

AGC New Mexico

Multi-Trade Apprenticeship

Handbook

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## **Section I**

## **About AGC New Mexico**

As the leading organization for the commercial construction profession, **AGC New Mexico puts our members’ needs and interests first.**

**For over six decades, AGC has proudly represented a broad and diverse majority of New Mexico’s commercial construction companies**, including the leading merit shop and signatory contractors.  The depth and breadth of acclaimed programs and benefits offered by AGC to its Member Companies are unmatched by any other construction association.

AGC New Mexico is instrumental in ensuring the profitability of our Member Companies and enhancing the standards of the commercial construction profession through **leading programs in public policy, workforce development and safety excellence**.  In 2010, AGC New Mexico opened ACE Leadership High School – a public-private partnership that set a new precedent for commitment to workforce development in the professions of Architecture, Construction and Engineering.

**Our accomplished members proudly build fully two-thirds of all commercial construction projects across our state.**  They include general contractors, specialty contractors, and suppliers of materials, equipment or services to the construction profession.  AGC Members play a crucial role in our community's prosperity and represent the best in commercial construction throughout our region.

**AGC was established 1948**, and has been at the forefront of the commercial construction profession ever since.  The AGC New Mexico is a proud member of this national organization, and was honored as AGC of America’s **Chapter of the Year in 2007**.  The AGC-NM chapter was also selected to receive AGC of America’s **2011 Public Relations award**.

# Section II

# Organizational Configuration

The day-to-day administrative duties are charged to the Apprenticeship Director and/or Primary Administrator who are accountable to the Workforce Development Director. Administrative responsiblities include those areas related to the direct provision of training and/or assessments. Those areas include apprenticeship training, apprenticeship orientation, safety and certified craft training. They also include the administration and certification of assessments and any remedial training required. The Apprenticeship Director and/or Primary Administrator will be responsible for monitoring and administering training and assessments subcontracted to third party providers.

The administration of training and/or assessment at job-sites and projects will be performed by journey workers. They may also serve as direct, on the site administrators of training and/or assessment through qualified third party providers. All training and assessment information will be forwarded to the Apprenticeship Director and/or Primary Administrator as required by policy.

It is the responsibility of the Apprenticeship Director and/or Primary Administrator to ensure that proper recordkeeping procedures are in place and adhered to concerning training and/or assessment results for the trainee/participant. In addition, the Apprenticeship Director and/or Primary Administrator will be responsible for appropriate certification and training of appropriate personnel.

# Section III

# Safety Policy Statement

AGC-NM is firmly committed to operating all of its facilities and projects in a safe, efficient manner and in compliance with all applicable safety, health and environmental regulations. To that end, AGC-NM has established policies and procedures for substance abuse and classroom / lab conduct. While circumstance may vary from the job-site to the training and/or assessment arena, that commitment remains in the policies and procedures for training and/or assessment covered in this document.

**Section IV**

**EEO, ADA, Harassment Policies**

AGC-NM’s policies covering these issues apply to all individuals employed by AGC-NM participating members in its training and/or assessment programs. In addition, these policies apply to external sub-contractors while under contract with AGC-NM. AGC-NM is committed to full compliance with applicable local, state, and federal regulations. Harassment of any kind by any supervisor, co-worker, consultant, agent or supplier is improper and will not be tolerated. All employees of AGC-NM are provided with policies specific to these areas and a copy of these will be provided to other authorized trainees/participants and/or individuals.

# Section V

# General Information

The policies and procedures explained in this document apply specifically to the Apprenticeship Training & Assessment Program of AGC-NM. AGC-NM will serve as the sponsoring body in the NCCER program of Accreditation for both Apprenticeship Training and/or assessment and provide services to all contracted entities under this sponsorship as requested or required. As such, policies stated within this document can be understood to apply to any NCCER certifiable training and/or assessment conducted by AGC-NM.

**Section VI**

**National Recognized Curriculum**

The National Center for Construction Education & Research (NCCER) is the source of Accreditation for these programs providing AGC-NM with a nationally recognized standard for both training and/or assessment. The Apprenticeship Director for AGC-NM will oversee the training and/or assessment programs. The Apprenticeship Director is registered with the National Center for Construction Education & Research (NCCER) and is the single, official liaison between AGC-NM and NCCER for accreditation process issues. The current Apprenticeship Director is:

Ralph A Mora, NCCER Master Trainer, Sponsor Representative and Apprenticeship Director

AGC New Mexico 1615 University Blvd. NE, Albuquerque NM 87102

P:505-842-1462, F:505-842-1980, email: ramora@agc-nm.org

By written agreement with NCCER, AGC provides assurance that AGC-NM will abide by the program conditions as described by NCCER in the Accreditation Guidelines and for the Standardized Craft Training Program and the NCACP Procedure Manual for the Assessment Program.

**Section VII**

**Alcohol, Drugs, Substance Abuse, and Firearms**

AGC-NM prohibits the use, possession, concealment, or sale of alcohol, drugs, controlled substances, and firearms in all training/assessment situations and locations.

**Section VIII**

**Policy and Procedure Changes**

The policies and procedures for administering these programs are subject to change by AGC.

**Program Evaluation**

The Apprenticeship Director and/or Primary Administrator is responsible for performing annual evaluations of the program, retaining written evidence of the following actions:

* Annual evaluation of Company instructors by the Apprenticeship Director or Accredited Training Sponsor Designee
* Regularly observation/evaluation of instructors during training
* Trainees/participant evaluation of the training or assessment at its conclusion, including, if applicable, trainee evaluation of the instructor or assessment participant evaluation of the coordinator or proctor.
* Supervisors evaluations to determine training and/or assessment impact on job performance
* Instructor evaluations of the program
* Evaluation of training and/or assessment facilities and training needs for the following year

In cases where a third party provider is utilized for training and/or assessment purposes, AGC-NM will retain the right to observe and evaluate its training sessions, instructors or assessment personnel, and the materials and facilities used.

**Section IX**

**Training and/or Assessment Release of Information**

All trainees/participants will be required to complete and sign a release form authorizing the Apprenticeship Director or Primary Administrator to verify training or assessment information within AGC-NM. This release form will also authorize NCCER to verify this information to other NCCER Accredited Training Sponsors/Accredited Assessment Centers as appropriate and requested. Signature of this release form will hold harmless NCCER as well as AGC-NM and its member companies for this verification process. AGC-NM will not provide any training or assessment records of any individual who participated in either or both programs without prior written request and consent of that specific individual.

**Section X**

**Training Verification**

All training sponsored by AGC-NM must include a verification or testing process that will demonstrate successful completion of the training. The details of this process must be provided to both instructors and trainees at the beginning of instruction, prior to the administration of the first test. In the administration of assessments, these details must be understood by administrators and participants prior to the actual assessment session.

In the case of Apprenticeship training, this will consist of the following tests:

* *Test No. 1* – Achieve a score of 70 percent or higher on the **closed-book written test** (AGC-NM or its UTC members may require a higher score than 70%, but it must be applied uniformly to all trainees in that particular session.)
* *Test No. 2* - Successfully complete the module performance test to the satisfaction of the instructor using the criteria provided by NCCER in making his/her evaluation. This is a ***pass/fail*** test.

Should the trainee fail the written test, he/she may re-test (take the test over) after a minimum waiting period of 1 week. Those failing the performance test may re-test immediately or at later time designated by the instructor.

Those individuals who have gained knowledge and experience previous to the training presented may “test-out” of materials by passing both tests without having to attend instruction. **One attempt will be allowed to test-out per module.** Failure to test-out will require the individual to attend instruction for apprentice level in question. “Testing out” will not be permitted where training is required as the result of failing to make the cut score of an authorized assessment.

**Section XI**

**Appeals Process: Training Issues**

In the event a trainee has an issue involving the Training Program, Facilities, Instructor, or AGC-NM policies, he/she should discuss the situation with their instructor or supervisor at an appropriate time. If the problem cannot be resolved, the trainee should submit a written statement describing the nature of the issue to the local Apprenticeship Director who will review the statement and provide a solution within 15 working days. If unable to reach a satisfactory response, via the Sponsor Representative, submit a statement to the State Apprenticeship Agency within the next 30 days (60 days from initial written statement). Include contact information (name, address, phone number, cell phone number, email address, etc). Note: statement must be dated and signed. The State Apprenticeship Agency will investigate the complaint and make an independent determination as to its validity. If the complaint is found to be valid, the SAA will so notify the Apprenticeship Director and ask that corrections be made and documentation provided in a timely manner to verify that action has been taken.

 Ralph A Mora, NCCER Master Trainer, Sponsor Representative and Apprenticeship Director

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**Section XII**

**Instructor Selection and Evaluation**

Instructor candidates are to be selected on the basis of their ability to communicate and assist others in a positive and informative manner. Candidates presenting NCCER materials must be, at a minimum, journey level or technician level in their area of expertise, or they must have a minimum of three years experience as a certified teacher in a vocational/technical construction-, maintenance-, or pipeline-related training program.

Instructors must achieve certification by completing an Instructor Certification Training Program (ICTP) presented by an NCCER certified Master Trainer. All instructors and/or assessment personnel are to be monitored/observed for a portion of the training and/or assessment administration.

Instructors are to be evaluated on their attendance, conduct of class, willingness to work with trainees, ability to effectively communicate the material, trainee evaluation, and trainee job performance as documented through supervisor evaluation. Assessment Administrators, Coordinators, Proctors, and Performance Evaluators are to be evaluated on their attendance, security provisions for assessing, submission execution, assessing decorum, and additional supervisory observation.

**Section XIII**

**Conduct of Class**

All instructors are expected to arrive at the class site sufficiently prior to start time to ensure:

* Facility access (includes ADA accommodation as required)
* Proper classroom set-up (seating) and climate control
* Appropriate audio-visual equipment and power supply
* An adequate amount of training materials (books or manuals for each trainee, testing equipment, etc.)
* Adequate safety provision (entrance and exit, fire extinguishers, first aid kits and/or trained personnel, emergency phone numbers and phone access, safety audit of equipment, tools and materials to be used, etc.)
* Attendance recording

All instructors are required to provide their trainees with, and verify understanding of, written policies concerning their participation in the program. These policies should include, but not necessarily be limited to:

* Class times and attendance policies
* Classroom conduct and appearance
* Testing and results procedures
* Safety procedures
* Equipment and material handling (including any HAZCOM or MSDS issues)
* Expectations for and from training

Instructors are expected to present a professional appearance and manner, and be available to trainees (for a reasonable time period) for discussion and/or consultation outside of the normal classroom environment. Instructors are required to ensure the security of training materials, equipment, and tests under their control.

**Section XIV**

**Facilities**

The physical facilities must be well maintained and organized to allow for varying learning activities, such as lecture, discussion, hands-on lab, written and performance tests, and the administration of assessments and performance verifications. An adequate supply of books, materials, tools, and equipment will support the instruction, testing, or assessment. The physical facilities must meet all regulatory and AGC-NM safety and health requirements.

**Section XV**

**Assessments for advanced credit**

AGC-NM will conduct knowledge and skill assessments to determine employee/participant abilities. AGC-NM will operate its assessment program under the guidelines described by the Accreditation Guidelines and NCACP Procedure Manual provider. All assessment administrators, coordinators, and proctors are to conduct administration of the assessment under those provided guidelines.

All assessment administrators, coordinators and proctors will be certified for those duties and responsibilities in accordance with the guidelines described by the Assessment Certification provider.

It is the responsibility of the Primary Administrator to ensure that all personnel requiring an assessment are notified of the participation requirements in a timely and effective manner that ensures understanding of the time, location and ramifications of the assessment.

**Section XVI**

**Security of Tests**

AGC will ensure the security of testing mechanisms within the NCCER’s Contren Learning Series. All testing mechanisms (written/web/online) will be kept under lock and key. The only individuals having access to the tests will be the AGC Apprenticeship Director and AGC Craft Instructors. When a test is to be administered, the original test will be used to make copies as needed. The original is then placed back under lock and key. The tests will be administered by the Craft Instructor or the ICTP Proctor. Any unused copies of the test will be destroyed immediately. Tests are graded and results are submitted to the NCCER Registry. Tests taken will be kept in a secure area under lock and key for five (5) years (can be kept electronically via scanning). All intellectual property rights for any portion of the Contren Learning Series (CLS) is exclusively that of NCCER. Any use of any portion of the CLS without the written consent of NCCER is expressly prohibited.

**Section XVII**

**Attendance**

During each school year (year around), apprentices are required to complete a ***minimum of 144 instructional hours***, commonly called “related instruction.” Record of attendance is determined by signatures on the required weekly sign-in sheets. Three unexcused absences may result in your termination from the program, and possibly employment. Note: any apprentice who is assigned to a jobsite that requires him/her to commute further than 50 miles will be an excused absence and will complete correspondence work as long as you notify your instructor of the reason for your absence. (***A minimum of 4 hours of “face-to-face” classroom instruction per month is required for students doing correspondence coursework***). Correspondence work must be submitted to the instructor, graded and filed. All assignments must be made up.

**Section XVIII**

**Advancements**

The Unilateral Training Committee shall annually review the progress of each apprentice to determine his/her progress in both on-the-job performance and in classes of related instruction. Each apprentice shall be eligible for advancement to the next pay period upon completion of 2,000 hours of on-the-job experience. If the apprentice’s progress has been satisfactory in work performance and in related instruction, the Employer will advance the apprentice to the next pay period of apprenticeship. The Committee may also grant extra advancement during the apprenticeship to an apprentice who demonstrates outstanding progress and ability.

**Section XIX**

**Administrative Procedures of the Unilateral Training Committee (UTC):**

The time and place of regular meetings will be 3:00pm at AGC-NM. These meetings will take place every quarter (3 months) on the first Thursday of the month following the end of the quarter (if no quorum is determined the meeting will be rescheduled by Administrator). The UTC will elect a Chairperson; the Chairperson should rotate among members of the UTC whose term shall not exceed 4 years. The Chairperson will have the power to vote on all questions affecting apprenticeship. The Director of the New Mexico State Apprenticeship Agency or his/her designee selected from the Office of Apprenticeship staff or State Apprenticeship Agency Staff shall be an ex-officio member, without vote, of the UTC. Each UTC member in the Multi-Trade Apprenticeship program shall have one vote. 60% of the UTC members must be present to establish a quorum. The Administrator shall serve as the secretary of the UTC.

**Section XX**

**On the job training (OJT)**

The Apprenticeship Monthly Progress Record is the responsibility of the apprentice to keep accurate and up-to-date, and to return them to the AGC Apprenticeship Director. Employer time cards are not acceptable. Apprentice will not be advanced if the Apprenticeship Monthly Progress Records are not up-to-date. An example of the currently approved (generic – not trade specific) form follows:

**Apprentice Monthly Progress Record**



“Apprenticeship Monthly Progress Records” must be completed and received at the AGC New Mexico offices by the 20th, of each successive month. Records received after the 20th, will not count towards your On-the-job training hours. The Monthly Progress Report will be the sole responsibility of the apprentice.

Completed forms should contain the following information:

* Name
* Month of report ( example: “July”)
* Year (example: “2014”)
* Employer name (example: “Beaty Construction”)
* Double check your math (Total hours)
* MUST be initialed everyday by your journeymen / supervisory
* Make sure your classroom attendance is recorded (days attended only)
* If you are on different jobsites with different journeymen, have each journeyman sign form
* Supervisor / Foreman must sign, before submitted to AGC
* This document must be legible (if the document is illegible it will be rejected)

**Section XXI**

**Wages**

Masons, Carpenters

Concrete Finishers, Glaziers

|  |  |
| --- | --- |
| **PERIOD** | **PERCENTAGE** |
| 1st 2000 hours | 45% of skilled Journeyworker rate |
| 2nd 2000 hours | 60% of skilled Journeyworker rate |
| 3rd 2000 hours | 75% of skilled Journeyworker rate |
| 4th 2000 hours | 90% of skilled Journeyworker rate |

Construction Craft Laborers

|  |  |
| --- | --- |
| **PERIOD** | **PERCENTAGE** |
| 1st 2000 hours |  65% of skilled Journeyworker rate |
| 2nd 2000 hours |  80% of skilled Journeyworker rate |
|  |  |
|  |  |

The Committee shall, on an annual basis, examine the journeyworker average wage stated in the program and adjust the said rate to the actual average hourly wage being paid.

**Section XXII**

**Equal Opportunity Pledge**

The AGC Unilateral Training Apprenticeship Committee commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, will 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 apprenticeship program as required under NMAC 11.2.2 and Title 29 of the Code of Federal Regulations, Part 30.”

**SECTION XXIII**

**OUTREACH AND POSITIVE RECRUITMENT**

AGC New Mexico Unilateral Training Committee Multi-Trade Apprenticeship Program actively participates in several different initiatives to insure workforce development and Apprentice awareness. This is accomplished with electronic communications, workshops, Memorandums of Agreement to allow AGC New Mexico to be in the classrooms at training facilities and to work with economic and skill development advisors. AGC New Mexico Unilateral Training Committee Multi-Trade Apprenticeship Program also provides a semi-annual announcement to Secondary and Post Secondary Institutions:

AGC New Mexico Unilateral Training Committee Multi-Trade Apprenticeship Program UTC members on a quarterly basis AGC New Mexico is on the several advisory boards throughout the state and give input and guidance for Apprenticeship, Pre-Apprenticeship and Industry credentialing in the schools.

AGC New Mexico Unilateral Training Committee Multi-Trade Apprenticeship Program participates in Job fairs throughout the State

AGC New Mexico Unilateral Training Committee Multi-Trade Apprenticeship Program grants apprenticeship entry level advancement by evaluating and assessing work history as well as industry recognized credentialing

* + NCCER certifications
	+ Pre-Apprenticeship
	+ Proof of prior apprenticeship in comparable crafts
	+ Assessment testing
	+ Significant job history and verification

**SECTION XXIV**

**ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The AGC-NM Unilateral Training Committee will meet annually during regularly scheduled 3rd quarter meeting to review Affirmative Action Plan.

**Section XXV**

**QUALIFICATIONS AND SELECTION PROCEDURES**

**Section I. – Minimum Qualifications**

Applicants will meet the following minimum qualifications:

A. Age

* Applicants must be 18 or older, except when participating in the pre-apprenticeship program, and then can be 16.

 B. Education

* Applicants must be high school graduates, must have successfully passed the equivalent (GED), or have achieved a minimum score of 70% as required by the Unilateral Training Committee on a placement test, administered at the time of application. All documents must be provided with application.

C. Physical

* Applicants must be physically fit to perform the essential functions of the occupation. A physical examination and/or drug and alcohol test may be required after selection by the Employer and before placement on the job. Such physical examination to be performed by a physician acceptable to and at the expense of the Employer.

 D. Other requirements

* Applicants must have reliable mode of transportation to the Employer’s place of business and to the place where classroom job related instruction is conducted.
* Must have two forms of ID. One should be driver’s license or State ID. The other should be a Social Security card, Alien Registration card or other ID showing eligibility to work in the United States as listed on the US Department of Justice, Form I-9, and Employment Eligibility Verification.

**Section II – Application Process**

Applications will be accepted throughout the year during regular business hours. Apprenticeship applications are available at the AGC New Mexico office located at 1615 University Blvd. NE, Albuquerque, NM 87102.

1. Applicants will request an apprenticeship application at the AGC New Mexico office. Applicant’s information will be logged on the program’s application log. All applications will be identical in form and requirements. All apprenticeship application forms must be dated and numbered to insure adequate records can be maintained in accordance with NMAC 11.2.2.12.
2. A completed application must include documentation to verify applicant’s ability to meet all minimum qualifications and documentation to support request for previous credit in both OJT and RI. Completed applications will be submitted to AGC New Mexico.
3. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.

1. Applicants who meet the minimum qualifications will be notified in writing and provided a numbered Letter of Eligibility and a list of all employers with a signed employer acceptance agreement. These individuals will be instructed to contact those employers for possible employment and placement into the program.
2. In addition, applicants meeting the above criteria will be placed in the pool of qualified applicants. Upon request, this pool of applicants will be made available to all employers with a current employer acceptance agreement seeking to employ a new apprentice. Applicants will remain on the list in accordance with NMAC 11.2.2.11.

**Section III-Selection Procedures**

1. Applicants who meet the minimum qualifications will be notified in writing and provided a numbered Letter of Eligibility and a list of all employers with a signed employer acceptance agreement. These individuals will be instructed to contact those employers for possible employment and placement into the program.
2. In addition, applicants meeting the above criteria will be placed in the pool of qualified applicants. Applicants will remain on the list for a period of two years which is in accordance with NMAC 11.2.2.11. If AGC is unable to contact applicant, AGC will mail a letter to the applicant inquiring if the applicant is still interested in the Apprenticeship program. If applicant does not respond, applicant is removed from the pool of qualified applicants.
3. Any employer with a current employer acceptance agreement may request to view the list of eligible candidates. Eligible candidates will be contacted in chronological order based on trade interest.

1. If after reviewing the list a potential employer decides to interview a qualified applicant, the potential employer is given.
	1. A copy of the applicant’s file
	2. A list of steps to follow for the potential employer whether the employer decides to hire the applicant or not.
	3. An Interview follow-up sheet to be returned to AGC New Mexico whether or not the potential employer intends to hire and register the applicant, and, if not, to include the reasons.
2. The potential employer will contact, set up, and conduct the interview according to the employer’s company policy.
3. If the potential employer decides to hire the applicant, the employer forwards an intent-to-hire letter indicating the intended starting date of employment to the AGC New Mexico. The applicant’s file is pulled from the pool of eligible applicants, the apprenticeship agreement is completed, the apprentice is notified when related classroom training begins, provided a copy of the AGC New Mexico Apprenticeship handbook (including: copy of Approved Standards) and the complete file is removed from the pool. If the potential employer has decided not to hire the applicant, the interview follow-up sheet is filed separately from the applicant’s file, and the applicant’s information remains in the file for other employers to review.

**Section IV. – Complaint Procedure**

A. Any apprentice or applicant for apprenticeship who believes that he/she has 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 his/her 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 Unilateral Training Committee (UTC), Attention: AGC New Mexico, Director of Apprenticeship, 1615 University Blvd. NE, Albuquerque NM 87102 .

B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the sponsor to review such complaints, any referral of such complaint by the complainant to the registration agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the registration agency for good cause shown.

D. Complaints of discrimination in the apprenticeship program may be filed and processed under NMAC 11.2.2.15 and Title 29, CFR part 30, and the procedures as set forth above.

E. The sponsor will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

**Section V. – Maintenance of Records**

The sponsor will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at NMAC 11.2.2.12(D) and Title 29, CFR part 30. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each sponsor must retain a statement of its Affirmative Action Plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of NMAC 11.2.2.12 (B) and Title 29, CFR part 30.4. Each sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in NMAC 11.2.2.12 (C) and Title 29, CFR part 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records will be maintained for five (5) years from the date of last action and made available upon request to the U.S. Department of Labor and the New Mexico State Apprenticeship Agency.

**Section XXVI**

**AGC APPRENTICE CLASSROOM/LAB RULES**

1. Students must sign in on the appropriate forms as they enter the classroom.
2. No visitors are allowed in the Classroom/Lab without the permission of the instructor
3. Food or drink may not be consumed in the Classroom/Lab.
4. Be courteous and respectable of others, this is expected in and outside of the Classroom. (We are sharing space with high school students, we lead by example.)
5. Absolutely no foul language, racist, sexual, comments will be tolerated. . ZERO TOLERANCE. You will be asked to leave.
6. No tobacco, alcohol or drugs of any kind are permitted on the property. If any apprentice has the odor of alcohol, or drugs they will be asked to leave, this will count as an unexcused absence. ZERO TOLERANCE. (You must see the AGC Apprenticeship Director for admittance back into the class).
7. Students who engage in academic cheating will be removed from the apprenticeship program.
8. No more than three (3) unexcused absences will be allowed.
9. All safety gear will be worn while in the Lab. (safety glasses, hard hats, gloves, and boots).
10. Do not use broken or damaged tools, report all damaged tools to the instructor immediately.
11. All areas will be cleaned up at the end of each shift, lunch, or end of the day.
12. The apprentice is responsible for all tools, books and or any equipment issued to them.
13. Absolutely NO electronic device (Phones, iPads, Tablets etc.) are allowed in the Training Center, Classrooms, Labs. Leave all electronic devices in your vehicle.

**Live by these rules: No one individual has the right to interfere with the learning of another individual.**

**My signature below indicates that I have read and understand the rules listed above.**

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**Apprentice Print Name Apprentice Signature Date**

**Section XXVII**

**FORMS**

* Program information sheet
* Apprentice Monthly Progress Record (example sheet)
* Apprentice Evaluation / Advancement form
* Calendar