

4. When the ranked pool of eligibles list is six (6) months old, each applicant remaining will be mailed a certified letter asking if he/she wishes to remain on the ranked list or to be removed. Those who affirm withdrawal will be officially removed from the ranked pool of eligibles list by committee action.
 5. After a period of two (2) years (the initial date for the valid ranked list of eligibles begins the date of approval) those remaining on the list will be notified that they no longer are eligible for placement. If they choose, they may reapply at the next opening.
- f. Applicants that have been removed may be restored to the rank pool of eligibles list if they:
1. Voluntarily withdraw by written request; the committee may restore to the list of eligibles an applicant who has withdrawn from the list at his/her request providing the applicant's application is less than two (2) years old, the applicant may make a written request and shall appear at a meeting of the committee to seek reinstatement.
 2. Involuntary withdrawal (9.2.e. 1-3): Applicants who have been removed from the ranked list must reapply when the program is open to accept applications.

9.3. Out-of-Work Apprentices.

- a. Training agents requesting employment of apprentices will be afforded the opportunity to employ out-of-work apprentices before employing an applicant.
- b. Applicants will be removed from the out-of-work list:
 - i. If they fail to maintain their current mailing address and message numbers with the committee's administrator.
 - ii. If they refuse two (2) apprenticeship job opportunities.
 - iii. If they have been denied employment by two (2) training agents for documented, legitimate occupational requirements.

10. PROBATIONARY PERIOD

- 10.1. The probationary period shall be the first period of apprenticeship (1,000 on-the-job hours) after registration occurs. During such period, either the apprentice or this committee may terminate the apprenticeship agreement upon written notice to ATD. Suspension of the apprentice's agreement will not be approved during the probationary period.
- 10.2. The committee may terminate an apprentice's agreement during the probationary period if he/she fails to comply with policies and procedures by:

- a. Working for a non-approved training agent;
- b. Failing to register for related training;
- c. Failing to successfully complete the first term of related training;
- d. Missing related training classes except for good cause; and
- e. Failing to submit timely monthly work progress reports (M.W.P.R.'s) with supporting payroll documentation.

11. APPRENTICE DUTIES AND RESPONSIBILITIES

11.1. Duties. An apprentice registered with this committee is required to do the following:

- a. Work at all times subject to the supervision of an appropriate journeyman plumber.
- b. Sign the "Acknowledgment of Receipt", which will be placed in your file to document that you have receipt of:
 - 1. Copy of your apprenticeship agreement.
 - 2. Apprenticeship Standards for the program;
 - 3. Committee Policies and Procedures;
 - 4. Apprentice responsibilities
 - 5. Complain Resolution Procedure
- c. Develop and practice safe work habits;
- d. Attend all scheduled related training classes. Related training classes begin the first September following registration of the apprentice's agreement;
- e. Keep the committee informed of your current address and message phone;
- f. Work only for an employer approved by this committee. Working as a plumber apprentice for a plumbing contractor who is not approved by this committee, and performing any work within the scope of the licensing law, while employed by a non-approved training agent, is a violation of the apprentice license. An apprentice who violates this rule will be issued a "Proposed Cancellation Notice," and could result in disciplinary action that may terminate your apprenticeship agreement.