

<i>Occupation</i>	<i>O*Net Code</i>	<i>RAPIDS Code</i>
<i>Residential Carpenter</i>	47-2031.01	0564HY

Section 1 – On-the-Job Learning (Work Experience) - 29 CFR § 29.5(b)(4)

1. Every apprentice is required to participate in related instruction in technical subjects related to the occupation.
2. The sponsor /participating employer must ensure Apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the Apprenticeship and identify what methodology will be used to track progression of experience on-the-job.
3. Such on-the-job training shall be carried on under the direction and guidance of a qualified professional.

The following identifies the major work processes in which Apprentices will be trained.

Clean work sites.	
A. Follow established safety rules and regulations and maintain a safe and clean environment.	
Total Hours	170

Review blueprints or specifications to determine work requirements.	
B. Study specifications in blueprints, sketches, or building plans to prepare project layout and determine dimensions and materials required.	
Total Hours	192

Mark reference points on construction materials.	
C. Measure and mark cutting lines on materials, using a ruler, pencil, chalk, and marking gauge.	
Total Hours	170

Measure materials or objects for installation or assembly.	
D. Measure and mark cutting lines on materials, using a ruler, pencil, chalk, and marking gauge.	
Total Hours	171

Cut wood components for installation.	
E. Shape or cut materials to specified measurements, using hand tools, machines, or power saws.	
Total Hours	192

Install wooden structural components.	
F. Install structures or fixtures, such as windows, frames, floorings, trim, or hardware, using carpenters' hand or power tools.	31
G. Build or repair cabinets, doors, frameworks, floors, or other wooden fixtures used in buildings, using woodworking machines, carpenter's hand tools, or power tools.	30
H. Examine structural timbers and supports to detect decay, and replace timbers as required, using hand tools, nuts, and bolts.	30
Total Hours	91

Install building fixtures.	
I. Install structures or fixtures, such as windows, frames, floorings, trim, or hardware, using carpenters' hand or power tools.	53
J. Install rough door and window frames, subflooring, fixtures, or temporary supports in structures undergoing construction or repair.	52
Total Hours	105

Install doors or windows.	
K. Install structures or fixtures, such as windows, frames, floorings, trim, or hardware, using carpenter hand or power tools.	
L. Install rough door and window frames, subflooring, fixtures, or temporary supports in structures undergoing construction or repair.	
Total Hours	0

Verify alignment of structures or equipment.	
M. Verify trueness of structure, using plumb bob and level.	
Total Hours	50

Order construction or extraction materials or equipment.	
N. Select and order lumber or other required materials.	
Total Hours	31

Select construction materials.	
O. Select and order lumber or other required materials.	
Total Hours	31

Coordinate construction project activities.	
P. Arrange for subcontractors to deal with special areas, such as heating or electrical wiring work.	
Total Hours	200

Prepare operational reports.	
Q. Maintain records, document actions, and present written progress reports.	
Total Hours	200

Estimate construction project costs.	
R. Prepare cost estimates for clients or employers.	
Total Hours	31

Assemble temporary equipment or structures.	
S. Erect scaffolding or ladders for assembling structures above ground level.	170
T. Assemble and fasten materials to make frameworks or props, using hand tools and wood screws, nails, dowel pins, or glue.	170
U. Construct forms or chutes for pouring concrete.	50
Total Hours	390

Position construction forms or molds.	
V. Anchor and brace forms and other structures in place, using nails, bolts, anchor rods, steel cables, planks, wedges, and timbers.	
Total Hours	51

Inspect work sites to determine condition or necessary repairs.	
W. Inspect ceiling or floor tile, wall coverings, siding, glass, or woodwork to detect broken or damaged structures.	31
X. Examine structural timbers and supports to detect decay, and replace timbers as required, using hand tools, nuts, and bolts.	30
Total Hours	61

Drill holes in construction materials.	
Y. Bore boltholes in timber, masonry or concrete walls, using power drill.	
Total Hours	171

Record operational or environmental data.	
Z. Maintain job records and schedule work crew.	
Total Hours	31

Remove worn, damaged or outdated materials from work areas.	
AA. Remove damaged or defective parts or sections of structures and repair or replace, using hand tools.	
Total Hours	170

Build construction forms or molds.	
BB. Construct forms or chutes for pouring concrete.	
Total Hours	51

Install safety or support equipment.	
CC. Install rough door and window frames, subflooring, fixtures, or temporary supports in structures undergoing construction or repair.	
Total Hours	31

Apply decorative or textured finishes or coverings.	
DD. Finish surfaces of woodwork or wallboard in houses or buildings, using paint, hand tools, or paneling.	
Total Hours	31

Prepare hazardous waste for processing or disposal.	
EE. Work with or remove hazardous material.	
Total Hours	31

Dig holes or trenches.	
FF. Dig or direct digging of post holes and set poles to support structures.	
Total Hours	72

Direct construction or extraction personnel.	
GG. Dig or direct digging of post holes and set poles to support structures.	
Total Hours	51

Position safety or support equipment.	
HH. Dig or direct digging of post holes and set poles to support structures.	
Total Hours	50

Install trim or paneling.	
II. Apply shock-absorbing, sound-deadening, or decorative paneling to ceilings or walls.	
Total Hours	31

Apply material to fill gaps in surfaces.	
JJ. Fill cracks or other defects in plaster or plasterboard and sand patch, using patching plaster, trowel, and sanding tool.	
Total Hours	200

Install carpet or flooring.	
KK. Cover subfloors with building paper to keep out moisture and lay hardwood, parquet, or wood-strip-block floors by nailing floors to subfloor or cementing them to mastic or asphalt base.	
Total Hours	0

Mix substances or compounds needed for work activities.	
LL. Perform minor plumbing, welding, or concrete mixing work.	
Total Hours	72
Weld metal components.	
MM. Perform minor plumbing, welding, or concrete mixing work.	
Total Hours	72
Assemble products or production equipment.	
NN. Build sleds from logs and timbers for use in hauling camp buildings and machinery through wooded areas.	
Total Hours	0
Grand Total	3200 Hours

Apprenticeship Competencies – Behavioral

In addition to mastering all of the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies in order to complete the apprenticeship.

Ratings are:

(4) Exceeds targets; (3) Consistently achieves targets; (2) Meets some targets; (1) Not meeting targets; or (N/A) Not applicable.

Apprentices need to receive at least a "3" ranking in each category, by each of their nine month reviews during the apprenticeship in order to be considered for any merit increases or to have successfully completed the apprenticeship.

Apprentice Name: _____ **Ranking:** _____

Item #	Behavioral Competencies	4	3	2	1	N/A
1.	Participation in team discussions/meetings					
2.	Focus in team discussions/meetings					
3.	Focus during independent work					
4.	Openness to new ideas and change					
5.	Ability to deal with ambiguity by exploring, asking questions, etc.					
6.	Knows when to ask for help					
7.	Able to demonstrate effective group presentation skills					
8.	Able to demonstrate effective one-on-one communication skills					
9.	Maintains an acceptable attendance record					
10.	Reports to work on time					
11.	Completes assigned tasks on time					
12.	Uses appropriate language					
13.	Demonstrates respect for customers, co-workers and supervisors					
14.	Demonstrates trust, honesty and integrity					
15.	Requests and performs work assignments without prompting					
16.	Appropriately cares for personal dress, grooming and hygiene					
17.	Maintains a positive attitude					
18.	Cooperates with and assists co-workers					
19.	Follows instructions/directions					
20.	Able to work under supervision					
21.	Able to accept constructive feedback and criticism					
22.	Able to follow safety rules					
23.	Able to take care of equipment and workplace					
24.	Able to keep work area neat and clean					
25.	Able to meet supervisor's work standards					
26.	Adheres to work policies/rules/regulations					

Supervisor/Trainer: _____

1. The term of Apprenticeship shall be a period of reasonably continuous employment, including the probationary period as stated on this “On-the Job “Learning outline, plus the required hours of “Related Training Instruction”.
2. The program is premised on 3200 hours’ Time Based. Title 29, CFR Part 29 requires programs be no less than 2000 hours.
3. An Apprentice, who, by exceptional aptitude or as a result of past education and/or practical experience, achieves the desired level of competency in a phase of the Apprenticeship Program in less than the time designated or illustrates existing competency on the initial assessment, may be advanced to the appropriate level.

Section 3- Probationary Period – (29 CFR § 29.5 (b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period of 500 hours, which may not exceed 25 percent of the length of the program or 1 year, whichever is shorter. This period will be credited toward completion of the apprenticeship program.