Tank Removal: Safe removal of underground storage tanks including; trench safety, hazardous waste contaminants, and personal protection are all covered in this class.	32 – hours
SUB- TOTAL HOURS	624-hours
TOTAL HOURS	836-hours
* The apprentice will complete 220 (or more) additional hours of related training from these elective courses.	
TOTAL MINIMUM HOURS 144 PER YEAR	



SELECTION PROCEDURES:

The process for finding and selecting the best talent possible for an apprenticeship opening position includes the following:

Selection of apprentices shall be in accordance with the provisions of the Nez Perce Law & Order Code under Title 9, Indian Preference in Employment and Contracting, which requires the preferential employment of Indians and Indian-Owned firms.

If participating employer employs five or more apprentices, selection into the apprenticeship program will be in accordance with the selection procedures for apprentices developed by the Tribal Employment Rights Office and approved by the Registration Agency.

The sponsor may post open positions on career sites or the company's internal career board to solicit applications.

Applications will be pre-screened to eliminate candidates who do not meet the basic qualifications requirements of the position.

Those applicants that meet basic qualifications will be processed through an assessment to screen out those who lack the desire and interest for the apprenticeship. Screening applicants will be performed through interviews and job simulations to select candidates with the highest potential for apprenticeship success.

The Apprentice(s) will be selected based on the most qualified candidate.

Applicants that have accepted the position will be registered within 45 days. The apprenticeship selection process and procedures will be uniformly and consistently applied to all applicants.

Any applicant who feels that they were wrongfully denied entry into the apprenticeship program may appeal the decision using the applicant appeals procedure described in Section J of the Standards.

Maintenance of Applications and Selection Records

The sponsor and participating employer will keep adequate records according to their own internal systems, policies, and procedures. There will be no undue burden placed on the company in regarding to hiring the applicant as their apprentice. The items and records maintained, including qualifications of each applicant; the basis for evaluation 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 29 CFR § 30, as may be required by the U.S. Department of Labor.

The records pertaining to individual applicants selected will be maintained in such manner as to permit the identification of race, gender, or ethnicity.

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.



SPONSOR OBLIGATION TO PREVENT HARASSMENT AND INTIMIDATION OF APPRENTICES:

Under the National Apprenticeship Act of 1937, OA is conferred the responsibility to protect the safety and welfare of apprentices. Pursuant to this authority, OA has issued regulations designed to ensure that apprentices participating in the National Apprenticeship System are free from unlawful discrimination, harassment, intimidation, and workplace violence. In all states under 29 CFR 30.3(b)(4), sponsors are obligated to develop and implement procedures to ensure that its apprentices are not harassed because of their race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability and to ensure that its apprenticeship program is free from intimidation and retaliation as prohibited by §30.17.

Harassment and intimidation of any apprentices is intolerable and unacceptable. Program sponsors are obligated under 29 CFR Part 30 to design and implement internal procedures and adopt practical measures for effectively addressing and mitigating harassment risks to apprentices, as well as for promptly handling and resolving apprentice complaints about harassment and intimidation. Additionally, sponsors are responsible for ensuring affiliated and contracted employers do not ignore, tolerate, or encourage any conduct that suggests acceptance of such behaviors.

Incidents of harassment and intimidation of apprentices warrant swift and decisive action from sponsors to prevent reoccurrences and promote environments of tolerance and equity in the workplace so that all apprentices feel safe, welcomed, and treated fairly.

Examples of practical measures sponsors may employ to combat incidents of harassment, discrimination, and intimidation include, but are not limited to:

- designating an individual or office within the employing organization to handle harassment complaints and effectively address harassment risks;
- establishing disciplinary guidelines and procedures for holding offending persons accountable for their actions;
- adopting a process for immediately referring incidents of workplace harassment that involve assault or other crimes to law enforcement agencies; and
- providing supportive services (such as counseling) to apprentices who have experienced harassment and intimidation in the workplace.

OA prohibits, and sponsors must be vigilant in preventing, retaliation against any apprentice for making a good-faith report of harassing conduct, opposing any harassing behavior or other form of discrimination, cooperating with or participating in any investigation of alleged harassing conduct, or otherwise engaging in protected activity.

Harmful and malicious conduct must never be ignored, tolerated, or abetted by program sponsors or participating employers. Apprentices of all racial, ethnic, sexual, religious, and disability backgrounds are entitled to a workplace that is safe, welcoming, and free of both physical and emotional abuse. When made aware of such conduct, the failure of RAP sponsors or an SAA to take immediate action to address and eradicate said conduct could result in the initiation of enforcement proceedings by the Office of Apprenticeship, as well as other governmental agencies, against those parties. Regulatory compliance dictates all reasonable measures be put forth to avoid such an outcome. Sponsors can work towards eliminating harassment by promoting awareness, steadfastly committing to the principles of diversity, equity, inclusion and accessibility (DEIA), and taking swift action to report and hold accountable those who engage in harassing behavior.



Appendix A.3
WORK PROCESS SCHEDULE
AND
RELATED INSTRUCTION OUTLINE



Appendix A.3

WORK PROCESS SCHEDULE CERTIFIED NURSE ASSISTANT

O*NET-SOC CODE: 31-1131.00 RAPIDS CODE: 0824

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

1. APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation shall be competency-based, supplemented by the minimum recommended 144 hours of related instruction per year. As per [USDOL Circular 2016-1, Competency-based approach](#) [Section 29.5(b)(2)(ii)] provides for the apprentice's progression through apprenticeship through the acquisition of identified and measured competencies. Competencies should be identified and defined through a valid occupational-job task analysis method and directly related to the occupation and the on-the-job learning. Occupations need to be a minimum of 2,000 hours of on-the-job learning, as required by Section 29.4, Criteria for an apprenticeable occupation, and supplemented with the required related technical instruction. An apprentice must be registered in an approved competency-based occupation for twelve (12) calendar months of on-the-job learning. A competency-based approach does not require hours to be assigned in the processes. Maximum allowable credit for prior work experience is 50 percent of training.

The term of this apprenticeship is one year with an OJL attainment of 2000, supplemented by the minimum required 144 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice to 1 Journeyworker.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$22.00 per hour.

Period	Hours/Competencies	Minimum Wage
1	0-1000	\$15.00
2	1001-2000	\$16.00

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 90 days.

6. SELECTION PROCEDURES

Please see page A-18.



Appendix A.3
ON-THE-JOB LEARNING OUTLINE
NURSE ASSISTANT
O*NET-SOC CODE: 31-1131.00 RAPIDS CODE: 0824

REQUIREMENTS:

To enter the Apprenticeship Program:

An apprentice must be at least 18 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation.

- There is an educational requirement of: High school diploma/GED
- There is a physical requirement of: Ability to walk/stand 70% of the time, assist in lifting patients over 100 lbs and lift items up to 25lbs, mental, physical, and emotional ability to respond to emergency situations
- Other: Background check required, TB Skin Test within 1 year, and proof of immunizations

ON-THE-JOB LEARNING:

APPROXIMATE HOURS

1. Communication

5-10 Hours

- a. Demonstrate how professional attitude and behavior enhances communication among CNA, resident, resident's family and staff.*
- b. Explain how the Nurse Aide promotes independence and residents rights.*

2. Resident Care

1500 -1750 Hours

- a. Explain the Nurse Aid's responsibilities in health care delivery and identify who is responsible for actions of the nurse aide.*
- b. Demonstrate effective hand washing techniques following all rules of asepsis, including hand washing when entering and leaving the residents room.*
- c. Recognize safety precautions to avoid resident injuries.*
- d. Describe and demonstrate disaster and/or fire escape plans.*
- e. Demonstrate practices that reduce the transfer of infection in residents living area, bathroom and disposal of soiled articles and cleaning equipment after resident use.*
- f. Demonstrate the correct use of disposable gloves when in with body fluids, blood, urine, vomitus and saliva.*
- g. Demonstrate correct feeding techniques, identifying safety measures, encouraging independence and how to promote fluid intake.*
- h. Assist or provide a bath using shower, tub, and sponge or bed bath while providing:
 - 1. Privacy*
 - 2. Safety*
 - 3. Correct water temperature**



4. Comfortable environment

i. Encourage independence with appropriate choices with dressing and undressing.

j. Assist residents with urination and bowel elimination needs providing for safety and privacy while using the toilet commode, bedpan or urinal.

k. Demonstrate accurate perineal cleansing to prevent genitourinary infections.

l. Demonstrate safe transfers, using the gait belt and/or mechanical lift from:

- 1. Bed to chair*
- 2. Chair to toilet/commode*

m. Identify important body mechanics for personal and resident safety.

n. Demonstrate:

- 1. Log roll to side of bed*
- 2. Turn, reposition*
- 3. Assist resident to sitting position*

o. Assist with ambulation so that the resident feels safe and utilizes assistive devices when needed.

p. Simulate the Heimlich maneuver technique

q. Assist and/or provide grooming assistance for resident including oral care/mouth, gums, teeth or dentures, nail soaking and cleaning, filing, hair brushing or combing, beard care or shaving. Assist residents dress per resident's choice and activity.

r. Describe and demonstrate skin care, demonstrate when, what and to whom observations need to be reported.

s. Demonstrate accurate measurement and recording of weight and height measurement and recording of vital signs:

- 1. Temperature*
- 2. Pulse*
- 3. Respirations*
- 4. Blood pressure*

3. Restorative Care

50-75 Hours

a. Explain the Nurse Aide's responsibility in restorative care

b. Explain how to follow the residents care plan

c. Demonstrate safety techniques involved with restorative care

d. Understanding and reporting of early signs and symptoms of complications

e. Demonstrate safe transfer methods

4. Resident Rights

10-20 Hours

a. understand and describe the rights of residents in an Adult Care facility



5. Documentation**10-20 Hours**

- a. Explain documentation and Nurse Aide responsibilities*
- b. Understand legal aspects of documentation*
- c. Understand and know appropriate Medical Terminology*

6. Infection Control**50-75 Hours**

- a. Demonstrate correct hand washing technique*
- b. Understand medical asepsis*
- c. Demonstrate isolation precautions*
- d. Understand blood borne pathogen standards*

7. Safety**50-75 Hours**

- a. Describe a safe environment*
- b. Describe accident risk factors*
- c. Understand how to prevent falls*
- d. Understand how to prevent burns*
- e. Understand how to prevent poisoning*
- f. Understand how to prevent suffocation*
- g. Explain and demonstrate how to prevent equipment accidents*
- h. Demonstrate wheel chair safety*
- i. Explain how to properly handle hazardous substances*
- j. Explain the correct handling of a fire extinguisher*

TOTAL MINIMUM HOURS 2000



Appendix A.3
RELATED INSTRUCTION OUTLINE
NURSE ASSISTANT
O*NET-SOC CODE: 31-1131.00 RAPIDS CODE: 0824

Apprentice Orientation Checklist and Apprenticeship Agreement Form 671

Per 29 CFR 29.5, prior to signing the apprenticeship agreement, each selected applicant must be given an opportunity to read and review the sponsor's Apprenticeship Standards approved by the Office of Apprenticeship, the sponsor's written rules and policies, the apprenticeship agreement, and the sections of any collective bargaining agreement (CBA) that pertain to apprenticeship. After selection of an applicant for apprenticeship, but before employment as an apprentice or enrollment in related instruction, the apprentice must be covered by a written apprenticeship agreement, which must be submitted to the Office of Apprenticeship.

It is the responsibility of the sponsor to submit the following proof of apprentice consent by uploading the following documents signed by the apprentice to the apprentice's RAPIDS profile:

1. Signed Form 671 (apprentice agreement)
2. Signed Apprentice Orientation Checklist

Visit the Idaho Sponsor Success Guide – Onboarding Apprentices to download required document templates.

RELATED INSTRUCTION DESCRIPTIONS:

Apprentice Orientation

Idaho Department of Labor to Apprentice Orientation Training Program:

<https://labor-idaho.hubspotpagebuilder.com/apprentice-mentee-training-program>

The Apprentice Orientation Program is designed to help you become a stronger, more agile team member and learner. In under three hours, you'll learn how promote an innovative and collaborative work environment, advance your team's competitive edge, and reach your maximum potential with the guidance of your mentor. Take the future into your own hands and become a better mentee today.

USDOL Anti-Harassment Video:

<https://www.dol.gov/agencies/eta/apprenticeship/eo/harassment/video>

Informational video from the USDOL regarding Anti-Harassment created specifically for apprenticeship programs.



IDAHO NURSING ASSISTANT CORE CURRICULUM

Module 1: The Nursing Assistant in Holistic Care

The student will be able to:

- Define the vocabulary listed.
- Describe the role of the certified nursing assistant within the nursing and health care team and across the continuum of health care delivery systems.
- Define nursing assistant standards of practice.
- List the personal characteristics and behaviors needed to function effectively as a nursing assistant.
- Describe a basic overview of the health care system structure: services, providers, payers, regulators, and vendors.
- Identify the influences (e.g. culture change) driving change within long-term care environments and their impact on nursing assistants.

Module 2: Legalities and Ethics

The student will be able to:

- Define the vocabulary listed.
- Describe the ethical behavior and legal responsibility of the nursing assistant, including practices that could result in malpractice, liability, and/or negligence.
- Describe the nursing assistant role in maintaining standards of the Health Insurance Portability and Accountability Act (HIPAA), including security of medical records.
- Explain the rights of health care consumers in nursing homes and why rights are important in promoting quality of life and quality of care.
- Describe the role of OBRA and how it applies to nursing assistant practice.
- Describe signs and symptoms of elder, child, and domestic abuse or neglect and responsibility of the nursing assistant in reporting.
- Describe the nursing assistant role in incident reporting, investigation, and recording.

Module 3: Communication

The student will be able to:

- Define the vocabulary listed.
- Describe principles and specific techniques for effective communication (verbal/non-verbal communication), active listening, and relationship building.
- Identify barriers to and implementation of effective communication and relationship building (e.g. cultural differences, sensory changes, body language, and dementia).
- Identify communication alternatives for persons with impaired verbal communication, including sign language, assistive devices, letter/communication boards and TDD/TTY.
- Describe the appropriate use of the call light and accessibility to the resident.
- Define the nursing assistant role in developing and implementing a person-centered nursing care plan.



- Describe how the nursing assistant can build community among residents and staff in long-term care environments.
- Distinguish objective (sign) from subjective (symptom) observations as it relates to documentation.
- Recognize common documents found in a medical record.
- Explain general guidelines for documentation, including computerized charting, medical terminology, and correct documentation of abbreviations, directional terms, and military time.
- Verbalize when to report/inform the licensed nurse if there is a change in resident condition/baseline.
- Explain proper procedure for answering the telephone and use of a consumer call system, pagers, and two-way radio.

Manual Skills Related to This Unit

- Charting
- Reporting

Module 4: Diversity, Human Needs, Growth and Development

The student will be able to:

- Define the vocabulary listed.
- Describe the impact of religious and cultural values on behaviors of self and others.
- Demonstrate respectful and empathetic interactions with diverse age, cultural, economic, ethnic, sexual orientation, and religious individuals and groups.
- Discuss strategies for applying Maslow's Hierarchy of Needs to nursing assistant care
- Describe growth and development principles when caring for people through the life span (expected growth, Erikson's Developmental Stages, risk factors, and information processing).

Module 5: Infection Control

The student will be able to:

- Define the vocabulary listed.
- Diagram and explain the chain of infection.
- Explain the differences between medical asepsis, surgical asepsis, and disinfection and sterilization, including the CNA role in each.
- Describe standard precautions.
- Describe the Bloodborne Pathogens Standard.
- Identify the rationale for transmission-based (isolation) precautions and the impact of isolation and Personal Protective Equipment (PPE) on basic human needs.
- Describe when you would use reverse/protective isolation.
- Identify common health care associated infections, causes, and at-risk persons.
- Describe multi-drug resistant organisms (MDROs) and the diseases with which they are most often associated.
- List the signs and symptoms of localized and systemic infection.



- Prevention of transmission of communicable diseases: PPE, hand hygiene, TB testing, vaccinations, and immunizations.
- Demonstrate how to manage items that touch the floor; e.g., pillow call light, oxygen tubing, bedside mat, clothing, catheter bag cover, soiled trash/linen bags, positioning devices, call light, etc.

Manual Skills Related to This Unit

- Donning and doffing Personal Protective Equipment (PPE):
- Gloves
- Goggles/face shield
- Gown
- Mask
- Hand hygiene:
- Hand washing
- How to use alcohol-based hand rub
- When to use these options, such as after removing gloves and after contact with objects and surfaces in the resident's room

Module 6: Safety and Emergency Care

The student will be able to:

- Define the vocabulary listed.
- List general rules of safety and accident prevention in health care settings for residents and staff.
- Identify major causes of fire in any setting and list prevention guidelines.
- List guidelines for safe oxygen use.
- Describe safe smoking practices by residents.
- Describe unsafe smoking practices by residents.
- Demonstrate how to recognize and respond to medical emergencies and disasters.
- Describe use, rationales, potential problems, and federal guidelines related to physical and chemical restraint.
- Describe alternatives to restraint use (distraction, meeting needs, 1:1 care).

Manual Skills Related to This Unit

- Health care provider cardiopulmonary resuscitation (CPR)
- Abdominal thrusts
- Using correct body mechanics
- Working with restraints: wheelchair brakes, recliners, beds against the wall, and overalls
- Use of eye wash station

Module 7: Admission, Discharge, Transfer, and Unit Care

The student will be able to:

- Define the vocabulary listed.
- Describe a standard patient or resident unit.



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- Define the admission process, including unit orientation and the significance of meeting a new resident or patient for the first time.
 - Describe the CNA's responsibility in following the plan of care for a new resident.
 - Discuss considerations for transferring a person to another unit or room within a facility.
 - Define the CNA role in discharging a person from a care facility.
 - Describe the nursing assistant's role in providing and maintaining a safe, private, comfortable home-like environment within a resident's individual unit.
 - Identify how temperature, odors, noise, and lighting affect comfort level.
 - Explain the importance of sleep and environmental factors impacting sleep.
 - Describe the CNA's role in promoting comfort, rest, and sleep.
 - Discuss types of specialty beds, bed controls, bed brakes, and bed making techniques

Manual Skills Related to This Unit

- Bedmaking: Occupied bed

Module 8: Vital Measurements

The student will be able to:

- Define the vocabulary listed.
- Define normal and abnormal vital signs values, characteristics for different age groups, and reporting criteria.
- Explain the rationale for vital sign measurement.
- Discuss sites and rationale for site selection, when measuring temperature, pulse, and blood pressure.
- Identify causes of inaccurate vital sign readings and contraindications for temperature, pulse, or blood pressure site selection.
- Discuss the importance of establishing a baseline height and weight and strategies for measurement in the ambulatory, bedfast, or wheelchair bound person.
- List common observations related to pain and pain character and verbal and non-verbal.
- Describe the nursing assistant's role in caring for a person in pain

Manual Skills Related to This Unit

- Measuring temperature
- Electronic/disposable thermometer
- Axillary, oral, tympanic, rectal, and temporal
- Taking a radial pulse (using analog clock)
- Counting respirations (using analog clock)
- Measuring blood pressure
- Orthostatic Blood Pressure
- Measuring weight
- Measuring height

Module 9: Moving, Lifting, Positioning, and Transfers



The student will be able to:

- Define the vocabulary listed.
- Discuss the benefits of exercise and activity.
- Discuss complications that can occur because of partial or complete immobility.
- Define the responsibility for monitoring and implementing skin at risk precautions: turning, repositioning, splint use, sock removal, tight shoes, etc.
- Explain nursing assistant care guidelines related to moving and positioning.
- Describe use of various positioning aids.
- Describe principles of transfer safety as it relates to wheelchairs, beds, rails/trapeze, gurneys, lifts, attached lines, tubes, and devices.

Manual Skills Related to This Unit

- Moving in bed, using a lift sheet:
 - Moving up in bed
 - Moving to side of bed
- Positioning:
 - Supine
 - Prone
 - Side lying/semi side lying
 - Sims'
 - Fowler's (Low, Semi, High)
 - Lithotomy in bed
- Transferring a person:
 - Transferring to/from bed and chair or wheelchair
 - Transferring to/from wheelchair and toilet
 - Transfer to/from bed or wheelchair and commode
 - Transfer using a mechanical lift (total/sit-to-stand)
- Assisting a falling person safely to the floor
- Do NOT put yourself in harm's way

Module 10: Personal Care

The student will be able to:

- Define the vocabulary listed.
- Discuss methods for bathing, including tub bath, bed bath, showers, partial bath, and perineal care.
- Describe methods for maintaining personal hygiene (bathing, oral care, denture care, nail care, hair care, shaving, and dressing).
- List observations to report and record during and after bathing and grooming.
- Explain the benefits of bathing and grooming.
- Discuss guidelines, safety measures and special care considerations involved with bathing and grooming the conscious or unconscious person.

Manual Skills Related to This Unit

- Performing denture care



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- Assisting with oral care (brushing, flossing, rinsing, swabbing)
 - Nail care (fingernails, toenails, unless contraindicated)
 - Bath (tub bath, bed bath)
 - Showering
 - Perineal care (male and female)
 - Catheter care (indwelling, suprapubic, and condom)
 - Brushing/combing hair
 - Shampooing hair
 - Shaving (face, axilla, and legs)
 - General dressing assistance (including IV gown)
 - Eye glass care
 - Hearing aid care

Module 11: Nutrition and Hydration

The student will be able to:

- Define the vocabulary listed.
- Describe the food guide pyramid and list basic nutrients.
- Describe the importance of good nutrition and signs and symptoms of poor nutrition.
- State importance of proper hydration and signs of dehydration and over-hydration.
- Describe special diets used in health care settings.
- Visualize and describe the different food textures and fluid consistency variations.
- List culturally significant dietary practices.
- Describe preparing, serving, and feeding of persons who require assistance.
- Verbalize observations to make while feeding a person and what to report to the supervising nurse.
- Describe safety precautions to use when feeding a person with swallowing difficulties.
- Describe nursing assistant observations and limitations in caring for a person with an intravenous or tube feeding, and what to report to the nurse.

Manual Skills Related to This Unit

- Calculating dietary intake (meal percentage)
- Measuring intake and output (I&O), including ounce to milliliter conversion
- Preparing a person for a meal
- Serving meal trays
- Feeding assistance
- Hand hygiene during meals
- Preparing thickened liquids

Module 12: Mental Health & Illness

The student will be able to:

- Define the vocabulary listed.
- Define mental health and illness.



- Describe causes of mental illness.
- Distinguish between dementia, developmental disability, and mental illness.
- Explain contributors to anger and/or aggression in residents, visitors, and/or family members and key methods of de-escalation as related to mental health and illness.
- Describe the connection between mental and physical wellness.
- Explain the nursing assistant role in caring for people with mental illness, including reporting guidelines.
- Understand trauma-informed care (TIC) techniques.
- Discuss indicators of suicide risk, immediate interventions, and reporting guidelines.
- Describe how staff actions can result in resident behaviors and how to mitigate.

Manual Skills Related to This Unit

- Demonstrate de-escalation techniques.

Module 13: Dementia

The student will be able to:

- Define the vocabulary listed.
- Discuss signs and symptoms of dementia, depression, and delirium.
- Identify the types, stages, characteristics, and behaviors of a person with dementia.
- Explain behavioral symptom triggers for residents, visitors, and/or family members, and key methods of de-escalation as related to dementia.
- Describe the importance of understanding the person's history and remaining capacities when planning person-directed care.
- Describe basic techniques for communicating effectively with people who have dementia.
- List interventions for behaviors common to dementia: wandering, hoarding, sun downing, and hallucinations.
- Describe the impact of dementia on family members and how the nursing assistant can provide support.
- Describe how reality orientation, validation therapy, and reminiscence are effectively employed in caregiving.
- List observations nursing assistants should report when caring for people with dementia.
- Identify appropriate therapeutic recreation/activities for people with dementia, including both structured and spontaneous activities.
- Describe the nursing assistant's role in implementing the patient's behavioral care plan.
- Demonstrate empathetic strategies of care.

Manual Skills Related to This Unit

- Demonstrate de-escalation techniques.
- Demonstrate empathetic strategies of care.

Module 14: Rehabilitation and Restorative Care



The student will be able to:

- Define the vocabulary listed.
- Define the difference between rehabilitation and restorative care.
- Discuss nursing assistant responsibilities for promoting independence while avoiding frustration.
- Describe risks and benefits associated with range of motion.
- List safety considerations for ambulating a person with or without the use of assistive devices, including canes, crutches, walkers, and gait belts.
- Describe application and removal of established prosthetics, orthotics, immobilizers, braces, and postural support.
- Describe how physical and mental deficits (disability) may impact a person's ability to perform Activities of Daily Living (ADL).
- Discuss actions nursing assistants can use to help a person who has difficulty communicating.
- Describe appropriate adaptations and considerations for people with sensory, motor, and cognitive limitation.
- Identify adaptive equipment.
- Describe the role of family in the rehabilitation team.

Manual Skills Related to This Unit

- Performing range of motion (ROM)
- Dressing/undressing a person with sensory, motor, and/or cognitive limitations
- Use of adaptive equipment such as built-up toothbrush, swivel spoon, rocker knife, dysphagia cups, scoop plate.
- Ambulating – gait belt
- Ambulating –walker

Module 15: End of Life Care

The student will be able to:

- Define the vocabulary listed.
- Explain factors affecting attitudes about death (age, culture, religion, degree of illness).
- List and describe the stages of grief.
- Describe strategies for meeting the physical, psychological, social, and spiritual needs of a dying person.
- List the rights of the dying person.
- Describe needs unique to family of the dying person.
- Identify the goal of hospice care.
- Describe the difference between palliative care and hospice care.

Manual Skills Related to This Unit

- Postmortem care

Module 16: Professional Development



The student will be able to:

- Define the vocabulary listed.
- Describe Idaho state requirements to work as a certified nursing assistant.
 - Initial certification:
- Training
- Testing
- Certification renewal
- Define the purpose of the Idaho CNA Registry.
- Describe health and hygiene practices and guidelines for professional appearance.
- Describe how to effectively conduct a brief job search, complete an employment application, participate in a successful employment interview, and appropriately terminate employment.
- Identify potential employment criteria, including criminal history background check, drug screen, and credit check.
- List common reasons for losing a job.
- List skills necessary to maintain employment, including:
 - Professionalism
 - Competence (including continuing education and in-service training)
 - Decision-making, problem solving, and time management (organization and prioritizing)
 - Effective teamwork and communication
 - Effective management of workplace challenges:
 - Conflict resolution
 - Stress management
 - Criticism vs. constructive feedback
 - Effectively giving and receiving constructive feedback
 - Planning for childcare and transportation

Module 17: Body Systems

List of body systems:

- The cardiovascular system
- The respiratory system
- The nervous system
- The gastrointestinal system
- The urinary system
- The reproductive system
- The integumentary system
- The musculoskeletal system
- The endocrine system
- Cancer and the immune system

For each body system, the student will be able to:

- Define the vocabulary listed for the body system.



- Identify basic structure and function of the system.
- Discuss age-related changes to the system.
- Identify common disorders of the system.
- Compare and contrast disease and disorder of the system and normal age-related changes to the system.
- Describe nursing assistant observations related to the body system and when to report to the supervising nurse.
- Discuss nursing assistant measures to prevent or care for persons with diseases or disorders of that body system.
- Discuss safety measures related to nursing assistant care procedures and appropriate care of.

Manual Skills Related to Body Systems

Cardiovascular:

- Auscultate and palpate pulses
- Radial, pedal, femoral, and carotid pulses
- Application and removal of anti-embolism stockings
- Collecting a sputum sample
- Assisting with coughing and deep breathing exercises
- Assisting with Incentive Spirometry
- Assisting with oxygen with close supervision
- Refilling portable oxygen tanks
- Measuring pulse oximetry
- Assisting with a bedpan
- Performing ostomy care
- Applying/ removing incontinence briefs
- Collecting a stool specimen

Urinary*:

- Assisting with a urinal
- Care for suprapubic catheter
- Performing catheter care: male and female
- Bladder scanning
- Emptying and measuring output from a urinary drainage bag
- Removing/ applying a condom catheter
- Collecting a urine specimen

Endocrine:

- Measuring blood glucose

Nervous, Reproductive, Integumentary*, Musculoskeletal, Cancer and the Immune System:

- None

*The following manual skills are purposely omitted from the curriculum as they are nursing responsibilities requiring nursing knowledge and judgement:

- Enema administration
- Preparing the occult blood testing slide
- Removing an indwelling catheter



-
- Changing from a bedside drainage bag to a leg bag (and vice versa)
 - Dressing change

*The curriculum above was sourced from the Idaho Department of Health and Welfare (IDHW) and the Idaho Division of Career Technical Education (IDCTE).

TOTAL MINIMUM HOURS 144 PER YEAR



SELECTION PROCEDURES:

The process for finding and selecting the best talent possible for an apprenticeship opening position includes the following:

The sponsor may post open positions on career sites or the company's internal career board to solicit applications.

Applications will be pre-screened to eliminate candidates who do not meet the basic qualifications requirements of the position.

Those applicants that meet basic qualifications will be processed through an assessment to screen out those who lack the desire and interest for the apprenticeship. Screening applicants will be performed through interviews and job simulations to select candidates with the highest potential for apprenticeship success.

The Apprentice(s) will be selected based on the most qualified candidate.

Applicants that have accepted the position will be registered within 45 days. The apprenticeship selection process and procedures will be uniformly and consistently applied to all applicants.

Any applicant who feels that they were wrongfully denied entry into the apprenticeship program may appeal the decision using the applicant appeals procedure described in Section J of the Standards.

Maintenance of Applications and Selection Records

The sponsor and participating employer will keep adequate records according to their own internal systems, policies, and procedures. There will be no undue burden placed on the company in regarding to hiring the applicant as their apprentice. The items and records maintained, including qualifications of each applicant; the basis for evaluation 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 29 CFR § 30, as may be required by the U.S. Department of Labor.

The records pertaining to individual applicants selected will be maintained in such manner as to permit the identification of race, gender, or ethnicity.

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.



SPONSOR OBLIGATION TO PREVENT HARASSMENT AND INTIMIDATION OF APPRENTICES:

Under the National Apprenticeship Act of 1937, OA is conferred the responsibility to protect the safety and welfare of apprentices. Pursuant to this authority, OA has issued regulations designed to ensure that apprentices participating in the National Apprenticeship System are free from unlawful discrimination, harassment, intimidation, and workplace violence. In all states under 29 CFR 30.3(b)(4), sponsors are obligated to develop and implement procedures to ensure that its apprentices are not harassed because of their race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability and to ensure that its apprenticeship program is free from intimidation and retaliation as prohibited by §30.17.

Harassment and intimidation of any apprentices is intolerable and unacceptable. Program sponsors are obligated under 29 CFR Part 30 to design and implement internal procedures and adopt practical measures for effectively addressing and mitigating harassment risks to apprentices, as well as for promptly handling and resolving apprentice complaints about harassment and intimidation. Additionally, sponsors are responsible for ensuring affiliated and contracted employers do not ignore, tolerate, or encourage any conduct that suggests acceptance of such behaviors.

Incidents of harassment and intimidation of apprentices warrant swift and decisive action from sponsors to prevent reoccurrences and promote environments of tolerance and equity in the workplace so that all apprentices feel safe, welcomed, and treated fairly.

Examples of practical measures sponsors may employ to combat incidents of harassment, discrimination, and intimidation include, but are not limited to:

- designating an individual or office within the employing organization to handle harassment complaints and effectively address harassment risks;
- establishing disciplinary guidelines and procedures for holding offending persons accountable for their actions;
- adopting a process for immediately referring incidents of workplace harassment that involve assault or other crimes to law enforcement agencies; and
- providing supportive services (such as counseling) to apprentices who have experienced harassment and intimidation in the workplace.

OA prohibits, and sponsors must be vigilant in preventing, retaliation against any apprentice for making a good-faith report of harassing conduct, opposing any harassing behavior or other form of discrimination, cooperating with or participating in any investigation of alleged harassing conduct, or otherwise engaging in protected activity.

Harmful and malicious conduct must never be ignored, tolerated, or abetted by program sponsors or participating employers. Apprentices of all racial, ethnic, sexual, religious, and disability backgrounds are entitled to a workplace that is safe, welcoming, and free of both physical and emotional abuse. When made aware of such conduct, the failure of RAP sponsors or an SAA to take immediate action to address and eradicate said conduct could result in the initiation of enforcement proceedings by the Office of Apprenticeship, as well as other governmental agencies, against those parties. Regulatory compliance dictates all reasonable measures be put forth to avoid such an outcome. Sponsors can work towards eliminating harassment by promoting awareness, steadfastly committing to the principles of diversity, equity, inclusion and accessibility (DEIA), and taking swift action to report and hold accountable those who engage in harassing behavior.



Appendix A.4

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE



Appendix A.4

WORK PROCESS SCHEDULE HEAVY EQUIPMENT OPERATOR

USDOL TITLE: Operating Engineer (Universal Equipment Operator)

O*NET-SOC CODE: 47-2073.00 RAPIDS CODE: 0365HY

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

1. APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

As per [USDOL Circular 2016-1](#), a “Hybrid approach” [Section 29.5(b)(2)(iii)] provides for the measurement of the apprentice’s skill acquisition through a combination of specified minimum hours of on-the-job learning and the successful demonstration of identified and measured competencies. A hybrid approach requires a minimum and maximum range of time/hours assigned. Sponsors that choose to utilize a hybrid approach must comply with these guidelines for the competency-based portion of the apprentice’s term of apprenticeship. The hybrid approach specifies a minimum and maximum range of hours of on-the-job learning for each task or job requirement, plus the successful demonstration of acquired skills as described by the task statements listed in the work process schedule. Under the hybrid approach, the term of the occupation cannot be less than 2,000 hours of on-the-job learning, per Section 29.4 Criteria for apprenticeable occupations. However, once a term of a hybrid occupation has been Approved the range of hours may be adjusted upward or downward by twenty-five (25) percent, but not both ways. For example: a hybrid occupation with a range of 3,000 to 4,000 hours can be increased with a range of 4,000 to 5,000 hours. A minimum/maximum range of hours would also give the apprentice an opportunity to accelerate the completion of the apprenticeship program with the appropriate test and evaluations provided to the apprentice, by the sponsor. Maximum allowable credit for prior work experience is 50 percent of training.

The term of a **HEAVY EQUIPMENT OPERATOR** apprenticeship is outlined as 4000-6000 hours of OJL attainment, supplemented by the 144 hours of related instruction per 2000 hours of OJL. Under the definition of the hybrid approach, the sponsor may choose reduce the hours of this apprenticeship program to 3000 hours or increase the term to 7500 hours.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice to 1 Journeyworker.



4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$30.00.

Period	Competency	Minimum Wage
1	0-2000 hours	\$20.00
2	2001-4000 hours	\$21.50
3	4001-6000 hours	\$23.00

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 90 days.

6. SELECTION PROCEDURES

Please see page A-11.



Appendix A.4

ON-THE-JOB LEARNING OUTLINE HEAVY EQUIPMENT OPERATOR

USDOL TITLE: Operating Engineer (Universal Equipment Operator)

O*NET-SOC CODE: 47-2073.00 RAPIDS CODE: 0365HY

REQUIREMENTS:

Apprentice Orientation Checklist and Apprenticeship Agreement Form 671

Per 29 CFR 29.5, prior to signing the apprenticeship agreement, each selected applicant must be given an opportunity to read and review the sponsor's Apprenticeship Standards approved by the Office of Apprenticeship, the sponsor's written rules and policies, the apprenticeship agreement, and the sections of any collective bargaining agreement (CBA) that pertain to apprenticeship. After selection of an applicant for apprenticeship, but before employment as an apprentice or enrollment in related instruction, the apprentice must be covered by a written apprenticeship agreement, which must be submitted to the Office of Apprenticeship.

It is the responsibility of the sponsor to submit the following proof of apprentice consent by uploading the following documents signed by the apprentice to the apprentice's RAPIDS profile:

1. Signed Form 671 (apprentice agreement)
2. Signed Apprentice Orientation Checklist

Visit the Idaho Sponsor Success Guide – Onboarding Apprentices to download required document templates.

To enter the Apprenticeship Program:

An apprentice must be at least 16 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation.

- There is an educational requirement of:
 - High school diploma/GED or currently enrolled
- There is a physical requirement of:
 - Required pass of drug screen and background check.
- A valid driver's license is required
- Other: Must pass background check, must have good driving record.



ON-THE-JOB LEARNING

Approximate Hours

The below on-the-job-learning (OJL) work process competencies are intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully competent and use good workmanship in all work processes, which are a part of the trade. In addition, the apprentice shall be fully instructed in safety.

**Approximate Hours
MIN MAX**

A. Backhoe - Wheel & Track..... 1250 - 2000

- Perform preventive maintenance, proper oils and greases, and minor adjustments.
- Assist in changing teeth and adjusting brakes and clutches.
- Operate using the controls, their importance in proper operation, and movement of machine for safety of other employees, digging underground utilities, working the proper distance from overhead power lines, and other equipment working near machine.
- Apply technical knowledge and assist during major overhauls while working with the operator, heavy duty repairperson, and welder.

B. Dragline and Other Bucket-Type Equipment..... 400 - 700

- Identify name and use of various draglines and attachments.
- Perform preventive maintenance, using proper oils and greases, and make minor adjustments.
- Assist in changing teeth and cables as well as adjusting frictions, brakes, and clutches.
- Operating using the controls, their importance in proper operation, and movement of machine for safety of other employees, digging underground utilities, working proper distance from overhead power lines, and other equipment working near machine.
- Apply technical knowledge and assist during major overhauls while working with the operator, heavy duty repairperson, and welder.

**C. Crawler and Wheel-Type Cranes, Derricks, Piledrivers, Bridge and Gantry Cranes
640 - 1000**

- Identify name and uses of various cranes and derricks.
- Perform preventive maintenance, using proper oils and greases, and make minor adjustments.
- Assist in adjusting frictions, brakes, and clutches.
- Operate using the controls, their importance in proper operation, and movement of the machine for the safety of other employees, working proper distance from overhead power lines, and other equipment working near the machine.
- Apply technical knowledge and assist during major overhauls while working with the operator, heavy duty repairperson and welder.
- Calculate the proper loads that the machine and cables will safely handle.
- Acquire knowledge in operating a live boom and regular operations.
- Give and receive proper hand signals.
- Identify name and uses of piledriving equipment.
- Assist in the programming of LMIs and computer aided accessories for safe and proper setup and crane operation.



D. Skip and Air Tugger Hoists, Elevators, etc.	150 - 200
• Assist in making proper adjustments on engine-driven hoists and learn to make repairs and adjustments on air tuggers and air compressors.	
E. Cableways	150 - 200
• Operate cableways and make adjustments.	
F. Motor Crane Driver	225 - 350
• Drive a truck crane and place it for most convenient operation of the crane.	
• Study the Federal CDL laws and obtain a CDL license.	
G. Tracked Equipment	205 - 250
• Operate dinkey and locomotive engines.	
H. Use of Grade Instruments and Plans	325 - 500
• Use instruments and read plans for making grades.	
• Read and set grade stakes as well as read plans and instructions.	
I. Soil Solidification	225 - 250
• Use principles and methods of soil solidification and handle specialty equipment designed for same.	
J. Miscellaneous Equipment	300 - 500
• Operate, service, and adjust all types of pumps.	
• Operate and maintain all pumping equipment, such as pump crete machine, concrete pump, gunite machine, etc.	
• Assist in installing, operating, and maintaining well-point systems.	
• Operate, service, and adjust all types of mechanical heaters.	
• Operate, service, and adjust all types of electric generating plants.	
• Operate, service, and adjust all other types of equipment.	
K. Auxiliary Equipment	200 - 250
• Assist in rigging and operating attachments used on universal equipment.	
L. Maintenance - Cutting and Burning - Greases and Oils	300 - 500
• Assist in rigging and operating attachments used on universal equipment.	

TOTAL MINIMUM HOURS : 4000 - 6000



Appendix A

RELATED INSTRUCTION OUTLINE

HEAVY EQUIPMENT OPERATOR

USDOL TITLE: Operating Engineer (Universal Equipment Operator)

O*NET-SOC CODE: 47-2073.00 RAPIDS CODE: 0365HY

RELATED INSTRUCTION

The Sponsor recognizes relevant course completions earned in several ways, including college coursework in high school, transferred credits from other institutions, standardized subject tests, and various industry and agency training and certifications.

Related instruction - This instruction shall include, but not be limited to, at least 144 hours per year for each year of the apprenticeship. The related theoretical education is tightly integrated with real work products. The curriculum is defined as a variety of courses and course topics, around which the exams and projects are based. By defining the RTI in this way, all competencies required of the students are met, through project work.

RELATED INSTRUCTION PROVIDER

NEZ PERCE (TERO)

102 Agency RD Lapwai, ID 83540

Office: (208) 621-4856

laatisl@nezperce.org

RELATED INSTRUCTION DESCRIPTIONS:

Idaho Department of Labor to Apprentice Orientation Training Program:

<https://labor-idaho.hubspotpagebuilder.com/apprentice-mentee-training-program>

The Apprentice Orientation Program is designed to help you become a stronger, more agile team member and learner. In under three hours, you'll learn how promote an innovative and collaborative work environment, advance your team's competitive edge, and reach your maximum potential with the guidance of your mentor. Take the future into your own hands and become a better mentee today.

USDOL Anti-Harassment Video:

<https://www.dol.gov/agencies/eta/apprenticeship/eo/harassment/video>

Informational video from the USDOL regarding Anti-Harassment created specifically for apprenticeship programs.



Specific Coursework:

Course	Course Description	Hours
<p>Heavy Equipment Operator Certification - Level 1</p>	<p>Heavy Equipment Operator Training, basic heavy equipment operation.</p> <p>Orientation: Introduction to the role of a heavy equipment operator, safety protocols, and the expectations of the apprenticeship program.</p> <p>Fundamentals: Understanding the primary functions and capabilities of various equipment, including:</p> <ul style="list-style-type: none"> • Skills in earthmoving, including digging, trenching, and loading; safety and preventive maintenance; and construction site fundamentals such as grades and elevations, soil properties, and more. <p>Control Systems & Dashboard: Familiarization with control layouts, instrumentation, and dashboard indicators on different types of heavy equipment.</p> <ul style="list-style-type: none"> • CAT Simulators, including Graders, Dozers, Excavators, and Wheel Loaders, combined with seat time on real equipment. 	<p>120</p>

<p>Excavation and Trenching Safety</p>	<p>Trenching and Excavation Competent</p> <ul style="list-style-type: none"> • Definitions of key terms used in the OSHA Excavation Standards (1926 Subpart P) • OSHA requirements (federal and state) for being a Competent Person on an excavation site • General hazards associated with trenching and excavation work • Requirements for locating and working near underground utilities, including state utility codes. • Dangers Associated with Water Accumulation • Access and Egress from Trenches and Excavations • Exposure to Vehicular Traffic • Identifying and Addressing Potential Atmospheric Hazards Associated with Excavation Work • Soil Testing and Classification System (per Appendix A of the OSHA excavation standard) • Requirements for Protective Systems • Sloping and Benching 	<p>4</p>
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	<ul style="list-style-type: none"> • Shoring • Trench Boxes • Other protective systems • Competent Person Inspection Requirements (pre and post-excavation, daily). • OSHA Directives and Interpretations Related to Trenching and Excavation • Handling OSHA Enforcement Inspections at Trenching and Excavation Sites 	
<p>First Aid /CPR/ AED (Including Stop-the-Bleed)</p>	<p>Recognizing and Responding to Emergencies:</p> <ul style="list-style-type: none"> • Cardiac emergencies • Breathing emergencies • Other first-aid situations <p>Providing Immediate Care:</p> <ul style="list-style-type: none"> • Care for someone suddenly injured or ill • Sustaining the individual until advanced medical personnel arrive. <p>"Stop the Bleed" Procedures:</p> <ul style="list-style-type: none"> • Techniques for managing severe bleeding <p>Handling Bloodborne Pathogens:</p> <ul style="list-style-type: none"> • Training on the management of bloodborne pathogens <p>Personal Protective Equipment (PPE):</p> <ul style="list-style-type: none"> • Proper use of PPE in emergency situations <p>Industry-Specific Training:</p> <ul style="list-style-type: none"> • Adapted for the construction industry • Addresses unique injuries construction workers may face • Covers equipment likely to be on hand during emergencies 	5
<p>Traffic Control Flagger</p>	<ul style="list-style-type: none"> • Traffic control requires attention, concentration, and specialized skills. Flaggers make decisions impacting drivers, workers, and the public. Professional training is crucial for effective performance. • Covers theoretical aspects of traffic control. • Hands-on experience in flagging opportunities • Understanding the risks associated with work zones. • Protection Strategies: Methods to safeguard yourself, co-workers, pedestrians, and motorists from work zone accidents. 	8



HAZMAT First Responder Certification	Provides first responders with essential information to ensure safety when working with emergency responders. Preventing the Spread of Hazardous Materials: <ul style="list-style-type: none"> Techniques to manage and contain hazardous materials effectively. Selecting the Correct Equipment: <ul style="list-style-type: none"> Guidance on choosing and using the appropriate equipment for various situations. Importance of an Effective Release Response: <ul style="list-style-type: none"> Understanding the critical elements of responding to and managing hazardous material releases. 	8
Blueprint Reading	Learn how to read and interpret commercial plans. Understanding Symbols and Abbreviations: <ul style="list-style-type: none"> Familiarization with the symbols and abbreviations commonly used in blueprints. Interpreting Views and Sections: <ul style="list-style-type: none"> Techniques for reading and interpreting various views and sections of a plan 	4
Construction Layout and Applied Mathematics	Basics of Construction Layout: <ul style="list-style-type: none"> How construction layout guides the construction process Identifying types of installations needed Determining precise locations on the construction site Review of Basic Math Skills: <ul style="list-style-type: none"> Refreshing math skills relevant to construction Application of Mathematical Concepts: <ul style="list-style-type: none"> Framework for applying mathematical principles to construction problems Collaborative Learning: <ul style="list-style-type: none"> Emphasis on solving construction problems through teamwork 	4
Heat and Smoke Exposure	Increase awareness and recognition of heat stress and smoke exposure Management Techniques: <ul style="list-style-type: none"> Managing heat stress and smoke exposure in yourself and others Prevention and Response: <ul style="list-style-type: none"> Preventing heat-related illnesses and smoke inhalation Responding to heat stress and smoke exposure for yourself and your crew 	3



Wellness Training	<ul style="list-style-type: none">• Basics of wellness as it relates to construction careers. Physical wellness, along with nutrition and stress management.	4
Basics of Lang Grade	<ul style="list-style-type: none">• Land grade training will teach students grade importance, equipment use, and applied experience.	4
OSHA10	<ul style="list-style-type: none">• Safety training for entry-level workers on the recognition, avoidance, abatement, and prevention of workplace safety and health hazards.• Information regarding workers' rights and employer responsibilities.	12
Career Ready Skills	<ul style="list-style-type: none">• Crafting Effective Resumes, Cover Letters, and Job Search Techniques for Construction Industry Careers	8
Concrete Basics and Project	<ul style="list-style-type: none">• Components of concrete, its various uses, and the processes involved in proper site preparation, forming, and finishing. It also includes a hands-on project to apply these concepts in practice	40
Commercial Vehicle Inspection	<ul style="list-style-type: none">• Perform a proper inspection of a commercial truck's critical working components.	4
Load Securement	<ul style="list-style-type: none">• Properly tie down various materials or equipment using appropriate fastening devices.	4

TOTAL HOURS: 144 Per Year



SELECTION PROCEDURES:

The process for finding and selecting the best talent possible for an apprenticeship opening position includes the following:

The sponsor may post open positions within facilities to solicit applications. Sponsor makes no promises or guarantee of employment after release.

Applications will be pre-screened to eliminate candidates who do not meet the basic qualifications requirements of the position.

Those applicants that meet basic qualifications will be processed through an assessment to screen out those who lack the desire and interest for the apprenticeship. Screening applicants will be performed through interviews and job simulations to select candidates with the highest potential for apprenticeship success.

The Apprentice(s) will be selected based on the most qualified candidate.

Applicants that have accepted the position will be registered within 45 days.
The apprenticeship selection process and procedures will be uniformly and consistently applied to all applicants.

Any applicant who feels that they were wrongfully denied entry into the apprenticeship program may appeal the decision using the applicant appeals procedure described in Section J of the Standards.

Maintenance of Applications and Selection Records

The sponsor and participating employer will keep adequate records according to their own internal systems, policies, and procedures. There will be no undue burden placed on the company in regarding to hiring the applicant as their apprentice. The items and records maintained, including qualifications of each applicant; the basis for evaluation 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 29 CFR § 30, as may be required by the U.S. Department of Labor.

The records pertaining to individual applicants selected will be maintained in such manner as to permit the identification of race, gender, or ethnicity.

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.



SPONSOR OBLIGATION TO PREVENT HARASSMENT AND INTIMIDATION OF APPRENTICES:

Under the National Apprenticeship Act of 1937, OA is conferred the responsibility to protect the safety and welfare of apprentices. Pursuant to this authority, OA has issued regulations designed to ensure that apprentices participating in the National Apprenticeship System are free from unlawful discrimination, harassment, intimidation, and workplace violence. In all states under 29 CFR 30.3(b)(4), sponsors are obligated to develop and implement procedures to ensure that its apprentices are not harassed because of their race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability and to ensure that its apprenticeship program is free from intimidation and retaliation as prohibited by §30.17.

Harassment and intimidation of any apprentices is intolerable and unacceptable. Program sponsors are obligated under 29 CFR Part 30 to design and implement internal procedures and adopt practical measures for effectively addressing and mitigating harassment risks to apprentices, as well as for promptly handling and resolving apprentice complaints about harassment and intimidation. Additionally, sponsors are responsible for ensuring affiliated and contracted employers do not ignore, tolerate, or encourage any conduct that suggests acceptance of such behaviors.

Incidents of harassment and intimidation of apprentices warrant swift and decisive action from sponsors to prevent reoccurrences and promote environments of tolerance and equity in the workplace so that all apprentices feel safe, welcomed, and treated fairly.

Examples of practical measures sponsors may employ to combat incidents of harassment, discrimination, and intimidation include, but are not limited to:

- designating an individual or office within the employing organization to handle harassment complaints and effectively address harassment risks;
- establishing disciplinary guidelines and procedures for holding offending persons accountable for their actions;
- adopting a process for immediately referring incidents of workplace harassment that involve assault or other crimes to law enforcement agencies; and
- providing supportive services (such as counseling) to apprentices who have experienced harassment and intimidation in the workplace.

OA prohibits, and sponsors must be vigilant in preventing, retaliation against any apprentice for making a good-faith report of harassing conduct, opposing any harassing behavior or other form of discrimination, cooperating with or participating in any investigation of alleged harassing conduct, or otherwise engaging in protected activity.

Harmful and malicious conduct must never be ignored, tolerated, or abetted by program sponsors or participating employers. Apprentices of all racial, ethnic, sexual, religious, and disability backgrounds are entitled to a workplace that is safe, welcoming, and free of both physical and emotional abuse. When made aware of such conduct, the failure of RAP sponsors or an SAA to take immediate action to address and eradicate said conduct could result in the initiation of enforcement proceedings by the Office of Apprenticeship, as well as other governmental agencies, against those parties. Regulatory compliance dictates all reasonable measures be put forth to avoid such an outcome. Sponsors can work towards eliminating harassment by promoting awareness, steadfastly committing to the principles of diversity, equity, inclusion and accessibility (DEIA), and taking swift action to report and hold accountable those who engage in harassing behavior.

Nez Perce Tribe

Heavy Highway Construction Trades Academy

October 9 - November 8, 2024



Heavy Highway Construction Training Elements:

- Heavy Equipment Operator Certification
- Traffic Control/Flagger Certification
- Forklift Certification
- OSHA-10 for Construction
- CPR/First Aid/AED for Construction
- Excavation & Trenching Safety
- HAZMAT First Responder Training
- Construction Basics
- Blueprint Reading
- Commercial Vehicle Inspection
- Load Securement
- Wellness Training
- Career Skills for Construction
- Wrap Up and Graduation



◆ A Different Kind of Education ◆



Teri Gardner 8-22-25

Glen Freiberg 8-18-25

Appendix A.2

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE



Appendix A.2

WORK PROCESS SCHEDULE

Construction Craft Laborer

O*NET-SOC CODE: 47-2061.00 RAPIDS CODE: 0661

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

1. APPRENTICESHIP APPROACH

- Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is 3 years with an OJL attainment of 6000 hours, supplemented by the minimum required 432 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice-to-journey worker ratio is 1 Apprentice to 1 journey worker.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey worker wage rate, which is: \$24.80.

Period	Hours	Min. Wage
1	0-1000 hours	70%
2	1001-2000 hours	75%
3	2001-3000 hours	80%
4	3001-4000 hours	85%

5. PROBATIONARY PERIOD

Every applicant selected for an apprenticeship will serve a probationary period of 90 days.

6. SELECTION PROCEDURES

Please see page A-8.



Appendix A.2

ON-THE-JOB LEARNING OUTLINE

Construction Craft Laborer

O*NET-SOC CODE: 47-2061.00 RAPIDS CODE: 0661

REQUIREMENTS:

To enter the Apprenticeship Program:

An apprentice must be at least 16 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation.

- There is an educational requirement of: High school diploma/GED or enrolled in a program and working on it. Must show proof of enrollment in program.
- There is a physical requirement of: Must be able to lift 50 pounds.
- The following aptitude test(s) will be administered:
- A valid driver's license or is required or must show proof of working on getting one.
- Other:

ON-THE-JOB LEARNING:

1. General Skills4000

A. Site/Project Preparation and Maintenance

- Clearing bucking and falling
- Transportation, dismantling, and stockpiling of scaffolding and work platforms
- Grading and compaction
- Layout and staking protocols
- Rigging and signaling for work traditionally done by construction craft laborers
- Site preparation, clean up, and security

B. Tools, Equipment, and Materials

- Recognition and preparation
- Hand, electric, gas, pneumatic, and power tool equipment use and maintenance
- Material storage and security

C. Safety

- Confined space safety
- 1i. Flagging, signaling, and traffic safety awareness
- Hazard material recognition
- Trenching and site excavation safety

2. Specific Skills2000

D. Environmental Remediation

- Asbestos abatement, hazardous waste abatement, lead abatement, and petrochemical abatement
- Radiation and radiation remediation



E. Building Construction

- Concrete - tending, placement and removal
- Landscaping
- Mason/Plasterer tending
- Pipe Laying

F. Heavy/Highway Construction

- Asphalt, drilling and blasting
- Pipe laying for work traditionally performed by construction craft laborers
- Tunnel and shaft
- Concrete- tending, placement and removal
- Bridges

G. Flagging

- Flagging procedures and techniques
- Traffic control setup and maintenance

H. Financial Literacy

- Budgeting and personal finance management
- Understanding paychecks and deductions
- Planning for future financial stability

TOTAL MINIMUM HOURS 6000



Appendix A.2

RELATED INSTRUCTION OUTLINE

Construction Craft Laborer

O*NET-SOC CODE: 47-2061.00 RAPIDS CODE: 0661 RELATED

INSTRUCTION DESCRIPTIONS:

Idaho Department of Labor to Apprentice Orientation Training Program:

<https://labor-idaho.hubspotpagebuilder.com/apprentice-mentee-training-program>

The Apprentice Orientation Program is designed to help you become a stronger, more agile team member and learner. In under three hours, you'll learn how promote an innovative and collaborative work environment, advance your team's competitive edge, and reach your maximum potential with the guidance of your mentor. Take the future into your own hands and become a better mentee today.

USDOL Anti-Harassment Video:

<https://www.dol.gov/agencies/eta/apprenticeship/eeo/harassment/video>

Informational video from the USDOL regarding Anti-Harassment created specifically for apprenticeship programs.

Related Instruction	Hours
Blue Print Reading: Be able to understand, interpret and follow the directions on both building and highway blue prints.	80
Craft Orientation: Understand the nature of the CCL trade and the work and skills of the trade. Understand what union membership is and the benefits of belonging to a union.	8
First Aid/CPR: Students will both study and practice basic first-aid and cardio-pulmonary resuscitation and be tested on their skills.	8
General Construction: Students will study and practice the use of many skills of trade including soil compaction equipment, rigging Signaling, cutting torch, basic pipe laying methods and trench safety concrete placement techniques and scaffold erection are also taught in this course.	80
Hazard Communication: Identifying hazardous materials and taking the necessary precautions when coming in contact with some of the many chemicals used in industry. Understanding MSDS's.	4
OSHA Safety: The 30 hour OSHA course covers the safety needs of the construction industry. An individual will be able to identify hazards and take action to correct those hazards and keep one safe and free from accidents and injury.	32
SUB-TOTAL	212



*Specific Skills Elective Curriculum	Hours
<i>Depending on the work in the geographic jurisdiction apprentices will choose from the following:</i>	
Pipe Laying: Trench safety, shoring and placement of various pipe including; sewer, water, plastic and ductile. Rigging and signaling is also covered along with the repair of various pipe.	32
Radiation Remediation: Working safely and protecting oneself while working in and around radiological contaminated sites is practiced in a mock training area. Respiratory protection and protective clothing is covered in this class as it relates to keeping one safe.	32
Underground Storage Tank Removal: Safe removal of underground storage tanks including; trench safety, hazardous waste contaminants, and personal protection are all covered in this class.	32
Financial Literacy: knowledge and skills required to make informed and effective decisions regarding financial management. This instruction covers essential financial concepts and practices to ensure apprentices can manage their personal and professional finances wisely	4
Flagging: Directing traffic or signaling instructions on a worksite or roadway to ensure safety and efficient movement. It involves using hand signals, flags, or other signaling devices to control vehicle and pedestrian traffic, guide drivers through construction zones, and alert them to hazards or changes in traffic conditions.	4
SUB-TOTAL	104
TOTAL HOURS	844

*** The apprentice will complete 220 (or more) additional hours of related training from these elective courses. Additional training will be provided as necessary to meet evolving industry needs and standards.**

TOTAL MINIMUM HOURS 144 PER YEAR



SELECTION PROCEDURES:

The process for finding and selecting the best talent possible for an apprenticeship opening position includes the following:

Selection of apprentices shall be in accordance with the provisions of the Nez Perce Law & Order Code under Title 9, Indian Preference in Employment and Contracting, which requires the preferential employment of Indians and Indian-Owned firms.

If participating employer employs five or more apprentices, selection into the apprenticeship program will be in accordance with the selection procedures for apprentices developed by the Tribal Employment Rights Office and approved by the Registration Agency.

The sponsor may post open positions on career sites or the company's internal career board to solicit applications.

Applications will be pre-screened to eliminate candidates who do not meet the basic qualifications requirements of the position.

Those applicants that meet basic qualifications will be processed through an assessment to screen out those who lack the desire and interest for the apprenticeship. Screening applicants will be performed through interviews and job simulations to select candidates with the highest potential for apprenticeship success.

The Apprentice(s) will be selected based on the most qualified candidate. Applicants that have accepted the position will

be registered within 45 days.

The apprenticeship selection process and procedures will be uniformly and consistently applied to all applicants.

Any applicant who feels that they were wrongfully denied entry into the apprenticeship program may appeal the decision using the applicant appeals procedure described in Section J of the Standards.

Maintenance of Applications and Selection Records

The sponsor and participating employer will keep adequate records according to their own internal systems, policies, and procedures. There will be no undue burden placed on the company in regarding to hiring the applicant as their apprentice. The items and records maintained, including qualifications of each applicant; the basis for evaluation 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 29 CFR § 30, as may be required by the U.S. Department of Labor.

The records pertaining to individual applicants selected will be maintained in such manner as to permit the identification of race, gender, or ethnicity.

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.



SPONSOR OBLIGATION TO PREVENT HARASSMENT AND INTIMIDATION OF APPRENTICES:

Under the National Apprenticeship Act of 1937, OA is conferred the responsibility to protect the safety and welfare of apprentices. Pursuant to this authority, OA has issued regulations designed to ensure that apprentices participating in the National Apprenticeship System are free from unlawful discrimination, harassment, intimidation, and workplace violence. In all states under 29 CFR 30.3(b)(4), sponsors are obligated to develop and implement procedures to ensure that its apprentices are not harassed because of their race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability and to ensure that its apprenticeship program is free from intimidation and retaliation as prohibited by §30.17.

Harassment and intimidation of any apprentices is intolerable and unacceptable. Program sponsors are obligated under 29 CFR Part 30 to design and implement internal procedures and adopt practical measures for effectively addressing and mitigating harassment risks to apprentices, as well as for promptly handling and resolving apprentice complaints about harassment and intimidation. Additionally, sponsors are responsible for ensuring affiliated and contracted employers do not ignore, tolerate, or encourage any conduct that suggests acceptance of such behaviors.

Incidents of harassment and intimidation of apprentices warrant swift and decisive action from sponsors to prevent reoccurrences and promote environments of tolerance and equity in the workplace so that all apprentices feel safe, welcomed, and treated fairly.

Examples of practical measures sponsors may employ to combat incidents of harassment, discrimination, and intimidation include, but are not limited to:

- designating an individual or office within the employing organization to handle harassment complaints and effectively address harassment risks;
- establishing disciplinary guidelines and procedures for holding offending persons accountable for their actions;
- adopting a process for immediately referring incidents of workplace harassment that involve assault or other crimes to law enforcement agencies; and
- providing supportive services (such as counseling) to apprentices who have experienced harassment and intimidation in the workplace.

OA prohibits, and sponsors must be vigilant in preventing, retaliation against any apprentice for making a good-faith report of harassing conduct, opposing any harassing behavior or other form of discrimination, cooperating with or participating in any investigation of alleged harassing conduct, or otherwise engaging in protected activity. Harmful and malicious conduct must never be ignored, tolerated, or abetted by program sponsors or participating employers. Apprentices of all racial, ethnic, sexual, religious, and disability backgrounds are entitled to a workplace that is safe, welcoming, and free of both physical and emotional abuse. When made aware of such conduct, the failure of RAP sponsors or an SAA to take immediate action to address and eradicate said conduct could result in the initiation of enforcement proceedings by the Office of Apprenticeship, as well as other governmental agencies, against those parties. Regulatory compliance dictates all reasonable measures to be put forth to avoid such an outcome.

Sponsors can work towards eliminating harassment by promoting awareness, steadfastly committing to the principles of this appendix, and taking swift action to report, eliminate, and hold accountable those who engage in harassing behavior.