

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 Voluntarily withdraw by written request; the committee may restore to the list of eligibles an applicant who has withdrawn from the list at his/her request providing the applicant's application is less than two (2) years old, the applicant may make a written request and shall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: