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ABSTRACT

Designed to assist management, labor, joint committees, and others concerned with the development of skilled plasterers in setting up, conducting, and improving local apprenticeship programs, this revision of national apprenticeship standards in the plastering trade includes the latest amendments and regulations of the various Federal laws affecting apprenticeship and training. Major areas covered are (1) Provisions of Standards (Duties of the National Committee, Definition of Registration Agency, Qualification for Apprenticeship, Terms of Apprenticeship, Preapprenticeship Training, Probationary Period, Transitory Apprentice, Related Instruction, Equal Opportunity, Selection Operation, Apprenticeship Agreement, Certificate of Completion of Apprenticeship, Ratio of Apprentices to Plasterers, Hours of Work for Apprentices, Apprentice Wages, Advancement of Apprentices, Work Experience, Supervision of Evaluation, Recognition for Successful Completion, Coordinator of Local Apprenticeship Systems, Plasterer Participation); (2) Recommendations Concerning Local Joint Apprenticeship Committees (Establishment of Committee, Coverage, Duties and Responsibilities of Committee, Responsibilities of Apprentices, Filing of Apprenticeship Programs, Modification of Standards, Cooperating Agencies); (3) Apprentice Recordkeeping; (4) Federal Laws and Regulations Affecting Apprentice Employment (Wage Determination Regulations, Veterans Readjustment Legislation, Wage and Hour Regulations, Equal Employment Laws); (4) Joint Training Funds (Legality of Funds, Tax-Exempt Status of the Trust); (5) Work Schedule for Plasterer (Code Key and Explanation, Occupational Skills); and Work Schedule for Shop Hands. Forms for various kinds of recordkeeping and lists of apprenticeship regional offices and State and territorial agencies are appended. (HD)

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National Apprenticeship and Training Standards for Plastering

U. S. Department of Labor
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Manpower Administration
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Bureau of Apprenticeship and Training
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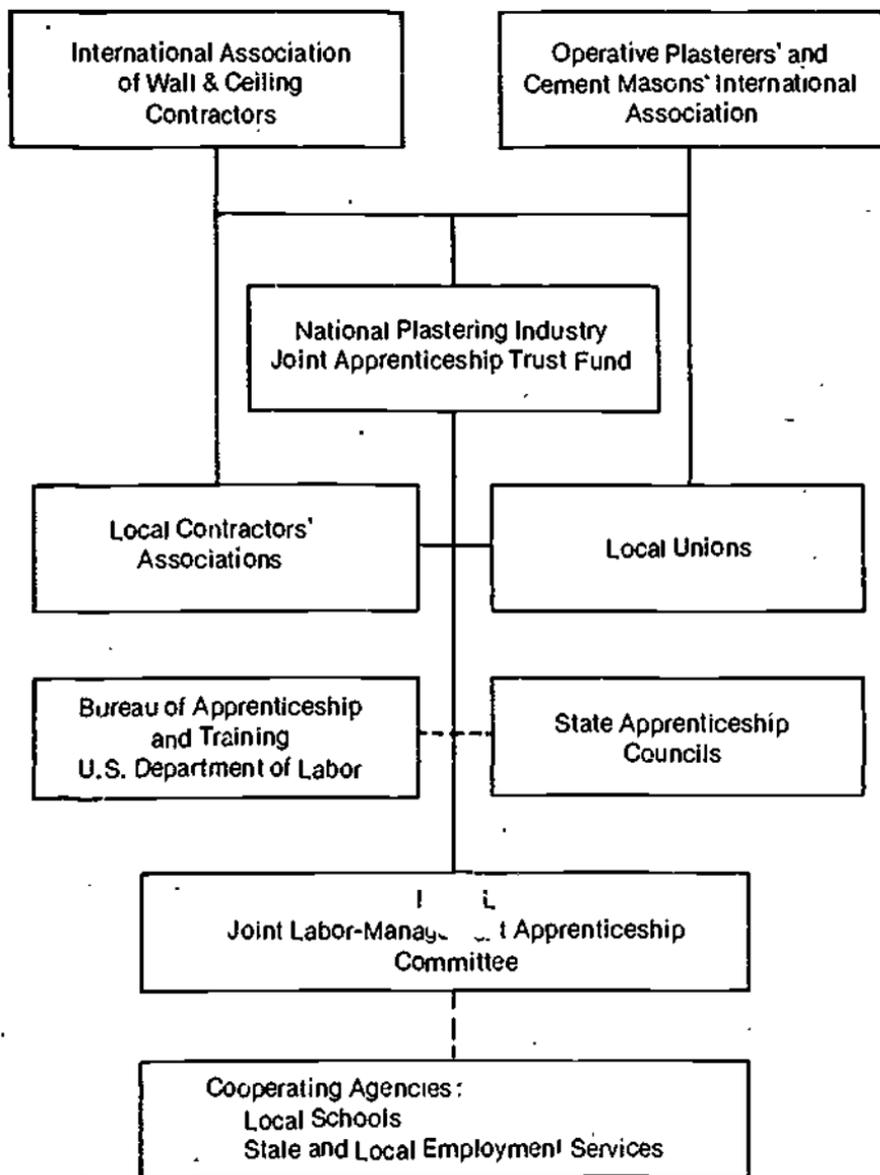


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APPRENTICESHIP SYSTEM OF THE PLASTERING INDUSTRY



PREFACE

Technological advancements and changes in the plastering industry have made it highly important that training and experience in apprentice programs meet the changing needs of the industry. For this reason, the National Plastering Industry Joint Apprenticeship Trust Fund (NPIJATF) Committee has revised its national apprenticeship standards in the trade for the guidance of local joint apprenticeship committees, management, and labor throughout the United States.

The standards were developed in cooperation with the Bureau of Apprenticeship and Training, U.S. Department of Labor, and include the latest amendments and regulations of the various Federal laws affecting apprenticeship and training. It is strongly recommended that management, labor, joint committees, and others concerned with the development of skilled plasterers make full use of these revised standards in setting up, conducting, and improving local apprenticeship programs:

Labor and management are equally represented in the membership of the NPIJATF Committee and both offer their assistance to local joint committees and all others concerned with training.

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NATIONAL APPRENTICESHIP AND TRAINING STANDARDS FOR PLASTERING

Provisions of Standards

The National Plastering industry Joint Apprenticeship Trust Fund Committee, in cooperation with the Bureau of Apprenticeship and Training, U.S. Department of Labor, has developed these national standards to cover the basic requirements for complete and effective local apprenticeship systems. They are offered for the guidance of local contractors and plasterers, and their respective organizations, in training apprentices in skills of the plastering trade and training plasterers to meet the technological advancements of the industry.

Duties of the National Committee

It shall be the duty of the committee to:

1. Register these standards with the Bureau of Apprenticeship and Training, U.S. Department of Labor.
2. Set up and maintain a trust agreement for the proper handling of national committee funds, which agreement shall conform to section 302 of the Labor-Management Relations Act of 1947, as amended.
3. Meet at least once each year and on call of the committee president.
4. Provide for an annual audit of the account books and records by a certified public accountant. A statement of the results of such an audit shall be furnished to each of the sponsoring organizations and each member of the board and made available at the principal office of the committee.
5. Develop and provide assistance in directing apprenticeship training programs at both the national and local levels.
6. Develop and disseminate materials to be used in the promotion for youth to enter the plastering industry apprenticeship program.
7. Endeavor to coordinate the efforts and activities of the sponsoring organizations, their affiliated groups, and Federal and State apprenticeship and educational agencies in matters affecting apprenticeship and other training.
8. Develop, promote, and distribute uniform courses of related instruction for use by local committees.

9. Employ a competent person as national director. The director shall assume such responsibility and authority for the operation and administration of the national apprenticeship and training program as shall be delegated by the committee.

10. Create and establish a preapprenticeship educational program in accordance with the affirmative action requirements and objectives under 29 CFR, part 30, and Executive Order 11246, as amended. These preapprenticeship programs are defined as any course of instruction in the public school system, or authorized training program under the Operative Plasterers' and Cement Masons' International Association and the National Plastering Industry Joint Apprenticeship Trust Fund, designed to prepare a student for entry into the plasterers' apprenticeship program.

11. Assist district school boards, community college boards of trustees, and local joint apprenticeship committees to develop and establish training programs that include required vocational instruction and necessary general education courses.

Definition of Registration Agency

The term "registration agency" as used herein shall mean any State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor, or, if no such recognized agency exists in the State, it shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor.^{1/}

Qualification for Apprenticeship

Applicants for apprenticeship shall be 18 years of age or the required minimum age of the State in which applicant is applying. Maximum age should be 35 years, or as stated in the local program.

All exceptions to the stated minimum qualifications in local programs must be identified in the standards prior to registration with the appropriate registration agency.

Terms of Apprenticeship

The term of apprenticeship shall be not less than 2 years or 4,000 hours of reasonably continuous employment and

^{1/} Local application of these national standards in States having recognized apprenticeship councils may require adaptation to meet the standards of apprenticeship in such States. The staffs of the Bureau of Apprenticeship and Training and the State apprenticeship agencies are available to advise on such standards

experience in the plastering trade, and at least 144 hours per year of classroom instruction or a qualified correspondence course, such as administered by the National Plastering Industry Joint Apprenticeship Trust Fund.

"Overtime" shall be credited to the term of apprenticeship on the basis of actual hours worked.

When the apprentice has had previous experience in the trade, other than preapprenticeship training, the joint apprenticeship committee will evaluate such experience and recommend credit toward the completion of apprenticeship.

Preapprenticeship Training

Preapprenticeship training shall consist of not less than 200 hours of training in plastering, in the classroom or on-the-job training, or a combination of both. These programs shall be conducted and operated in accordance with the affirmative action requirements and objectives under 29 CFR, part 30, and Executive Order 11246, as amended.

The curriculum and course will be taught by competent plasterers. They shall meet the approval of the Operative Plasterers' and Cement Masons' International Association and the National Plastering Industry Joint Apprenticeship Trust Fund.

An applicant who has successfully completed an approved preapprenticeship program shall be entitled to priority in admission into plasterer apprenticeship programs for which the applicant is qualified.

Probationary Period

The first 500 hours, approximately 3 months of employment after the signing of the agreement, shall be the probationary period. During this period, the apprentice agreement may be canceled by either party without the formality of a hearing. After the probationary period, the agreement may be canceled by either party after adequate cause has been shown and all parties to the agreement have had an opportunity to be heard. The registration agency shall be notified of all cancellations and terminations of apprenticeship agreements.

Transitory Apprentice

Local joint apprenticeship committees may indenture individuals who are continuing their education in subjects related to the construction industry, provided such applicants

meet all local qualifications for selection as provided for under title 29 of the Code of Federal Regulations. Transitory apprentice training will provide an opportunity to obtain a plasterer classification, together with an educational degree. A minimum of 400 hours of on-the-job training must be obtained in each year of training to enable the student-apprentice to continue apprenticeship in the next calendar year.

The transitory apprentice shall start at the beginning wage scale of an apprentice as stated in the local registered apprenticeship standards. The apprentice will remain at this wage rate until entered into a permanent and uninterrupted on-the-job apprenticeship program. When the local joint apprenticeship committee determines that the transitory apprentice is serving a full-time apprenticeship, credit will be granted for the hours acquired in the student-apprentice period and a raise given to the pay scale level achieved.

Before receiving a certificate of completion, the former transitory apprentice shall have at least 2,080 hours of reasonably continuous on-the-job training and at least two full semesters of related technical instruction to meet the required minimum standards established herein.

Related Instruction

Apprentices shall be required to attend classes in subjects related to the trade (144 hours per year of such instruction is normally considered necessary). Local joint apprenticeship committees shall request the local schools to establish classes of supplemental related instruction for apprentices. They shall also cooperate with the local vocational schools. Where facilities are not available, the National Plastering Industry Joint Apprenticeship Trust Fund's national correspondence courses will be acceptable in lieu of related training. This correspondence course includes blueprint reading, basic construction math, and a full course in plastering and safety. The curriculum outline includes blueprint reading I, II, III; practical construction mathematics, plastering courses I, II, III

Equal Opportunity

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprentice-

ship program as required under title 29 of the Code of Federal Regulations, part 30, as amended.

All programs of apprenticeship registered with the Bureau of Apprenticeship and Training on and after January 17, 1964, must include acceptable apprentice selection standards and procedures and a nondiscrimination pledge consistent with the regulation.

In addition, each local joint apprenticeship committee will be required to develop and adopt an affirmative action plan, which must include goals and timetables, where applicable, in accordance with the requirements of title 29, part 30, as amended.

A local program sponsor with a program in which fewer than five apprentices are indentured is required only to adopt the equal opportunity pledge stated at the beginning of this section.

Selection Operation

1. Where apprentice applications are accepted periodically rather than on a year-round basis, notification of apprenticeship openings shall be made at least 30 days prior to the earliest date of application in the following manner:

- a. The BAT or SAC representative serving the program shall be notified in writing.
- b. In a SAC State, the State supervisor of the BAT shall also receive notice.
- c. The superintendent of schools shall be notified.
- d. All State employment service offices in the training area shall be notified.
- e. Notice will be provided to appropriate apprenticeship outreach organizations operated by the area Building Trades Council or responsible and established civil rights groups interested in recruiting, preparing, and motivating minority group members to meet apprenticeship qualifications.
- f. Notice in the form of a press release shall be provided to media known to have minority group readership or listenership.

2. The selection procedure outlined in the local apprenticeship standards shall be followed uniformly for all applicants

regardless of race, color, creed, sex, national origin, or occupationally irrelevant physical handicap.

- a. A 55 rating on the applicant rating form is required for entry.
- b. Where lists are maintained it will be the responsibility of the applicant to advise the committee of change of address. When openings occur, applicants at the top of the list will be notified by registered mail.

Apprenticeship Agreement ^{2/}

After an applicant for apprenticeship has been approved and before applicant is classified as an apprentice or enrolled in related instruction classes, the apprentice shall sign and, if the apprentice is a minor, a parent or guardian shall sign with the apprentice an apprenticeship agreement with the committee. The provisions of the agreement shall be as shown in the sample agreement attached to and made a part of these standards. Therefore, the local program shall be considered a part of the apprenticeship agreement as though expressly written therein.

Each approved applicant shall be given an opportunity to study the standards, the committee policies, and the apprenticeship agreement before the latter is signed.

The apprenticeship agreement shall be prepared in duplicate, one copy for the apprentice, and one copy for the committee. (Where applicable, a third copy shall be provided the registration agency.) All apprentices shall be registered with the appropriate registration agency.

Certificate of Completion of Apprenticeship

Upon successfully completing the formal apprenticeship program detailed in these standards (as determined by the JAC), the apprentice shall be issued an appropriate certificate of completion by the National Plastering Industry Joint Apprenticeship Trust Fund.

(NOTE: Committees deviating from these standards are required to file such deviations with the National Plastering Industry Joint Apprenticeship Trust Fund to become eligible to receive certificates of completion of apprenticeship.)

^{2/} Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the staff of the State agency or the Bureau of Apprenticeship and Training.

Ratio of Apprentices to Plasterers

The ratio of apprentices to plasterers shall be in accordance with the board of trustees of the National Plastering Industry Joint Apprenticeship Trust Fund of one apprentice to every five plasterers.

Hours of Work for Apprentices

The hours of work for apprentices shall be the same as those for plasterers employed in the trade.

Apprentice Wages

The following schedule of wages is based on a percentage of the plasterers' wage rate:

First 500 hours	55 percent
Second 500 hours	60 percent
Third 500 hours	65 percent
Fourth 500 hours	70 percent
Fifth 500 hours	75 percent
Sixth 500 hours	80 percent
Seventh 500 hours	90 percent
Eighth 500 hours	95 percent

Advancement of Apprentices

At the end of each 1,000-hour period of employment, the committee shall examine the progress of the apprentice on the job and in related instruction. Action must be taken on each apprentice to: (a) Approve advancement; (b) extend present rating for a specified probationary period; or (c) cancel apprenticeship agreement. (NOTE: If an apprentice has demonstrated unusual proficiency, the committee may recommend the issuance of a certificate before the end of the full term of apprenticeship; provided, however, that in any event the apprentice must have had not less than 4,000 hours of reasonably continuous employment and experience in the trade before a completion certificate is issued.)

Work Experience

Each apprentice shall be taught the use, care, and effective handling of all tools and machines used in the plastering industry in which the apprentice is indentured. Apprentice shall be also instructed in the use and development of new

techniques in order that the apprentice keep pace with late advancements in the plastering industry.

The local joint apprenticeship committee shall be responsible for seeing that the apprentice receives complete instruction and experience in all branches of the trade necessary to develop the apprentice into a skilled plasterer. This may require, in some instances, the transfer of the apprentice among the participating contractors during the apprenticeship. (Recommended schedules of work experience for the major crafts of the plastering industry are included in these national standards.)

Supervision and Evaluation

The overall responsibility for supervision of apprentices shall be the duty of the local joint apprenticeship committee. If a joint apprenticeship committee does not exist, then the local unions assume this responsibility under the guidance of the National Plastering Industry Joint Apprenticeship Trust Fund.

A recording system shall be prepared on each apprentice, recording hours of work in the skill categories. The apprentice should be graded as to progress. The contractor shall designate a particular person, who may be the superintendent, foreman, or plasterer, to be responsible for the apprentices. This person shall be required to sign the apprentice report. When an apprentice coordinator is employed, this should be the coordinator's responsibility. The National Plastering Industry Joint Apprenticeship Trust Fund has a work-recording system available to the local unions free of charge.

These reports shall be reviewed by the joint apprenticeship committee or an authorized responsible authority in the categories of work skill performed on the job, correspondence course, and related training. If deficiencies occur, corrective action shall be taken. All apprentice reports shall be filed with the National Plastering Industry Joint Apprenticeship Trust Fund office in Washington, D.C.

Recognition for Successful Completion

Apprentices who complete their apprenticeship and have passed the required examination shall be awarded a certificate of completion of apprenticeship by the NPIJATF in recognition of their status as qualified plasterer in a craft of the plastering industry.

Coordinator of Local Apprenticeship Systems

When feasible, the local joint apprenticeship committee should consider the appointment of a person, on a full- or part-time basis, to assist it in the supervision and administration program. Such coordinator of apprenticeship is to be responsible to the local joint committee and assume such duties as may be assigned by the local committee. The coordinator acts for and on behalf of the local joint committee during the interim between the regular meetings of the committee to assure the continued effectiveness and success of the local program. ^{3/}

Apprentices shall receive instruction on accident prevention and safe working habits in the crafts of the plastering industry during their entire term of apprenticeship. They should also be taught to recognize the common hazards of the construction industry in general. Such instruction shall be coordinated with the actual work being performed on the job and the tools and equipment being used.

Plasterer Participation

It is recommended that training classes be made available to the plasterer graduates who are interested in keeping up with the technological changes and advancement in the plastering industry.

Recommendations Concerning Local Joint Apprenticeship Committees

Establishment of Committee

It is recommended that a local joint apprenticeship committee, equally representative of management and labor, be established, to be responsible for the administration of the local apprenticeship program. Where organizations of employees exist, such organizations should each appoint an equal number of its members to serve on the local joint committee.

A representative from the Bureau of Apprenticeship and Training, U.S. Department of Labor, and/or State apprentice-

^{3/} See *Apprenticeship Coordinators*, published by the U.S. Department of Labor's Manpower Administration, 1970, 28 pp

ship council, if one exists in the State, is available upon request to attend meetings of the local joint apprenticeship committee as consultant on apprenticeship matters.

Coverage

It shall be the duty of each local joint apprenticeship committee to identify its area of operation and to assume responsibility for the training of all plasterer apprentices by contractors within that area with whom the local union has bargaining agreements.

Duties and Responsibilities of Committee

1. This committee shall, in conformity with the national apprenticeship and training standards for the plastering industry and the basic labor agreement, make local rules and establish requirements governing the selection, qualifications, education, and training of all apprentices and for training of plasterers and others.
2. All funds for the operation of the apprenticeship and training programs shall be held in a trust fund. The committee shall initiate and certify all expenditures to the trustees of the trust fund.
3. The committee shall meet at least once a month and on call of the chairman.
4. The committee shall determine the number of apprentices needed to keep the area supplied with qualified plasterers. After all factors have been considered, the ratio of apprentices to plasterers shall be determined and stated in the local program.
5. The committee may employ a competent person as full-time training director. The training director shall assume such responsibility and authority for operation of the apprentice training program as the committee delegates.
6. The committee shall determine the adequacy of each employer to give an apprentice the necessary training.
7. The committee shall see that each apprentice receives the minimum requirements of related instruction and on-the-job experience as outlined in these standards.
8. The committee which sponsors the apprentice is not obligated to actually employ the apprentice, but shall use every effort to keep the apprentice employed in a reasonably continuous manner and adequately instructed.

9. To provide diversity of training or work opportunities, the committee shall have full power to act on matters pertaining to transferring apprentices from one job or shop to another. All transfers and assignments for work shall be issued by the committee through the referral office, as set forth in the basic labor agreement.
10. The committee shall select for training as apprentices those applicants who best qualify under these standards regardless of race, religion, color, national origin, or sex.
11. The committee shall see that all apprentices are registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor, or applicable State apprenticeship agency, hereinafter referred to as the "registration agency," before they are employed.
12. The committee shall keep complete and accurate records on each apprentice, and file them with the national committee.
13. The committee shall consider and act on all problems of apprenticeship and training.
14. The committee shall set such rules and penalties as it deems necessary for the successful operation of the training program.
15. The committee shall hear and consider all violations of its rules and of the apprenticeship agreement and make such rulings as it deems necessary in each case.
16. The committee shall make an annual report to the respective employer-employee organizations covering its work for the preceding year.
17. The committee shall call on consultants in the educational, apprenticeship, and technical fields for help and guidance when deemed necessary.
18. The committee shall prepare a written policy statement which sets forth the current rules and regulations for the conduct of the local program. Such policy statement shall be subject to revision by the committee.

Responsibilities of Apprentices

The local joint apprenticeship committee should impress upon apprentices that, in signing the apprenticeship agreement, they voluntarily agree to abide by the provisions of the local standards, and should inform each apprentice of the

responsibilities and obligations under the program as the joint apprenticeship committee sees fit. These are:

1. To perform diligently and faithfully the work of the trade and other pertinent duties as assigned by the contractor in accordance with the provisions of the standards.
2. To respect the property of the contractor and abide by the working rules and regulations of the local joint committee.
3. To attend regularly and complete satisfactorily the required hours of instruction, as provided in the local standards.
4. To maintain such records of work experience and training as may be required by the national or local committee.
5. To develop safe working habits and work conduct as to assure the apprentice's own safety, as well as that of other workers.
6. To work for the contractor to whom assigned to the completion of the apprenticeship, unless the apprentice is reassigned to another contractor or the agreement is terminated by the local joint committee.
7. To conduct oneself at all times in a creditable, ethical, and moral manner, with the realization that much time, money, and effort will be spent in affording them an opportunity to become a skilled plasterer.

Filing of Apprenticeship Programs

Following establishment of the local apprenticeship standards and their approval by the sponsoring groups, the local joint apprenticeship committee shall file a copy with the appropriate State or Federal apprenticeship agency and the National Joint Apprenticeship Committee.

Modification of Standards

These national standards may be amended at any time by action of the National Plastering Industry Joint Apprenticeship Trust Fund Committee. If such amendments are incorporated in local programs, they shall not alter apprenticeship agreements in effect in local programs at the time of the change without the express consent of all parties to such agreement. The registration agency shall be notified of all amendments to these national standards, as well as to local programs.

Cooperating Agencies

Local joint apprenticeship committees may obtain assistance in the formulation and administration of apprenticeship programs from:

1. Operative Plasterers' and Cement Masons' International Association, 1125 Seventeenth St. NW., Washington, D.C. 20036.
2. International Association of Wall and Ceiling Contractors, 1775 Church St. NW., Washington, D.C. 20036.
3. National Plastering Industry Joint Apprenticeship Trust Fund, 1000 Vermont Ave. NW., Washington, D.C. 20005.
4. Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, D.C., with field offices in principal cities. (See lists at end of publication.)
5. State apprenticeship councils, State labor departments, or State industrial commissions. (See lists at end of publication.)
6. State and local boards of vocational education who work in cooperation with the Division of Vocational Education, U.S. Office of Education, which administers Federal funds appropriated for apportionment among the States for vocational education.

Apprentice Recordkeeping

To determine the progress and ability of each apprentice during each period of training, a carefully planned and accurate recordkeeping system is essential.

The National Plastering Industry Joint Apprenticeship Trust Fund provides a monthly reporting system free of charge to the joint apprenticeship committee or local union. This system includes a monthly recording card to be filled out by the apprentice, showing the accumulated hours worked in each specific division of the trade, the days and months, plus other pertinent data that is to be filled in by either the superintendent, foreman, or designated persons. This card is then mailed to the joint apprenticeship committee or NPIJATF (postage free). The joint apprenticeship committee or NPIJATF will then transfer these marks to their master chart. A recording envelope is provided to keep complete apprentice records available to the joint apprenticeship committee or local unions.

Federal Laws and Regulations Affecting Apprentice Employment

Wage Determination Regulations [Federally Financed and Assisted Construction]

The Secretary of Labor, through the Solicitor's Office of the U.S. Department of Labor, predetermines the prevailing wages for construction mechanics and laborers employed on Federal or federally assisted construction projects. (Details of these regulations will be found in part 5, title 29, subtitle A, Code of Federal Regulations, covering labor standards provisions applicable to public contracts.)

Local joint apprenticeship committees should advise all contractors participating in the local apprenticeship program that, if they are awarded a contract for a federally financed or assisted construction project, their apprentices must be employed under a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor, or if no such recognized agency exists in the State, with the Bureau of Apprenticeship and Training, U.S. Department of Labor. Participating contractors shall further be advised that apprentices so employed must be individually registered with the appropriate registration agency.

The contractor must present written evidence of such registration, including evidence of the established ratios and wage rates applicable in the project area, to the contracting officer for acceptance.

Veterans Readjustment Legislation [Public Law 90-77, 90th Congress]

A veteran of at least 181 days of continuous active duty, any part of which occurred after January 31, 1955, or a veteran who was released from active duty after January 31, 1955, for a service-connected disability is eligible to pursue on a full-time basis an approved program of apprenticeship and receive a monthly training assistance allowance.

The apprenticeship program must meet the standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and be approved by the appropriate State veterans' approving agency.

Under the provisions of the veterans' readjustment legislation (Public Law 90-77, 90th Congress), joint apprenticeship committees may be recognized as training establishments.

Wage and Hour Regulations

The Fair Labor Standards Act requires that each employee not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce, receive the statutory minimum wage; and that no employee (including an apprentice) may be employed for more than 40 hours a week without receiving at least time and one-half of his regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if the following criteria are met:

(a) The apprentice is employed under a written apprenticeship agreement or program which substantially meets the basic standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor; and (b) such time does not involve production work or performance of the apprentice's regular duties. If the above criteria are met, the time spent in such related supplemental training shall not be counted as hours worked unless the written agreement specifically provides that it is hours worked. The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

Equal Employment Laws

The Civil Rights Act of 1964, title VII, prohibits discrimination in all phases of employment, including apprenticeship, because of race, color, religion, sex, or national origin. It applies to employers, employment agencies, labor organizations, joint apprenticeship committees, and, under the 1972 amendments, Federal agencies.

Detailed information regarding application of title VII of the Civil Rights Act may be obtained from the regional offices of the Equal Employment Opportunity Commission.

Information on title 29, Code of Federal Regulations, part 30, as amended, may be obtained from the Bureau of Apprenticeship and Training, U.S. Department of Labor, or State apprenticeship agencies.

(NOTE: It is suggested all local joint committees contact their State agencies for applicable laws affecting apprenticeship, with special attention to latest revisions.)

Joint Training Funds

Legality of Funds

Training funds for use in defraying the cost of apprenticeship or other training programs to which employers contribute are authorized under the Labor-Management Reporting and Disclosure Act of 1959, which amends section 302 of the Labor-Management Relations Act of 1947. Such funds must be established in the form of a trust; the trustees must be equally representative of the employers and employees (this may be the joint apprenticeship committee); and the basis on which payments to the trust are to be made must be detailed in a written agreement with the employer, including provision for an annual audit of the trust. Those persons (trustees) responsible for the custody or control of the trust funds must be bonded.

Where a trust is established, a clause should be included in the trust agreement stating (1) that the trusteeship is a non-profit organization; (2) that no part of the net earnings will inure to any private individual or member; and (3) how the accrued moneys and other assets will be disposed of in the event of dissolution of the trust. (They can be apportioned to those who paid into the fund, or donated to a charitable or educational organization, or to the labor organization.)

Tax-Exempt Status of the Trust

Training trust funds are considered to be tax exempted by the Internal Revenue Service under section 501(c)5 of the Internal Revenue Code of 1954. To obtain this exemption, the trustees must file form 1024 with the appropriate District Director of Internal Revenue. In submitting form 1024, include with it a copy of the trust agreement and apprenticeship program. After the tax-exempt status of the trust has been determined, each year thereafter the trustees shall make a return on form 990 in order to maintain this exemption.

Employer contributions to the training trust fund are deductible as ordinary and necessary expenses in the conduct of their business under section 162 (a) of the Internal Revenue Code.

Work Schedule for Plasterer

This schedule is an example of the type of experience and training, through employment, considered necessary to develop a skilled worker in the plastering craft. The national committee recommends that local joint committees use this schedule as a guide in the development of their own work schedules, adapting them to their local conditions and indicating appropriate training to be spent on each operation.

Code Key and Explanation

1. When the apprenticeship program is completed, the plasterer should have been exposed to the items and obtained the basic knowledge.
2. When the apprenticeship program is completed, the plasterer should have the basic knowledge and be able to perform the task competently.
3. When the apprenticeship program is completed, the plasterer should be able to analyze problems, evaluate conditions, and make proper decisions about tasks. The plasterer should be able to perform each task quickly and accurately.

Occupational Skills

1. General background information:
 - a. History of Operative Plasterers' and Cement Masons' International Association, (unions and apprenticeship)
Demonstrates a knowledge of:
 - (1) Ancient plastering methods (AC) (BC)..... 1
 - (2) Modern American plastering methods 1
 - (3) History of OP&CMIA 1
 - b. The plastering industry
Basic facts about:
 - (1) Management relations..... 1
 - (2) State workmen's compensation laws 2
 - (3) Economics of lath and plaster 1
 - (4) Interior and exterior use of plaster..... 3
 - (5) Relation between architect and labor 2
2. Purpose and/or procedures of plastering and lathing materials:
 - a. Lath tools 1
 - b. Attachment of forming devices 1

c.	Erection of lath	1
d.	Installation of accessories	1
e.	Unit masonry	1
f.	Monolithic concrete	1
g.	Foamed insulation board	1
3.	Apply mortars to different types of bases:	
a.	Metal lath	3
b.	Gypsum lath	3
c.	Wire fabric	3
d.	Brick	3
e.	Foamed insulation board	3
f.	Concrete blocks	3
g.	Paperback lath	3
h.	Liquid bonding agent	3
4.	Plastering methods and application:	
a.	Follows proper steps before applying mortar	3
b.	Applies mortar with hawk and trowel	3
c.	Uses rods (slicker-featheredge)	3
d.	Properly uses Darby	3
e.	Applies veneer plastering	3
f.	Tapes and prepares joints and cracks	3
g.	Establishes dots and screeds	3
h.	Applies scratch coat on various bases	3
i.	Applies finish coat	3
j.	Applies sand finish	3
k.	Texture finishes	3
l.	Applies interior Portland cement	3
m.	Applies acoustical plaster	3
n.	Uses and procedures for machine application	3
o.	Aggregate finishes	3
p.	Exposed finishes	3
q.	Fireproofing	3
r.	Chemical finishes (epoxies, acrylics)	3
5.	Mixes plaster materials for:	
a.	Base coat	3
b.	Scratch coat	3
c.	Finish coat	3
6.	Properly uses and cares for various tools:	
a.	Hand application tools	3
b.	Machine application tools	3
c.	Plasterer's personal hand tools	3
d.	Scaffolding equipment	3
e.	Power equipment	3

7.	Plaster cementitious materials :	
	a. Gypsum:	
	(1) General uses and characteristics	2
	(2) Types of base coat plasters	2
	(3) Types of finish coat plasters	2
	(4) Describes general properties of base coats ..	2
	(5) Describes general properties of finish coats..	3
	b. Lime:	
	(1) General uses and characteristics	3
	(2) Types of Portland cement used in plastering	3
	c. Purpose and uses of various aggregates :	
	(1) Sand	2
	(2) Vermiculite	2
	(3) Perlite	2
	(4) Wood fiber	2
	(5) Pumice	2
	d. Knows graduation of aggregates	2
	e. Uses water to mix aggregates and cementitious materials	2
	f. Mixes acoustical materials	2
8.	Plasterers relate to other trades, such as :	
	a. Electrical	3
	b. Plumbing	3
	c. Brick masonry	3
	d. Carpentry	3
	e. Laborers	3
9.	Reads blueprints and Interprets:	
	a. Scale rule	1
	b. View	1
	c. Alphabet lines	1
	d. Dimensions and notes	1
	e. Sections	1
	f. Introduction	1
10.	On-the-job safety to:	
	a. Scaffolds	3
	b. Ladders	3
	c. Hand tools	3
	d. Power equipment	3
	e. Clothing and equipment	3
	f. Handling of equipment and materials	3
	g. Personal safety and hygiene	3
	h. Moving about in new construction areas	3

11. Basic facts of ornamental cornices and:
 - a. Geometric layout 1
 - b. Molds 1
 - c. Templates 1
 - d. Cornices 1
 - e. Ornament placement 1
12. Demonstrates basic mathematic skills in:
 - a. Reading and writing numbers 1
 - b. Addition 1
 - c. Subtraction 1
 - d. Multiplication 1
 - e. Division 1
 - f. Factoring 1
 - g. Cancellation 1
 - h. Fractions 1

Work Schedule for Shop Hands

1. Plasterer model maker apprentice.
2. Architectural and/or ornamental modeler.
3. Sculptor apprentice.

This schedule is an example of the type of experience and training, through employment, considered necessary to develop a skilled worker in the craft of shop hands (plaster model maker, architectural and/or ornamental modeling and sculpturing). The National Plastering Industry Joint Apprenticeship Trust Fund recommends that local joint apprenticeship committees use this schedule as a guide in the development of their own work schedules, adapting them to their local conditions and indicating approximate training to be spent on each operation.

Major divisions of the trade:	Code
	A E C
1. Care and use of the tools	3 3 3
2. Mathematics — blueprint reading — layout of models	3 3 3
3. Full sizing and scaling from blueprints for models and templates	3 3 3
4. The running and spinning templates for the building of columns, arches, moldings, etc., and the mitering and assembly of same	3 3

5. Plaster carving such as letters, scrolls, etc.	3	3	3
6. Specialties of the trade	1	2	3
7. Use of modeling tools and the handling of modeling clay	1	3	3
8. Building of armatures for sculpture figures, animals, etc.	1	3	3
9. Study in the different styles of architecture, the styles of ornament used, and the period and origin of each.		3	3
10. Blueprint reading and layout of ornamentation from plans	3	3	3
11. Sculpturing and carving of statuary and ornamental design in plaster, plastic, and other similar materials	2	3	3

Apprentices must serve a minimum of 4 years or 8,000 hours of on-the-job and classroom training. If at the end of the term of apprenticeship the apprentices feel they have not received sufficient training, they may apply for an extension of from 6 months to a year of additional training.

Applicant Rating Form

Name	Social Security No		
Address	Telephone No		
City	State	Date of Birth	
	<i>Maximum Points</i>	<i>Points Earned</i>	
1. Previous training experience in registered plasterer training programs:			
(a) 800 Hours	25		
(b) 600 Hours	20		
(c) 500 Hours	15		
(d) 400 Hours	10		
(e) 200 Hours	5		
2. Education requirements:			
(a) High School Graduate	20		
(b) Approved Equivalence—GED	20		
(c) 3 years High School	15		
(d) 2 years High School	10		
(e) 1 Year High School	5		
(f) Under 1 Year	0		
3. Physical fitness:	10		
4. Aptitude test results			
S2.40 Test Battery should be administered as appropriate:			
(GATB)			
(NATB)			
(a) Norm	20		
(b) Applicant failing to meet norm	0		
5. Military service:	5		
6. Other previous work experience:	5		
7. Oral interview:	15		
POSSIBLE SCORE	100 Total Score		

REMARKS:

J.A.C (Labor)

(Signature)

J.A.C (Management)

(Signature)

Location

Location

Date

Date

Form 974

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APPRENTICESHIP AGREEMENT

Between
Apprentice and Joint Apprenticeship Committee

LOCAL APPRENTICESHIP

Number of Apprentices

Number of Journeymen

Number of Veterans

Number of Apprentices

Number of Journeymen

Number of Veterans

THIS AGREEMENT, entered into this _____ day of _____ 19____
between the parties to (Name of local apprentice standard)

represented by the Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE and
(Name of apprentice) born (Month Day Year)
hereinafter referred to as the APPRENTICE, and (if a minor, name of parent or guardian)
hereinafter referred to as his GUARDIAN

WITNESSETH THAT

The Committee agrees to be responsible for the selection, placement and training of said apprentice in the trade of _____ as work is available, and in consideration said apprentice agrees diligently and faithfully to perform the work of said trade during the period of apprenticeship, in accordance with the regulations of the Committee. The apprenticeship standards referred to herein are hereby incorporated in and made a part of this agreement.

TO BE COMPLETED BY THE APPRENTICE	TO BE COMPLETED BY THE COMMITTEE	TO BE COMPLETED BY THE TRADE	TO BE COMPLETED BY THE APPRENTICE
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OTHER CONDITIONS

This agreement may be terminated by either party upon 30 days written notice to the registration agency.

SIGNATURE OF APPRENTICE	TO BE COMPLETED BY THE APPRENTICE	
	ETHNICITY	RELIGION
ADDRESS (Company Name, Street, City, State, Zip)	MAJORITY ETHNICITY	RELIGION
	<input type="checkbox"/> HISPANIC AMERICAN <input type="checkbox"/> AMERICAN INDIAN <input type="checkbox"/> PACIFIC ISLANDER <input type="checkbox"/> OTHER	<input type="checkbox"/> INFORMATION NOT AVAILABLE <input type="checkbox"/> NONE <input type="checkbox"/> OTHER
PARENT OR GUARDIAN SIGNATURE	<input type="checkbox"/> CHRISTIAN <input type="checkbox"/> JEW <input type="checkbox"/> MUSLIM <input type="checkbox"/> OTHER	<input type="checkbox"/> INFORMATION NOT AVAILABLE <input type="checkbox"/> NONE <input type="checkbox"/> OTHER
DATE OF SIGNATURE	<input type="checkbox"/> NONE <input type="checkbox"/> OTHER	<input type="checkbox"/> NONE <input type="checkbox"/> OTHER
SIGNATURE OF THE APPRENTICE		
NAME OF TRADE		
DATE OF SIGNATURE		

MA 6111
SEP 1978

RECORDKEEPING SYSTEM

OPERATIVE PLASTERERS' & CEMENT MASONRY INTERNATIONAL ASSOCIATION APPRENTICESHIP PROGRAMS

LOCAL NO.		APPRENTICE NO.	
NAME	STREET	CITY	STATE
SOCIAL SECURITY NO.		PHONE	DATE OF BIRTH
SCHOOL GRADE COMPLETED		PREVIOUS CREDIT	
MONTH APPRENTICESHIP BEGAN		DATE INDENTURED	
INDENTURED TO		ADDRESS	
APPRENTICESHIP COMPLETED			

EMPLOYER NAME _____ STREET _____

1ST YEARLY HOURS RECORDED												PERIOD	CC	
A	B	C	D	E	F	G	H	I	J	K	L			
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														

2ND YEARLY RECORD												PERIOD	CC	
A	B	C	D	E	F	G	H	I	J	K	L			
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- | | |
|----------------------------|---------------------|
| A FIRST COAT (SECTIONING) | D VENEER PLASTERING |
| I SECOND COAT (BOUQUINAGE) | F SAND FINISHING |
| C PATCHING | H SCOUTING PLASTER |
| | M TESTING PLASTER |

REMARKS: _____

DATE: _____

OPERATIVE PLASTERERS' & CEMENT MASONRY INTERNATIONAL ASSOCIATION APPRENTICESHIP PROGRAMS

HOUSE EXPERIENCE RECORD														
A	B	C	D	E	F	G	H	I	J	K	L			
1														
2														
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- FIRST COAT (SECTIONING)
- SECOND COAT (BOUQUINAGE)
- PATCHING
- VENEER PLASTERING
- SAND FINISHING
- SCOUTING PLASTER
- USE OF PLASTERING MACHINERY
- FINISHING
- WORK CONSTRUCTION
- PORTLAND CEMENT
- SETTING WORK
- PLUMBING OF WALLS & CEILING
- CONCRETE & FORMS
- SPECIAL OPERATIONS
- FINISHING

- GRADE
- ACCESS
- FLOOR
- ROOF
- PLASTER
- STAIRS

TOTAL HOUSES FINISHED LISTED

REGIONAL OFFICES BUREAU OF APPRENTICESHIP AND TRAINING

Location	States Served	
Region I JFK Federal Bldg., Room 1001 Government Center Boston, Mass. 02203	Connecticut Maine Massachusetts	New Hampshire Rhode Island Vermont
Region II 1515 Broadway, Room 3731 New York, N.Y. 10036	New Jersey New York	Puerto Rico Virgin Islands
Region III P.O. Box 8796 Philadelphia, Pa. 19101	Delaware Maryland Pennsylvania	Virginia West Virginia
Region IV 1371 Peachtree Street, N.E., Room 700 Atlanta, Ga. 30309	Alabama Florida Georgia Kentucky	Mississippi North Carolina South Carolina Tennessee
Region V Federal Bldg., Room 1, Fourth Floor 230 South Dearborn Street Chicago, Ill. 60604	Illinois Indiana Michigan	Minnesota Ohio Wisconsin
Region VI 1114 Commerce Street, Room 1814 Dallas, Tex. 75202	Arkansas Louisiana New Mexico	Oklahoma Texas
Region VII Federal Office Bldg., Room 1100 911 Walnut Street, Kansas City, Mo. 64106	Iowa Kansas	Missouri Nebraska
Region VIII Federal Bldg., Room 16440 1961 Stout Street Denver, Colo. 80202	Colorado Montana North Dakota	South Dakota Utah Wyoming
Region IX 450 Golden Gate Avenue, Room 9008 P.O. Box 36017 San Francisco, Calif. 94102	Arizona California	Hawaii Nevada
Region X Arcade Plaza Bldg., Room 2055 1321 Second Avenue Seattle, Wash. 98101	Alaska Idaho	Oregon Washington

STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

Apprenticeship Services
Department of Economic Security
P.O. Box 6123
Phoenix, Ariz 85005

Division of Apprenticeship Standards
Department of Industrial Relations
465 Golden Gate Avenue
P.O. Box 603
San Francisco, Calif 94102

Colorado Apprenticeship Council
200 East Ninth Avenue
Room 216
Denver, Colo 80203

Apprentice Training Division
Labor Department
200 Folly Brook Boulevard
Wethersfield, Conn 06099

Delaware State Apprenticeship and
Training Council
Department of Labor and Industry
618 North Union Street
Wilmington Del 19805

District of Columbia
Apprenticeship Council
Room 1200
1100 Vermont Avenue NW
Washington D.C. 20005

Bureau of Apprenticeship
Florida Department of Commerce
1321 Executive Center Drive
Tallahassee Fla 32301

Apprenticeship Division
Department of Labor and Industrial
Relations
825 Miliunan Street
Honolulu Hawaii 96813

Apprenticeship Training Division
Kansas Apprenticeship Council
Department of Labor
401 Topeka Boulevard
Topeka Kans 66603

Kentucky State Apprenticeship
Council
Capitol Plaza Tower 12th Floor
Frankfort Ky 40601

Division of Apprenticeship
Department of Labor
1001 Land & Natural
Resources Bldg
Baton Rouge La 70804

Maine Apprenticeship Council
Department of Labor and Industry
State Office Bldg
Augusta Maine 04330

Maryland Apprenticeship and
Training Council
Department of Labor and Industry
203 East Baltimore Street
Baltimore Md 21202

Division of Apprentice Training
Department of Labor and Industries
State Office Bldg
Government Center
100 Cambridge Street
Boston Mass 02202

Division of Voluntary Apprenticeship
Department of Labor and Industry
Space Center Bldg 5th Floor
444 Lafayette Road
St Paul Minn 55101

Montana State Apprenticeship
Council
Division of Labor Standards
1371 Helena Avenue
Helena Mont 59601

Nevada Apprenticeship Council
Department of Labor
Capitol Bldg
Carson City Nev 89701

New Hampshire Apprenticeship
Council
Department of Labor
1 Pillsbury Street
Concord N.H. 03301

New Mexico Apprenticeship Council
Labor and Industrial Commission
1080 National Bldg
505 Marquette NW
Albuquerque N.Mex. 87101

Bureau of Apprentice Training
Department of Labor
The Campus Bldg No 12
Albany N.Y. 12226

Division of Apprenticeship Training
Department of Labor
Raleigh N.C. 27602

Ohio State Apprenticeship Council
Department of Industrial Relations
2323 West Fifth Avenue Room 250
Columbus Ohio 43204

Apprenticeship and Training Division
Oregon Bureau of Labor
Labor & Industry Bldg Room 115
Salem Ore 97310

Pennsylvania Apprenticeship and
Training Council
Department of Labor and Industry
Labor and Industry Bldg Room 1547
Harrisburg Pa 17120

Apprenticeship Division
Department of Labor
414 Barbosa Avenue
Hialeah Fla 33017

Rhode Island Apprenticeship Council
Department of Labor
235 Promenade Street
Providence R.I. 02908

Utah Apprenticeship Council
Ind. Stral Commission
401 South State East Room 225
Salt Lake City Utah 84102

Vermont Apprenticeship Council
Department of Industrial Relations
State Office Bldg
Montpelier Vt 05602

Division of Apprenticeship Training
Department of Labor and Industry
P.O. Box 3814
Ninth Street Office Bldg Room 334
Richmond Va 23214

Director of Apprenticeship and
Training
Department of Labor
11 Stansted St Cross Vt 00820

Apprenticeship Division
Washington State
Department of Labor and
Industries
318 East Fourth Avenue
Olympia Wash 98504

Division of Apprenticeship and
Training
P.O. Box 2209
Madison Wis 53701

* All agencies with the exception of Kansas operate under apprenticeship and/or training laws enacted by the legislature. The agency in Kansas functions under executive order of the Governor.

United States Department of Labor

Bureau of Apprenticeship and Training

Certificate of Registration

Issued in recognition of the above individual's successful completion of the
International Plasterers' Program in accordance with the standards recommended by the

Federal Committee on Apprenticeship



William H. Kyllberg
William H. Kyllberg
Joseph J. ...

Certificate of Diploma

In recognition of your completion of apprenticeship training, the Board of Trustees of the National Plastering Industry's Joint Apprenticeship Committee, on behalf of the Operative Plasterers and Cement Masons International Association and International Association of Wall and Ceiling Contractors take satisfaction in providing you with this document.

This to Certify that

having completed and met the qualifications established by the National Plastering Industry Joint Apprenticeship Trust Fund for Apprenticeship Training is eligible for Classification Plasterer

Date of Award