

- 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.

- g. Notify this committee's administrator within 24-hours of being unemployed and provide a reason for being unemployed.
 - i. Out-of-Work Apprentices: Apprentices (in good standing) will be given the opportunity for employment prior to new applicants.
 - 1. Training Agents requesting employment of apprentices will employ qualified out-of-work apprentices (in good standing) before employing an apprentice from the ranked list of eligibles.
 - 2. Apprentices shall actively seek employment when on the out-of-work list. An apprentice who fails to maintain employment may be cited to appear before the committee to discuss the sufficiency of their job-seeking effort.
 - 3. Prior to an out-of-work apprentice and/or apprentice applicant being employed, the committee's administrator will verify that the employing training agent has the correct ratio of journeymen to apprentices.
 - 4. An apprentice will be removed from the out-of-work list and may be cancelled from the program for willful failure to maintain employment.
 - 5. An apprentice may be removed from the out-of-work list, suspended or removed from related training classes for failure to maintain employment in the industry.
 - 6. An apprentice who fails to notify the administrator within two business days of being out-of-work may be cancelled from the program.
 - 7. An apprentice who transfers training agents without notifying the administrator within 24-hours of said transfer may be cancelled from the program.
 - ii. Apprentices will be removed from the out-of-work list and will no longer be considered "in good standing" if:
 - 1. They fail to maintain their current mailing address and message numbers with the committee's administrator.
 - 2. They fail to communicate or to respond to the committee or the Administrator.
 - 3. They refuse two (2) apprenticeship job opportunities.
 - 4. They have been denied employment by two (2) training agents for documented, legitimate reasons.
 - 5. They failed to achieve a grade of 'C' or better in Related Training.