

**RESOLUTION NO. 4110**


**A RESOLUTION ADOPTING APPRENTICESHIP STANDARDS FOR FIREFIGHTER /  
PARAMEDIC.**

*WHEREAS*, the City desires to participate in the Montana Department of Labor & Industry's Montana Registered Apprenticeship Program, and to adopt the necessary standards to be in compliance with program requirements;


*NOW THEREFORE BE IT RESOLVED* by the City Council of Miles City, Montana, as follows:

1. The "Apprenticeship Standards for Firefighter/Paramedic," along with "Attachment A" to said Standards, both attached hereto as Exhibit "A", and made a part hereof, are hereby approved and adopted by this Council.
2. The Mayor of the City of Miles City is hereby empowered and authorized to execute said Standards on behalf of the City of Miles City and bind the City of Miles City thereto; and
3. The Mayor of the City of Miles City is hereby empowered and authorized to execute such further documents as are necessary to carry out and implement said Standards and Apprenticeship Program, and bind the City of Miles City thereto.

**SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY  
CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY,  
MONTANA, AT A DULY CALLED MEETING THIS 10 DAY OF OCTOBER, 2017.**

  
John Hollowell, Mayor

ATTEST:

  
Lorrie Pearce, City Clerk



Montana Department of  
**LABOR & INDUSTRY**  
Steve Bullock, Governor | Pam Bucy, Commissioner

# APPRENTICESHIP STANDARDS

FOR

## FIREFIGHTER/PARAMEDIC

Formulated By

MILES CITY FIRE DEPARTMENT  
2800 MAIN STREET  
MILES CITY, MT 59301

Registered with the

Montana Registered Apprenticeship Program  
Workforce Services Division  
Montana Department of Labor & Industry  
P.O. BOX 1728  
Helena, MT 59624-1728  
(406) 444-4100

Registration Number: HC 0025

Original Registration Date: \_\_\_\_\_

O\*NET-SOC Code: 33-2011.01

Registration and Approval Date: \_\_\_\_\_

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### Attachment A: Trade Schedule

Which includes:

Wage Schedule

On the Job Training Outcomes (Work Process Schedule or Competency Outline)

Related Technical Instruction Outline

# APPRENTICESHIP STANDARDS

## 1. INTRODUCTION

The purpose of these apprenticeship standards is to provide policy and guidance for the registration of apprentices. The objective is the training of apprentices in all phases of a skilled occupation. The sponsor recognizes that in order to accomplish this, there must be well developed on-the-job training combined with related instruction.

Through registered apprenticeship, we have the opportunity to systematically examine the needs of each business and then address those needs in a structured way to fulfill them. Quality and adaptability characterize apprenticeship. Apprenticeship provides a positive match for the diverse population of each business.

These standards are developed and registered by the Montana Registered Apprenticeship Program to comply with the requirements of the Montana Code Annotated (MCA 39-6, Apprenticeship), Administrative Rules of Montana (ARM 24.21, Apprenticeship), and Code of Federal Regulations (CFR Title 29 Part 29, Labor Standards for the Registration of Apprenticeship Programs; and CFR Title 29 Part 30, Equal Employment Opportunity in Apprenticeship and Training).

## 2. DEFINITIONS

**Apprentice:** A person meeting the qualifications described in these apprenticeship standards who has entered into a written apprenticeship agreement with a Sponsor providing for training and related instruction and who registers with the Registration Agency.

**Apprenticeship Agreement:** The written document between the apprentice and the Sponsor outlining the responsibilities and obligations of all parties to the apprenticeship agreement with respect to the apprentice's employment and training under these standards. Each apprenticeship agreement must be registered with the Registration Agency.

**Cancellation:** The termination of the registration or approval status of a program at the request of the sponsor; or the termination of an apprenticeship agreement.

**Career Lattice:** Career lattice apprenticeship programs include occupational pathways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the certificate of completion.

**Certificate of Completion:** The credential issued by the Registration Agency to those registered apprentices certified and documented as having successfully completed the apprenticeship program.

**Certificate of Training:** The certificate of training is an interim credential indicating an apprentice is pursuing and on track to complete an apprenticeship program. A certificate of training is issued by the Registration Agency at the request of the Sponsor.

**Collective Bargaining Agreement:** When applicable, a negotiated agreement between the signatory union and signatory employer(s) that sets forth the terms and conditions of employment.

**Competency:** The attainment of manual, mechanical or technical skills and knowledge, as specified by an occupation standard and demonstrated by an appropriate written and hands-on proficiency measurement.

**Competency-Based Occupation:** An occupation using an apprenticeship approach that requires the attainment of manual, mechanical, or technical skills and knowledge, as specified by an occupation or industry standard and demonstrated by an appropriate written and hands-on proficiency measurement.

**Eligible Training Provider List (ETPL):** The list of training providers who qualify to receive funds from the Workforce Innovation and Opportunity Act (WIOA) to train adults, dislocated workers and out of school youth.

**Employer:** Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business or company signatory to this Sponsor's standards that is responsible for providing hours of work, supervision, wages and/or benefits to apprentices in its employ as registered under these standards.

**Fully Proficient Worker:** A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation.

**Hybrid Occupation:** An occupation using an apprenticeship approach that measures the apprentice's skill acquisition through a combination of the completion of a specified minimum number of hours of on-the-job training and the successful demonstration of required competencies as outlined in the work process schedule for a specific occupation.

**Interim Credential:** A credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice.

**Journey worker:** A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. The term may also refer to a mentor, technician, specialist, or another skilled worker who has documented sufficient skills and knowledge of an occupation, either through a formal apprenticeship or through practical on-the-job experience and formal training.

**Mentor:** An individual recognized by the Sponsor as being fully qualified to perform the work of the occupation. The mentor is responsible for the day-to-day training of the apprentice, supporting the apprentice through related instruction, and providing supervision in accordance with occupational licensing laws and regulations. The Sponsor may recognize multiple mentors in order to meet all aspects of mentorship.

**O\*NET-SOC Code:** The Occupational Information Network (O\*NET) is a free online database that contains hundreds of occupational definitions. O\*NET codes are based on the Standard Occupational Classification (SOC) system for classifying occupations. It is used by the state and federal agencies to collect occupational data.

**On-the-Job Training (OJT):** Tasks learned on-the-job in which the apprentice must become proficient before a certificate of completion is granted. The learning must occur through structured, supervised work experience. OJT is also frequently used interchangeably with the term On-the-Job Learning (OJL).

**Program:** The administration of apprenticeship training by the Sponsor. Signature of these apprenticeship standards establishes a program to which individual apprentices are added.

**Provisional Registration:** The one-year initial provisional approval of newly registered programs that meet the required standards for program registration. Following this one-year provisional registration, a program approval may be made permanent, continued as provisional, or rescinded following a review by the registration agency.

**Quality Assurance Assessment:** A comprehensive review conducted by the Registration Agency regarding all aspects of an apprenticeship program's performance, including but not limited to, determining if apprentices are receiving: on-the-job training in all phases of the apprenticeable occupation; scheduled wage increases consistent with the registered program standards; related instruction through appropriate curriculum and delivery systems; and that the registration agency is receiving notification of all new registrations, cancellations, completions, and transfers.

**Registered Apprenticeship Partners Information Data System (RAPIDS):** A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.

**Registration Agency:** The Montana Registered Apprenticeship Program, Workforce Services Division, Montana Department of Labor and Industry.

**Related Instruction:** An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the occupation. This instruction may be obtained in a classroom, through occupational or industrial courses, or by correspondence courses or other forms of self-study approved by the Registration Agency.

**Sponsor:** Any person, association, committee or organization that operates an apprenticeship program and in whose name the program is registered. The Sponsor has full responsibility for administration of the apprenticeship and is responsible for providing training and related instruction for the apprentice pursuant to these Standards. Community colleges and 4-year colleges, community-based organizations (CBOs), and community service organizations could also serve as apprenticeship Sponsors.

**Standards of Apprenticeship:** This entire document, including all appendices and attachments herein, and any future modifications and additions approved by the Registration Agency.

**State Apprenticeship Advisory Council:** An advisory council that will provide the Registration Agency advice and counsel regarding matters of interest involving the Montana apprenticeship community. (ARM 24.21.205)

**Time-Based Occupation:** An occupation using an apprenticeship approach that measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job training as described in a work process schedule.

**Transfer:** A shift of apprenticeship registration from one program to another or from one employer with a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.

**Union:** When applicable, a signatory union and any of its affiliated local unions party to a labor agreement with the signatory employer(s).

### 3. EQUAL OPPORTUNITY PLEDGE

**Equal Opportunity Pledge:** The recruitment, selection, employment and training of apprentices will be without discrimination because of race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status. (29 CFR 29.5 (b) (21) and 30.3 (b); ARM 24.21.421; EO 04-2016)

#### 4. AFFIRMATIVE ACTION PLAN & SELECTION PROCEDURES

Sponsors with 5 or more registered apprentices are required to adopt an affirmative action plan and selection procedures, which will become part of these standards of apprenticeship. However, the Registration Agency encourages the development of these two plans for all programs regardless of apprentice numbers. For programs with fewer than 5 apprentices, these plans are not required, and the sponsor may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies. (29 CFR 29.5 (b) (21), 30.4, and 30.5)

#### 5. QUALIFICATIONS FOR APPRENTICESHIP

Applicants accepted and registered as apprentices will meet the following basic qualifications:

- A. Age: Must be 16 years of age or older. Unless otherwise required for occupation specific licensure or certification.
- B. Physical: Physically able to perform the essential functions of the occupation, with or without reasonable accommodations. Physical qualifications will be determined by the Sponsor in consultation with the potential apprentice.
- C. Education: A high school diploma, HiSET, or equivalency is required. Proof of high school diploma or GED/HiSET records must be submitted.
- D. Aptitude: Must possess the basic aptitude essential for acquiring the skills and proficiency of the occupation and be required to satisfactorily pass an approved entry-level aptitude test, if required.
- E. Credential: Minimum credential/licensure as may be required for a specific occupation.

#### 6. APPRENTICESHIP AGREEMENT

Each apprentice will enter into an individualized written apprenticeship agreement with the Sponsor. The apprenticeship agreement must be completed after an apprentice has been selected but prior to employment as an apprentice and enrollment in related instruction. The apprenticeship agreement must be signed by the Sponsor and the apprentice. The agreement, valid upon signature, must then be approved and registered by the Registration Agency. The Registration Agency will be notified by the Sponsor within 45 days of the execution of each apprenticeship agreement and any subsequent modifications of the agreement.

The standards are the terms and conditions of the apprenticeship agreement. Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these standards, the Sponsor's written rules and policies and the apprenticeship agreement.

Upon completion, submission and approval of the apprenticeship agreement and registration with the Registration Agency, the following parties will receive a copy of the agreement signed and completed for their records:

- A. Apprentice
- B. Sponsor
- C. Registration Agency
- D. Veterans State Approving Agency, if applicable.

#### 7. PROBATIONARY PERIOD

All applicants selected for an apprenticeship will serve a probationary period. The probationary period cannot exceed 25% of the length of the program or six months, whichever is shorter. During this period either party may request the termination or cancellation of the apprenticeship agreement without cause by notifying the other party in

writing. Cancellation during the probationary period will not have an adverse impact on the sponsor's completion rate.

The records for each apprentice will be reviewed prior to the end of the probationary period. Records will consist of OJT and related instruction periodic reports and any disciplinary action taken during the probationary period.

Any apprentice evaluated as satisfactory after review of the probationary period will be given full credit for the probationary period and continue in the program. The probationary period is part of the term of the apprenticeship.

After the probationary period, the agreement may be canceled at the request of the apprentice. It may also be suspended, canceled, or terminated by the Sponsor, for good cause, and notice must be given to the apprentice, and the apprentice must have a reasonable opportunity for corrective action. Written notice will be given to the apprentice and the Registration Agency of final action taken.

## 8. TERM OF APPRENTICESHIP

The term of apprenticeship will be a period of reasonably continuous employment and training on the job as stated on Attachment A.

The term of apprenticeship, which for an individual apprentice may be measured either through the completion of an industry standard for on-the-job training, requiring a minimum of 2,000 hours (time-based approach), attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach).

The **time-based approach** measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job training as described in a work process schedule.

The **competency-based approach** measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job training component of Registered Apprenticeship. The program standards must address how the on-the-job training will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies.

The **hybrid approach** measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job training and the successful demonstration of competency as described in a work process schedule or competency checklist. (29 CFR 29.5 (b) (2) (3) (16))

## 9. HOURS OF WORK, WORK EXPERIENCE AND TRAINING, & CONTINUITY OF EMPLOYMENT

**Hours of Work:** Apprentices will generally work the same hours as fully proficient workers (journey workers) or mentors within the sponsor's workforce doing comparable work. No apprentice will be allowed to work overtime if it interferes with related instruction. Apprentices who do not complete the required number of OJT hours during a specified training period will have the term of that segment extended until OJT hours are completed or unless they can demonstrate competency in the required skills.

**Work Experience and Training:** During the apprenticeship, the apprentice will receive OJT and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skill journey worker or fully proficient worker. The OJT will be under the direction and guidance of the direct supervisor or designated mentor.



The sequences of training experiences will be governed by all applicable regulatory guidelines as well as the flow of work in the shop, facility or work unit. Appropriate instruction in safe work practices and habits will be included with each unit of job training.

Continuity of Employment: The program Sponsor intends and expects to give the Apprentice steady employment. The Sponsor reserves the right, however, to suspend Apprentices either entirely or in part whenever conditions of business make it necessary.

The Apprentice will have reasonable assurances of continuity of employment for the term of the apprenticeship and upon the satisfactory completion thereof, reasonable assurance of continued employment as a skilled worker.

Before a Sponsor may request registration for a new Apprentice, the Sponsor will offer the rehire of any Apprentice that had worked for the Sponsor but had been laid off or terminated without good cause. (ARM 24.21.412)

#### 10. CREDIT FOR PREVIOUS EXPERIENCE:

The Sponsor may grant credit towards the term of apprenticeship to new apprentices who have performed relevant experience outside the term of the apprenticeship.

Apprentice applicants seeking credit for previous experience must submit a written request at the time of application and furnish appropriate records to substantiate the claim. An applicant who is a veteran and who wishes to receive consideration for military training and/or experience must submit a DD-214. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate.

The Sponsor will evaluate and determine credit during the probationary period. If credit is granted, the apprentice will be advanced to the appropriate wage rate for that credit period.

The Registration Agency will be advised of the credit and advanced wage rate. The process for credit determination will be uniformly applied to all apprentices.

For occupations in which prior credit is evaluated by the apprentice possessing a license or credential, the Registration Agency will validate possession of the license or credential with the appropriate licensing board or monitoring agency. Upon validation of the license or credential, the corresponding amount of prior credit will automatically be awarded to the apprentice. Applicable licenses or credentials will be delineated on the attached work process schedule and related instruction outline.

#### 11. APPRENTICE WAGE PROGRESSION

Apprentices will be paid a progressively increasing schedule of wages for time spent on the job during the apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction.

Before an apprentice is advanced to the next segment of training or to the fully proficient worker or journey worker status, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJT and in related instruction courses. The sponsor will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the fully proficient worker or journey worker wage rate. The percentages that will be applied to the applicable rate are shown on Attachment A. Apprentice wages will never be less than Montana minimum wage rates.

## 12. RELATED INSTRUCTION AND QUALIFIED TRAINERS

Every apprentice is required to participate in coursework related to the occupation as outlined in Attachment A. A minimum of 144 hours of related instruction is recommended for each year of the apprenticeship, however, some occupations, by industry standards will require more than the minimum hours stated. Apprentices agree to take such courses the Sponsor deems advisable. Related instruction will be correlated with practical experience and OJT as much as possible. The supplemental related instruction outline for each occupation covered in these Standards is stated in Attachment A.

Apprentices hours spent in classes of related instruction will not be considered as hours of work except where classes are held during regular working hours. Apprentices are generally not paid for hours spent in classes of related instruction, but this is allowed if indicated by the Sponsor.

Related instruction will be provided through an approved classroom curriculum, an approved home study course, online program or another instruction method by mutual agreement of the program sponsor and the individual apprentice, and approved by the Registration Agency.

Every apprenticeship instructor must:

- A. Meet the State Department of Education's requirements for a vocational-technical instructor in the State of registration, or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within an industry as having expertise in a specific occupation; and
- B. Have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the related technical instruction. (29 CFR 29.5 (b) (4) (i) (ii))

Apprentice progress in related instruction will be monitored and documented by the Sponsor and Registration Agency. Grades and attendance will be added to the apprentice's file. The apprenticeship may be canceled in the event that the apprentice is unable to fulfill the related training requirements, including attendance and passing grades. Written notice and adequate time for corrective action must be given to the apprentice prior to cancellation of the apprenticeship.

The Sponsor and the Apprentice will be responsible for all cost of the related instruction. The Sponsor is responsible for establishing and communicating cost sharing policies.

## 13. SAFETY AND HEALTH TRAINING

All apprentices will receive instruction in safe and healthful work practices both on the job and in related instruction that is in compliance with Occupational Safety and Health Administration laws and regulations, or state standards that have been found to be at least as effective as the federal standards.

## 14. SUPERVISION OF APPRENTICES

The Sponsor will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the Sponsor and under the direct supervision of the journey worker or mentor to whom they are assigned. This supervisor is responsible for making work assignments, providing OJT and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks, safely,

correctly and efficiently. Supervision will be established in accordance with any occupational licensing and/or supervisory regulations.

**For licensed construction trades** (electricians, plumbers, sprinkler fitters and elevator constructors), the following supervision is required:

- A. A qualified journey worker or master must supervise the work of an apprentice in the proper ratio prescribed in the registered Standards.
- B. An apprentice may not work without the supervision of a journey worker or master while engaging in an activity covered by the apprenticeship agreement or Registered Apprenticeship Standards of the Sponsor.
- C. Sponsors employing apprentices that require a residential focus may work an apprentice in areas of experience with limited supervision based on prior performance and a demonstration of competency.
- D. An apprentice who has completed no less than 70% of the apprentice's required term and is completely current with the related instruction may work with limited supervision. The apprentice's work must be physically examined on a daily basis by a journey worker or master for correctness.
- E. During the last 20% of the apprenticeship term, an apprentice who is completely current with required related instruction may work without supervision, provided that the apprentice's work will be physically examined weekly by a journey worker or master, and provided that the apprentice's prior performance demonstrated sufficient competence to perform the work. (ARM 24.21.1002)

#### 15. RATIO OF APPRENTICES TO JOURNEY WORKERS OR MENTORS

The Sponsor will establish a numeric ratio of apprentices to journey workers or mentors necessary to maintain proper supervision, training, safety, patient care, and continuity of employment throughout the apprenticeship. The ratio of apprentices to journey workers or mentors will be as noted in Attachment A.

**For licensed construction occupations** (electricians, plumbers, sprinkler fitters and elevator constructors), the following ratios apply:

- A. The apprentice to journey worker ratio may not exceed the following criteria:
  - 1. The first journey worker employed by a sponsor may supervise one apprentice.
  - 2. Two additional journey workers employed by the sponsor are required to supervised each additional apprentice.
- B. An apprentice that has completed 60 percent or more of the on-the-job training hours and 60 percent or more of the related instruction in an apprenticeship program is not counted for purposes of the apprentice to journey worker ratio provided for in (A).
- C. The apprentice to journey worker ratio applies to individual work sites as well as the entire firm or operation of the Registered Apprenticeship Sponsor.
- D. In order to prevent abuse of the apprentice to journey worker ratio, the department will monitor the progress toward completion of all apprentices who have reached the 60 percent completion criteria provided for in (B).
  - 1. An apprentice that does not, without good cause, maintain significant progress towards completion of the apprenticeship will be suspended from the apprenticeship program. Not maintaining significant progress, for the purpose of this rule, means that the apprentice's number of hours of related instruction and number of hours of experience are less than 90 percent of the number of hours provided for in the apprenticeship standards, relative to the amount of time the apprentice has been working. An apprentice that is notified by the department of insufficient progress has 60 days in which to catch up to the number of hours of related instruction and work experience before being suspended.

2. An apprenticeship sponsor who fails, without good cause, to have at least a 60 percent rate of apprentices that timely complete the apprenticeship will be subject to restrictions on the sponsor adding new apprentices, and may be subject to deregistration as an apprenticeship sponsor.
3. As a general practice, the apprentice to journey worker ratio may not ordinarily be more than one apprentice to one journeyman, notwithstanding the provisions of (2). A ratio of more than one-to-one may be allowed in the special case of a shop with a single working master with no journey worker employees, or in the event of a separation from employment by a journey worker employee that temporarily creates a more than one-to-one ratio.
4. An apprentice who is aggrieved by a suspension or a sponsor who is aggrieved by a restriction or deregistration may request in writing a contested case within 30 days of the department's action of suspension, restriction, or deregistration. (ARM 24.21.1003)

**For all other occupations**, the ratio of apprentices to mentors will be established by the Sponsor and in accordance with any occupational licensing and/or supervisory regulations and outlined in Attachment A.

## 16. RATIO WAIVER PROCESS

The Registration Agency may consider a waiver of ratio standards, when applicable, only if the Sponsor is in full compliance with the registered standards and there are no outstanding complaints directly related to the specific registered apprenticeship program. In addition, the Registration Agency may waive ratio standards for a Sponsor who demonstrates the need for a waiver by documented proof of all of the following:

- A. The Sponsor's existing apprentices are current with the required related instruction. This includes apprentices that have been granted credit for prior experience;
- B. The Sponsor's existing apprentices have an 80 percent or higher accumulated grade average in related instruction;
- C. The Sponsor must notify and document attempts to seek qualified journey workers or mentors from trade or industry associations, area employers in like occupations, or by posting a confidential job order through the local job service office that is nearest to where the apprentice is to be employed;
- D. The Sponsor must have an apprenticeship completion rate that is at least 60 percent based on the total number of past and current apprentices. That number does not include:
  1. Apprentices who have rolled over to other programs registered with the Sponsor; and
  2. Cancellations by apprentices, either through noncompliance or within the probationary period.(ARM 24.21.415)

## 17. OUT OF STATE RECIPROCAL APPROVAL

Apprenticeship Programs and standards of employers and unions which jointly form a sponsoring entity on a multi-state basis and are registered pursuant to all requirements of 29 CFR 29 by any registration agency will be accorded approval reciprocity by the Registration Agency if such reciprocity is requested by the sponsoring entity. An apprenticeship program must comply with Montana's Statutes and administrative rules, including but not limited to: a) the applicable ratio requirements and b) the apprenticeship wage rates established pursuant to MCA 39-6-108.

Registered Montana Sponsor-employers of apprenticeship working on projects outside of Montana may be granted reciprocal approval for Federal Davis-Bacon or State Prevailing Wage purposes but only for apprentices and apprenticeship programs approved and recognized by state or federal registration agencies. Reciprocal state or federal registration agencies may require compliance with: area wage provisions, area ratio standards, applicable licensing requirements and other provisions required by the reciprocal state.

Prior to placing apprentices on a project in another state, the program Sponsor is encouraged to contact the Montana Registered Apprenticeship Program for the appropriate state or federal registration agency contact information. Regional states with approved state registration agencies include California, Nevada, Oregon, and Washington. Regional states with approved federal registration agencies include North and South Dakota, Utah, Idaho, Colorado, and Wyoming. (ARM 24.21.401)

## 18. TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATIONS

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on an agreement between the apprentice and the affected apprenticeship committees or program Sponsors. The transfer must comply with the following requirements:

- A. Sponsor will provide apprentice records of related instruction and OJT.
- B. Transfer to another apprenticeship in the same occupation.
- C. New Sponsor must be approved by the Registration Agency.
- D. Prompt notification of Registration Agency who will produce a record of cancellation and new apprenticeship agreement.

## 19. CERTIFICATE OF COMPLETION AND INTERIM CREDENTIALS

Upon satisfactory completion of all apprenticeship requirements, the Sponsor will certify in writing and request a certificate of completion from the Registration Agency. Appropriate documentation for OJT and related instruction will be attached to the request.

The Sponsor may request the issuance of a certificate of training for any current apprentice. The certificate of training, which is an interim credential, may be awarded to reflect the current status of any apprentice.

## 20. PROGRAM ADMINISTRATION SUMMARY

The Program Sponsor is responsible for the administration of all aspects of a registered apprenticeship program.

### A. Responsibilities of Apprenticeship Sponsor:

- 1. Adherence to apprenticeship standards, any attachments or other documentation.
- 2. Demonstration of understanding and commitment to the apprenticeship program throughout the organization and leadership.
- 3. Ensure Attachment A adequately reflects training involved.
- 4. Recommend and adopt changes to the standards, as necessary, subject to approval by the Registration Agency.
- 5. Hear and resolve all complaints of violations of apprenticeship agreements.
- 6. Requesting technical assistance as needed.
- 7. Maintaining a record of all apprentices, showing their education, experience, and progress in learning the occupation.
- 8. Notify the Registration Agency, within 45 days, of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with an explanation of causes.

### B. Responsibilities of Apprentice:

- 1. Abide by Sponsor's policies.
- 2. Perform any training and study as deemed necessary by the Sponsor.

3. Perform diligently the work of the occupation and any other duties as assigned by the Sponsor.
4. Respect the property of the Sponsor.
5. Complete all OJT and related instruction requirements as outlined in Attachment A.
6. Maintain and make available records as indicated by the Sponsor and outlined in the standards.
7. Develop and practice safe work habits. Encourage safety of self, other workers, and clients, if applicable.
8. Maintain any occupation specific certifications that may apply.

C. Responsibilities of Registration Agency:

1. The approval of apprenticeship standards.
2. The adoption of apprentice wage rates pursuant to MCA 39-6-108.
3. The approval of sponsors.
4. The registration of individual apprentices.
5. Maintaining records related to apprentice's progress and completion.
6. Consultation and technical assistance for programs or apprentices, current or potential. This may include assistance with the development of standards, work process schedules, competency checklists and related training.
7. Monitoring and evaluating apprentice and sponsor performance with respect to an apprenticeship program, including conducting quality assurance assessments; requiring corrective actions when appropriate; or terminating or canceling an apprenticeship agreement.
8. Issuance of certificates of completion or certificates of training. (ARM 24.21.202)

## 21. MAINTENANCE OF RECORDS

**Sponsor:** The Sponsor will maintain records related to apprentices. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, records of the apprentice's job assignments, promotions, demotions, layoffs, terminations, the rate of pay or other forms of compensation, hours of work and training, evaluations and other relevant data. The records will permit identification of minority and female participants. These records will be made available to the Registration Agency upon request.

The apprentice record cards or tracking sheets, written records of progress, evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by and will be considered the property of the Sponsor. The record will be included in each Apprentice's record file maintained by the Sponsor.

All records are the property of the Sponsor and will be maintained for 5 years from the date of last action (i.e. completion, cancellation or transfer). Records will be made available to the Registration Agency upon request.

**Apprentice:** Apprentices will be responsible for maintaining a record of their OJT experience and related instruction and for having this record verified by their supervisor or mentor at regular intervals. The apprentice will authorize a release of their related instruction records from the provider of that instruction to the Sponsor and to the Registration Agency, when indicated.

**Registration Agency:** The Registration Agency will maintain records related to program registration, apprentice progress and completion.

## 22. REINSPECTIONS, PROVISIONAL REGISTRATION, AND PERFORMANCE EVALUATIONS

**Reinspections:** Continued recognition of the Sponsor's apprenticeship program by the Registration Agency is subject to periodic evaluation by the Registration Agency or a representative of the Office of Apprenticeship, U.S. Department of Labor. These evaluations allow the program to determine the progress of the apprentice in related instruction, work performance and to ensure there is ongoing maintenance of the appropriate progress records. The evaluations will further ensure the Sponsor is administering the apprenticeship program in compliance with these standards. All signatories to the apprenticeship agreement and these standards must be reasonably responsible in cooperating with the Registration Agency or the U.S. Department of Labor for scheduling periodic program evaluations.

**Provisional Registration:** New programs will be given provisional approval for one year. The Registration Agency will review all new programs for quality and conformity with requirements at the end of the first year of registration. At that time, a program that conforms to the requirements may be made permanent or continue to be provisionally approved through the duration of the current training cycle. A program not in operation or not conforming to the requirements will be recommended for cancellation or deregistration.

**Performance Evaluation:** The Registration Agency will conduct periodic performance evaluations for each apprenticeship program operating in Montana. They may withdraw the registration of an apprenticeship program (deregister) if the program does not comply with the requirements of applicable statutes or administrative rules. Registration may not be withdrawn before the program sponsor is afforded notice and an opportunity to be heard. Notice and an opportunity to be heard will be afforded pursuant to the provisions of the Montana Administrative Procedure Act (MCA 2-4-6), and in accordance with the hearings provisions of ARM 24.21.416. For good cause shown, a person directly affected by a proposed withdrawal of registration of an apprenticeship program may intervene in such a proceeding.

## 23. REGISTRATION, CANCELLATION, DEREGISTRATION, AND MODIFICATION OF STANDARDS

These standards must be adopted by the Sponsor and approved by the Registration Agency prior to implementation of the program. The Sponsor reserves the right to discontinue the apprenticeship program at any time. The Sponsor will notify the Registration Agency in writing promptly in this occurrence.

Every registered apprenticeship program must have at least one registered apprentice, except for the following specified periods of time, which may not exceed 1 year:

- A. Between the date when a program is registered and the date of registration for its first apprentice(s); or
- B. Between the date that a program graduates/completes an apprentice and the date of registration for the next apprentice(s) in the program; or
- C. Under extenuating circumstances upon agreement by the program Sponsor and the Registration Agency.

The Registration Agency may cancel or deregister a Sponsor's apprenticeship program for failure of the Sponsor to abide by the provisions delineated in the standards. Deregistration and cancellation will be in accordance with all regulations and procedures of the Registration Agency. Within 15 days of cancellation of the apprenticeship program, whether voluntary or involuntary, the Sponsor will notify each apprentice of the cancellation.

The Sponsor may revise or modify standards at any time as operational conditions demand. Revisions or modifications will be registered with the Registration Agency before being placed in effect, and will not alter an

apprenticeship agreement in force at the time of the change without the consent of all parties signatory to the apprenticeship agreement. Revised or modified copies will be furnished to each party.

#### 24. ADJUSTMENT OF DIFFERENCES

The Sponsor will have full authority to supervise the enforcement of these standards. The decision of the Sponsor will be final and binding unless otherwise noted. If an applicant or an apprentice believes an issue exists that adversely affects their participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, relief may be sought through the provisions provided in Section 25 of these standards.

#### 25. COMPLAINT PROCEDURE

Any apprentice or apprentice applicant who believes that they have been discriminated against on the basis of race, color, religion, national origin or sex, with regard to apprenticeship or that the equal opportunity standards with respect to their selection have not been followed in the operation of an apprenticeship program, may personally (or through an authorized representative) file a complaint with the Registration Agency or at the apprentice or applicant's election with the Human Rights Bureau, Montana Department of Labor and Industry as per Equal Employment Opportunity and Affirmative Action procedures stated in 29 CFR 30.11 and the Montana Plan for Equal Opportunity in Apprenticeship ARM 24.21.421.

A dispute or complaint involving an apprenticeship agreement and the registered apprenticeship standards subject to the jurisdiction of the Registration Agency may be filed with the Montana Registered Apprenticeship Program as listed on the title page of these standards. The complaint process will be followed as specified in ARM 24.21.416.

#### 26. SEXUAL HARASSMENT

Sponsors will prohibit sexual harassment in the workplace. Sexual harassment is unwelcome or unsolicited verbal, physical, or sexual conduct that is made a term or condition of employment, is used as a basis for employment or advancement decisions, or has the effect of unreasonably interfering with work or creating an intimidating, hostile, or offensive work environment.

The Sponsor will take all actions necessary to preclude sexual harassment so that all apprentices are afforded the opportunity to work in an environment free from unsolicited, unwelcome, sexual overtones.

All apprentices are expected to support the efforts of the Sponsor by fostering an open and friendly work environment free of inappropriate pressures for all members of the workforce.

Complaints of sexual harassment in the workplace may be filed and processed under 29 CFR 30, Montana State Plan for Equal Employment Opportunity in Apprenticeship, and the procedures set forth in Section 25 of these standards.

#### 27. CONSULTANTS AND TECHNICAL ASSISTANCE

Representatives of the Montana Registered Apprenticeship Program, Workforce Services Division, Montana Department of Labor and Industry or the Office of Apprenticeship, U.S. Department of Labor, or other agencies or persons who may be called upon for advice or assistance in the formulation and operation of this apprenticeship program will be known as consultants and are available to provide technical assistance to the Sponsor and apprentices in the administration of a state registered apprenticeship program. The Sponsor is encouraged to invite



representatives from industry, education, business, private and/or public sector agencies to provide consultation and advice for the successful operation of their training program.

#### 28. APPROVAL AND ADOPTION

These apprenticeship standards and all terms and conditions contained herein are accepted as the system by which apprentices are to be trained and are hereby approved by the Registration Agency and adopted as the policy and program for the training of apprentices.

#### 29. NOTIFICATION TO REGISTRATION AGENCY

The Registration Agency must be notified within 45 days of all new apprentices to be registered, credit granted, suspension for any reason, reinstatements, extensions, modifications, completions, cancellation and termination of apprenticeship agreements and an explanation of the cause for such actions.

#### 30. STATE APPRENTICESHIP ADVISORY COUNCIL

The Montana Registered Apprenticeship Program will use the State Apprenticeship Advisory Council in a consultative role regarding matters of interest to the program and the apprenticeship community. The Montana Registered Apprenticeship Program will utilize the State Apprenticeship Advisory Council as an additional means of fostering dialogue and communication between the program and Sponsors, apprentices, industry, and educators. (ARM 24.21.205)

#### 31. NON-INTERFERENCE CLAUSES

Registration of this apprenticeship program will not interfere or modify provisions of any collective bargaining agreement to which the employer or employees are signatory parties. Registration will not modify any law, federal or state, which may apply to the employer or employee(s). Registration does not waive the sovereign immunity enjoyed by Tribes, tribal colleges, or other Tribal entities.

32. OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The Sponsor hereby adopts these standards of apprenticeship. Sponsor(s) may designate another appropriate person(s) to sign the standards on their behalf.

SPONSOR (PRINTED NAME): JOAN HOLLOWELL

Signature of Sponsor (or designee): 

TITLE: MAYOR DATE: 10-10-17

**Surveyor for the Montana Registered Apprenticeship Program:**

By:   
PROGRAM SPECIALIST

I hereby attest that the standards as submitted have been found to be in conformance with the requirements set forth in Title 29 CFR 29 and 30, MCA 39-6 and ARM 24.21, have been reviewed for accuracy, and are recommended for registration.

**Approved for the Montana Registered Apprenticeship Program:**

By:   
STATE DIRECTOR or PROGRAM SUPERVISOR

## Attachment A

### On the Job Training Outcomes and Related Instruction Outline

**Occupation Title:** Firefighter/Paramedic

O\*Net-SOC Code: 33-2011.01

RAPIDS CODE: 0543

#### 1. Term of Apprenticeship

The term of apprenticeship will be a hybrid (time-based and competency-based) program. The term of apprenticeship will be 4000 - 5000 hours of reasonably continuous employment, including the probationary period, plus a minimum of 144 hours of related technical instruction each year of the term.

The apprenticeship will be completed in three phases.

##### **Phase 1 – Probationary Fire Fighter**

Phase 1 of the apprenticeship will consist of approximately 1000-2000 hours of on the job training (OJT) hours and at least 144 hours of related technical instruction (RTI). The apprentice will advance to the next phase of the apprenticeship upon completing the OJT hours and all required completions listed in Phase 1 of the On the Job Training Outcomes below.

##### **Phase 2 – Firefighter I & Firefighter II**

Phase 2 of the apprenticeship will consist of approximately 1000-2000 hours of OJT and at least 144 hours of RTI. The apprentice will advance to the next phase of the apprenticeship upon completing the hours of OJT and all required completions listed in Phase 2 of the On the Job Training Outcomes below.

##### **Phase 3 – Driver/Operator & Firefighter III**

Phase 3 of the apprenticeship will consist of approximately 1000-2000 hours of OJT and at least 144 hours of RTI. The apprentice will be eligible to complete the apprenticeship upon completing the hours of OJT and all required completions listed in Phase 3 of the On the Job Training Outcomes below.

#### 2. Ratio of Apprentices to Mentors

The ratio of apprentices to mentors is 1:1.

#### 3. Apprentice Wage Schedule

**Phase 1** – Apprentice will receive incremental pay raises equal to the most recent Collective Bargaining Agreement throughout the duration of the apprenticeship.

**Phase 2** – Upon completing the RTI in good academic standing, the apprentice will receive an additional stipend equal to the most recent Collective Bargaining Agreement.

**Phase 3** – The apprentice may be eligible for reimbursement for cost of tuition.

4. On the Job Training Outcomes

The following competency areas lend focus and direction to the professional development of this position. The apprentice will attain a basic level of mastery across all competency areas before receiving apprenticeship certification. The order in which the apprentices learn is by the flow of work on-the-job and will not necessarily be in the order listed.

<b>Miles City Fire/Rescue Firefighter/Paramedic Apprenticeship</b> 4,000 hours/36 months (with some hourly credit for paramedic coursework)		
Phase I (Probationary)	Phase II (Confirmed FF/FF II)	Phase III (Driver-Operator/FF III)
<b>Year One:</b> Schedule (2 weeks of 8-hour days as a new hire, then 24/72 regular shift schedule)	<b>Year Two:</b> 24/72 shift schedule	<b>Year Three:</b> 24/72 shift schedule (at least first 6 months are on shift with senior paramedic) Fire: One Year      EMS: 3 to 5 Months
<b>Required Completions</b> Fire: Initial Familiarization, FF I, Red Manuals, Streets EMS: Initial Familiarization, Paramedic Prep (Medical Terminology, A&P, writing/math competencies), EMS Protocol and Competency Testing	<b>Required Completions</b> Fire: FF III, Red Manuals, Begin Drivers Ops EMS: Paramedic Fall, Spring, and Summer Semesters and NREMT Certification and State Licensing	<b>Required Completions</b> Fire: FF III, Red Manuals, Complete Drivers Ops (Including Online Modules) EMS: Ambulance Credentialing
<b>Objectives</b> <b>Fire/EMS:</b> <ul style="list-style-type: none"> <li>• Rules and Regulations</li> <li>• City/Department Policies</li> <li>• Chain of Command</li> <li>• Uniforms</li> <li>• Call-back</li> <li>• Hygiene</li> <li>• SOPs/SOGs</li> <li>• Accountability System</li> <li>• Contract with City of Miles City</li> <li>• Mutual Aid Agreements</li> <li>• Tours</li> <li>• ICS Training</li> <li>• Communications</li> <li>• Specialized Station Equipment</li> <li>• Apparatus</li> <li>• Street Tests</li> </ul> <b>Fire:</b> <ul style="list-style-type: none"> <li>• RIT</li> <li>• FF I               <ul style="list-style-type: none"> <li>○ Orientation and Fire Service History</li> <li>○ Firefighter Safety and Health</li> <li>○ Fire Department Comms</li> <li>○ Building Construction</li> <li>○ Fire Behavior</li> <li>○ PPE</li> <li>○ Portable Fire Extinguishers</li> </ul> </li> </ul>	<b>Objectives</b> <b>Fire:</b> <ul style="list-style-type: none"> <li>• FF II               <ul style="list-style-type: none"> <li>○ Fire Department Communications</li> <li>○ Building Construction</li> <li>○ Fire Hose</li> <li>○ Fire Streams</li> <li>○ Fire Control</li> <li>○ Fire Origin and Cause Determination</li> <li>○ Fire Protection Systems</li> <li>○ Fire and Life Safety Initiative</li> </ul> </li> <li>• Red Manuals               <ul style="list-style-type: none"> <li>○ Rapid Intervention Teams</li> <li>○ Fireground Search and Rescue</li> <li>○ Fire Service Hydraulics/Water Supply</li> </ul> </li> </ul> <b>EMS:</b> <ul style="list-style-type: none"> <li>• Patient Assessment</li> <li>• Pathophysiology</li> <li>• Human Development</li> <li>• Airway</li> <li>• Pharmacology</li> <li>• IV Access and Medication Administration</li> <li>• Pulmonary</li> </ul>	<b>Objectives</b> <b>Fire:</b> <ul style="list-style-type: none"> <li>• Driver's Training</li> <li>• FF III               <ul style="list-style-type: none"> <li>○ Structural Response Strategies and Tactics</li> <li>○ Structural Response Truck Company Operations</li> <li>○ Fire Inspection/Code Enforcement</li> </ul> </li> </ul> <b>EMS:</b> <ul style="list-style-type: none"> <li>• Credentialing (3 to 5 Months on Shift with Senior Paramedic)</li> <li>• Testing/Medical Director Interview</li> </ul>

<ul style="list-style-type: none"> <li>○ Ropes, Webbing, and Knots</li> <li>○ Search, Victim Removal, and Firefighter Survival</li> <li>○ Lighting, Rescue Tools, Vehicle Extrication, and Technical Rescue</li> <li>○ Forcible Entry</li> <li>○ Ground Ladders</li> <li>○ Tactical Ventilation</li> <li>○ Water Supply</li> <li>○ Fire Streams</li> <li>○ Fire Hose</li> <li>○ Fire Control</li> <li>○ Loss Control</li> <li>○ Fire Origin and Cause Determination</li> <li>○ Fire and Life Safety Initiatives</li> <li>● Red Manuals <ul style="list-style-type: none"> <li>○ Building Construction for the Fire Service</li> <li>○ Principles of Vehicle Extrication</li> <li>○ Aircraft Rescue and Firefighting</li> <li>○ FF I Test</li> </ul> </li> </ul> <p><b>EMS:</b></p> <ul style="list-style-type: none"> <li>● BLS</li> <li>● Patient Assessment</li> <li>● Airway</li> <li>● Breathing</li> <li>● Circulation</li> <li>● Medical</li> <li>● Trauma</li> <li>● Neurological</li> <li>● OB/Peds</li> <li>● IV/IO</li> <li>● Medications</li> <li>● Cardiac Arrest</li> <li>● Cardiac</li> <li>● Provider Levels</li> <li>● State/Local Protocols</li> <li>● Cot Use</li> <li>● Continuing Education/Competencies</li> <li>● Apparatus Checks/Inventory</li> <li>● Infectious Disease</li> <li>● BSI/PPE</li> <li>● QI/QC</li> <li>● Regulatory Issues</li> <li>● Ethical and Legal Issues</li> <li>● Ambulance Driving</li> <li>● Splinting</li> <li>● Patient Restraints</li> <li>● Spinal Immobilization</li> <li>● Flight/Trauma Activation</li> <li>● MCI/Triage</li> <li>● HIPAA</li> <li>● PCR's</li> <li>● Transfers</li> <li>● Law Enforcement</li> <li>● Scenarios</li> <li>● Medical Director Interview</li> </ul>	<ul style="list-style-type: none"> <li>● Trauma</li> <li>● PHTLS</li> <li>● Patient Scenarios</li> <li>● Cardiology</li> <li>● Medical</li> <li>● OB/Peds</li> <li>● Special Considerations</li> <li>● ACLS</li> <li>● PALS</li> <li>● 12-lead</li> <li>● NRP</li> </ul>	
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## 5. Related Instruction Outline

The curriculum requirements for this Paramedic apprenticeship are listed below. The curriculum is designed to be completed in a three-semester period.

Course Number	Course Name	Didactic Credit	Lab Credit	Clinical Credit	Total Credit
ECP 200	Transition to Paramedic Care	3	0	0	3
ECP 201	Paramedic Fundamentals	3	0	0	3
ECP 202	Paramedic Fundamentals Lab	0	1	0	1
ECP 206	EMS Case Studies	4	0	0	4
ECP 216	Hospital Clinical I	0	0	5	5
ECP 230	Trauma	2	0	0	2
ECP 232	Pulmonary	2	0	0	2
ECP 233	Trauma/Pulmonary Lab & PHTLS	0	1	0	1
	<b>Total</b>	<b>14</b>	<b>2</b>	<b>5</b>	<b>21</b>
<b>Semester 1- 18 credits</b>					
ECP 207	Cardiology	4	0	0	4
ECP 208	Cardiology Lab & ACLS	0	1	0	1
ECP 242	Medical	2	0	0	2
ECP 243	Medical Lab	0	1	0	1
ECP 220	Special Considerations	1	0	0	1
ECP 221	OB/Neonate/Pediatrics	2	0	0	2
ECP 222	OB/Neonate/Peds Lab & NRP & PALS	0	1	0	1
ECP 246	Hospital Clinical II	0	0	6	6
	<b>Total</b>	<b>9</b>	<b>3</b>	<b>6</b>	<b>18</b>
<b>Semester 2 - 18 credits</b>					
ECP 250	NREMT Exam Prep	3	0	0	3
ECP 251	NREMT Exam Prep Lab	0	1	0	1
ECP 295	Field Internship/Apprenticeship	0	0	8	8
COMX 106	Communicating in a Dynamic Workplace	3	0	0	3
Elective	Restricted Elective	3	0	0	3
	<b>Total</b>	<b>9</b>	<b>1</b>	<b>8</b>	<b>18</b>
<b>Semester 3 - 18 credits</b>					
<b>Total Program Credits 54</b>					



APPRENTICE REGISTRATION – SECTION II

OMB No. 1205-0223 Expires: 1/31/2020

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

Title 29 Code of Federal Regulations (CFR) Part 29 sets forth labor standards to safeguard the welfare of apprentices and extend the application of such standards by prescribing policies and procedures concerning registration. This collection instrument has two sections, one for program sponsor's information (Section I) and one for apprentice's information (Section III).

**PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.**

1. Name (Last, First, Middle) and Address  Harbaugh, Taran 716 S. Jordan Ave. Miles City, MT, 59301		(Definitions on reverse) 4. a. Ethnic Group Non-Hispanic b. Race  White	5. Veteran Status Non Veteran
2. Date of Birth (Mo., Day, Yr.) 4/24/1993	3. Sex (Mark one) Male	6. Education Level Post Secondary or Technical Training	

7a. Employment Status Existing Employer  
7b. Career Connection (Instructions on reverse) None

8. Signature of Apprentice 	Date 11-22-17	9. Signature of Parent/Guardian (if minor)	Date
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**PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.**

1. Sponsor Program No. 2018-MT-70080 Sponsor Name and Address (No. Street, City, County, State, Zip Code)  Miles City Fire Department 2800 Main Street Miles City, MT, 59301	2a Occupation (The work processes listed in the standards are part of this agreement).  Firefighter/Paramedic	2b Occupation Code: 9999 V1 2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c.
3. Occupation Training Approach Hybrid	4. Term (Hrs.) 4000 - 5000	5. Probationary Period (Hrs.) 1000
6. Credit for Previous Experience (Hrs.) 0	7. Term Remaining (Hrs.) 4000	8. Date Apprenticeship Begins 11/22/2017

9a. Related Instruction 144 hours (Annually)	9b. Apprentice Wages for Related Instruction Yes	9c. Related Training Instruction Source City College Montana State University Billings
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10. Wages: (Instructions on reverse) 10a. Pre-Apprenticeship Hourly Wage \$0.00  
10b. Apprentice's Entry Hourly \$21.74 10c. Journeyworker's Hourly Wage \$811.82 (stipend)

10d. Term	Period 1	2	3	4	5	6	7	8	9	10
	2000	2000	Final							
10e. Wage Rate Percent	\$151.06	\$202.02	\$811.82							
	monthly	monthly	monthly							

11. Signature of Sponsor's Representative(s) 	Date Signed 11/22/17	13. Name and Address of Sponsor Designee to Receive Complaints (If applicable) Sarah Lewin 2800 Main Street Miles City, MT, 59301  syoung@milescity-mt.org
12. Signature of Sponsor's Representative(s) 	Date Signed 11/22/17	

**PART C: TO BE COMPLETED BY REGISTRATION AGENCY**

1. Registration Agency and Address 2121 Rosebud Drive Billings, Montana, 59102	2. Signature (Registration Agency) Bo Bruinsma 	3. Date Registered 11/22/2017
4. Apprentice Identification Number (Definition on reverse): MT2018000716		

**Program Definitions and/or Instructions:**

**Part A**

**Item 4.a. Definition - Ethnic Group:**

**Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

**Item 4.b. Definitions - Race:**

**American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

**Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Item 7b. Instructions:**

Indicate any career connection (definitions follow). Enter "None" if no career connection applies.

**Pre-Apprenticeship.** A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s).

**Technical Training School.** Graduates trained in an occupation from a technical training school related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

**Military Veterans.** Veterans that completed a military technical training school and/or elect to participate in the Building and Construction Trades Helmets to Hardhats Program or trained in an occupation while in the military related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

**Job Corps.** Graduates trained in an occupation from a federally funded Job Corps center related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

**YouthBuild.** Graduates trained in an occupation from a federally funded YouthBuild program related to an occupation registered by the sponsor and who meet the minimum qualifications for Registered Apprenticeship.

**HUD/STEP-UP.** Applicants who successfully participated in the U.S. Department of Housing and Urban Development Step-Up program and received an apprenticeship experience which meets the minimum qualifications for Registered Apprenticeship.

**Career Center Referral.** Includes career center participants referred to the Registered Apprenticeship Program and/or apprentice(s) that receive workforce system funded services that support their participation in a Registered Apprenticeship program. This may include the use of individual training accounts and/or on-the-job training reimbursements.

**School-to-Registered Apprenticeship.** Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

**Part B**

**Item 2.b.1. Interim Credentials.** Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

- Item 3. Occupation Training Approach.** The program sponsor decides which of the three training methods to use in the program as follows:
- 3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).
  - 3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or
  - 3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

**Item 4. Term (Hrs., Mos., Yrs.).** Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

**Item 5. Probationary Period (Hrs. Mos., Yrs.)** Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

**Item 7. Term Remaining (Hrs., Mos., Yrs.).** Under Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

**Item 10. Wage Instructions:**

10a. Pre-Apprentice hourly wage: sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

10b. Apprentice's entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice's entry hourly wage.

10c. Journeyworker's wage: sponsor enters wage per hour.

10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor's training approach. See Part B, Item 3., and is available in the terms of the Apprenticeship Standards.

10e. Percent or dollar amount: sponsor marks one.

- Note:**
- 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in Item 10e, of this agreement.
  - 10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.
  - 10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.



**Example (Time-based approach) - 3 YEAR APPRENTICESHIP PROGRAM**

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
Hrs., Mos., Yrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.
%	55	60	65	70	80	90

**Example (Time-based approach) - 4 YEAR APPRENTICESHIP PROGRAM**

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
Hrs., Mos., Yrs.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.
	50	55	60	65	70	75	80	90

**Item 13.** Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

**Part C.**

**Item 4. Definition:** The Registered Apprenticeship Partners Information Data System (RAPIDS) encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

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\*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

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The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

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Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0023.)

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