



Registered Apprenticeship Standards For Programs with Collective Bargaining Agreements

National Program Standards National Guidelines for Apprenticeship Standards
 Local Apprenticeship Standards

Cummins Inc.
1000 5th Street
Columbus, IN 47201
&

The Office Committee Union

- Occupation(s):** Electrician Maintenance (Electrical Technician) (0643)
Electronics Technician (Electronics Engineering Technician) (0169)
Machinist, Experimental (Experimental Machining Technician) (0295)
Drafter, Structural (Facilities Engineering Drafting Technician) (0139)
Maintenance Repairer Industrial (Facilities Maintenance Technician) (0311)
Instrumentation Technician (0255)
Materials Engineer (Materials Engineering Technician) (0328)
Mechanical Engineering Technician (0777)
Drafter, Mechanical (Mechanical Engineering Drafting Technician) (0136)
Programmer, Engineer & Scientific (Software Engineering Technician) (0949)

O*NET-SOC Code(s): See Appendix A RAPIDS Code(s): See Appendix A

Developed in Cooperation with the
U.S. Department of Labor
Office of Apprenticeship
Approved by the
U.S. Department of Labor
Office of Apprenticeship

Registered By: **JOHN M. DELGADO**
(For Government Use Only)

Signature: _____
*(Sign here for National or Local
Apprenticeship Standards)*

Title: *State Director, Indiana*
Office of Apprenticeship, _____

Date: _____

Registration Number: **IN040670002**

Certified By: _____
(For Government Use Only)

Signature: _____
*(Sign here for National Guidelines
for Apprenticeship Standards Only)*

Title: _____

Office of Apprenticeship _____

Date: _

Certification Number: _____

Check here if these are revised standards

Section – Title	Page
FOREWORD	4
DEFINITIONS.....	4
JOINT APPRENTICESHIP COMMITTEE	5
SUPERVISION OF APPRENTICES	8
SAFETY.....	8
EQUAL EMPLOYMENT OPPORTUNITY.....	8
AFFIRMATIVE ACTION PLAN.....	8
COMPLAINTS.....	8
COMPLAINTS PROCEDURE – 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14	8
VETERANS’ EDUCATIONAL ASSISTANCE.....	10
APPLICATIONS PROCEDURES	11
ELIGIBILITY.....	11
QUALIFICATIONS FOR APPRENTICESHIP.....	11
SELECTION PROCESS	11
NOTICE FOR THE REGISTRATION AGENCY.....	12
APPRENTICESHIP RECORDING AGREEMENT	12
TERMS OF APPRENTICESHIP.....	12
RATIO OF APPRENTICES	12
APPRENTICE HOURS / OJT REPORTING PROCEDURES	13
ON-THE-JOB TRAINING.....	13
RELATED AND SUPPLEMENTAL TRAINING (CLASSROOM).....	13
CREDIT FOR PREVIOUS EXPERIENCE; ACADEMIC AND / OR OJT	14
TRANSFER OF TRAINING.....	15

PERIODIC EVALUATION / PERFORMANCE MANAGEMENT 15

COUNSELING 16

PROBATION, WITHDRAWAL, OR REMOVAL..... 16

CONTINUITY OF EMPLOYMENT / WORK REDUCTION 18

RE-ENTERING THE PROGRAM 18

PLACEMENT..... 18

GRANTING OF CERTIFICATE OF COMPLETION 18

ADJUSTING DIFFERENCES..... 18

OFFICE APPROVAL..... 18

MODIFICATIONS..... 19

CONSULTANTS..... 19

RESPONSIBILITIES OF THE APPRENTICE 19

SIGNATURE PAGE 20

APPENDIX A 1-10 – WORK SCHEDULE.....21

APPENDIX B – ETA-671 APPRENTICESHIP AGREEMENT.....52

APPENDIX C – AFFIRMATIVE ACTION.....53

APPENDIX D – WAGES 54

APPENDIX E – OCU APPRENTICESHIP AGREEMENT 55

FOREWORD

The purpose of the Apprenticeship Program is to train apprentices in Engineering Technician occupations through scheduled OJT and related classroom training assignments. The OJT skills are gained through the guidance of skilled personnel in daily work experiences, and the necessary classroom training is provided by qualified instructors.

This program, through the cooperation of the Company and the Union, enables individuals to establish themselves in a skilled occupation and provides the Company with skilled personnel.

DEFINITIONS AS HEREIN USED

- A. "APPRENTICE" Person engaged in learning and assisting in the occupation to which he / she has been assigned under these standards, who is covered by a written agreement providing for his / her training in accordance with these standards, and who is registered with the Registration Agency.
- B. "APPRENTICE AGREEMENT" Written agreement between the Company and the person employed as an apprentice, approved and signed by the Apprentice Program Administrator, and registered with the Registration Agency.
- C. "APPRENTICE PROGRAM ADMINISTRATOR" Person employed by the Company who is assigned the responsibility to perform the duties outlined in these standards.
- D. "AVAILABLE EMPLOYEE" As defined per the bargaining unit contract.
- E. "BAD STANDING" Unsatisfactory withdrawal or removal of an apprentice from an Apprenticeship Program.
- F. "BARGAINING UNIT" Office Committee Union.
- G. "CFR" Code of Federal Regulations.
- H. "COMPANY" Cummins, Inc.
- I. "GOOD STANDING" Satisfactory and JAC agreed upon withdrawal or removal of an apprentice from an Apprenticeship Program.
- J. "HARDSHIP" Condition in which an apprentice cannot attend classes due to personal reasons.
- K. "JAC" Joint Apprenticeship Committee organized under these standards.
- L. "JAC Chairperson" Person employed by the Company who is assigned the responsibility to perform the duties outlined in these standards.
- M. "JAC Rep" Exempt and OCU employees elected to the Joint Apprenticeship Committee, representing apprentices from a specified trade.

- N. "OJT" On-the-Job training; actual hours worked or previous experience credit.
- O. "PROBATION" The state in which an apprentice is under JAC review for a period of time due to a violation of the Apprenticeship Standards.
- P. "QUALIFIED BIDDER" Existing technician currently in graduating apprentice posting trade that holds a position equal to that posting.
- Q. "REGISTRATION AGENCY" means the:
 - U.S. DEPARTMENT OF LABOR
 - OFFICE OF APPRENTICESHIP
 - 46 E. Ohio Street, Suite 528
 - Indianapolis, IN 46204
- R. "REMOVAL" Condition in which an apprentice is removed from the apprenticeship program due to violation of the apprenticeship standards.
- S. "SUPERVISOR" Person to which the apprentice reports in OneSource.
- T. "TECHNICIAN" An employee who has met the requirements of an Engineering Technician occupation.
- U. "UNION" Office Committee Union
- V. "WITHDRAWAL" Condition in which an apprentice voluntarily removes themselves from the apprenticeship program.

JOINT APPRENTICESHIP COMMITTEE

- A. The JAC will be the governing body for all OCU Apprenticeship Programs.
- B. The JAC will be composed as follows:
 - 1. Seven (minimum) management members (voting).
 - 2. Seven (minimum) OCU represented technician / associate members (voting).
 - 3. JAC Chairperson (votes only in case of a tie).
 - 4. Apprentice Program Administrator (non-voting).
 - 5. OCU Board Representative (non-voting).
- C. A quorum will be established when three OCU represented employees, three management members, and the JAC chairperson or Program Administrator are present.
- D. Each member of the JAC will be paid his / her regular rate of pay for time spent working on business of the JAC for the hours he / she would otherwise have worked.
- E. One management and one OCU represented employee will represent each active apprenticeship trade as appropriate.
- F. The role of the JAC Chairperson is outlined as such:
 - 1. To achieve consensus among voting members by influencing members to reach agreement and make the best decisions for the Company and the OCU Apprenticeship Program.
 - 2. To manage the Southern Indiana OCU Apprenticeship Program.

3. Build relationships and work closely with Southern Indiana technical leadership, the OCU JAC Program Administrator, and all JAC representatives.
 4. Develop vision and goals for OCU Apprenticeship Program.
 5. Drive the overall quality and effectiveness of the OCU Apprenticeship Program.
 6. Manage change and lead continuous improvement activities relative to OCU Apprenticeship training.
 7. Lead JAC meetings.
- G. The role of the Apprentice Program Administrator is outlined as such:
1. Substitute for JAC Chairperson when absent and votes in case of tie.
 2. Record OJT and class grades as outlined in this document.
 3. Collect agenda items from JAC members for monthly meetings.
 4. Record and publish meeting minutes of all JAC meetings.
 5. Request Apprentice Progress Reviews from managers.
 6. Notify specific JAC members of issues relating to apprentices in their trades.
 7. Inform apprentices of any violation(s) resulting in probation or removal from the program related to the requirements in this document.
 8. Notify the Registration Agency relative to their requirements of the apprenticeship program and all requirements mentioned in this document.
 9. Approving the granting of Certificates of Completion.
- H. The JAC will have the authority and responsibility for administering the Apprenticeship Standards. These duties include but are not limited to the following:
1. Planning and making changes in the training scheduled for the programs; to include hours, skills to be learned in each assigned training area, and related classroom instruction.
 2. Approving and implementing course substitutions which are consistent with the intent and purposes of the Apprenticeship Program.
 3. Recommending changes in the OCU Labor Agreement governing the Apprentice Program.
 4. Providing direction and guidance to ensure that the program structure and implementation meet the goals of the program.
 5. Regularly reviewing class availability for required academics.
 6. Approving the granting of OJT and academic credit within the guidelines of the document.
 7. Conducting a discussion with every apprentice at least once a year to see how he /she is progressing.
 8. Bringing problems to the attention of management and or the Union to ensure smooth operation of the Apprentice Program.
 9. Administer removal of an apprentice from the program for academic or performance reasons.
 10. Counseling with apprentices and supervisors to help resolve performance problems.
 11. Recommending changes in the minimum requirements for entrance into the Apprentice Program for each occupation.

SUPERVISION OF APPRENTICES

- A. An apprentice will be under the direction of the supervisor of the department / team to which he / she is assigned. Each apprentice is also responsible, indirectly, to the JAC and the Apprentice Program Administrator.
- B. All records pertaining to applications, selection and administration of this program shall be maintained by Southern Indiana Placement Services (SIPS) for five (5) years and shall be made available upon the request of the Office of Apprenticeship, United States Department of Labor or other authorized representative.

SAFETY

- A. Safety will be an important factor during the entire apprenticeship. The apprentice will receive instruction per site requirements in safety practices and he / she is required to observe all safety rules.

EQUAL EMPLOYMENT OPPORTUNITY

Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

Cummins Inc. will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

Cummins Inc. will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

AFFIRMATIVE ACTION PLAN

- A. When apprentices are registered under this program, it is understood that the Company will adopt an Affirmative Action Plan as required under Title 29, Code of Federal Regulations, Part 30. It will be attached as Appendix C.

COMPLAINTS

- A. Except for complaints concerning discrimination or other equal opportunity matters, any controversy of differences arising under an Apprenticeship Agreement which cannot be adjusted by manager and apprentice and which is not covered by a collective bargaining agreement, may be submitted in writing by an apprentice or authorized representative to the Joint Apprenticeship Chairperson, who is located in Southern Indiana. If the complaint concerns discrimination or other equal opportunity matters, the apprentice, applicant, or authorized representative may submit such complaint in writing to the Registration Agency as provided under Section 30.11 of Title 29, Code of Federal Regulations, Part 30.

COMPLAINT PROCEDURES - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

- A. If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

For all issues covered by a Collective Bargaining Agreement (CBA), apprentices must seek resolution through the applicable procedures contained in the CBA.

1. Complaints regarding discrimination. Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within 300 days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

U.S. Department of Labor, Office of Apprenticeship

46 East Ohio Street Room 511, Indianapolis, IN 46204

Telephone Number: 317-226-7001

Email Address: gray.david@dol.gov

Point of Contact: Director, Division of Registered Apprenticeship and Policy

Attn: Apprenticeship EEO Complaints

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency.

2. Other General Complaints. The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification:

Name: Joint Apprenticeship Committee

Address: CEP, 500 Central Ave, Columbus, IN 47201

Telephone Number: (800) 343-7357

Email Address: Jackie.ayers@cummins.com

Any complaint described that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency provided below in Section 3.

3. Registration Agency General Contact Information 29 CFR § 29.5(b)(17)

The Registration Agency is the United States Department of Labor's Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below (To be completed by the Registration Agency):

Name: David A. Gray, ATR

Address: US DOL – Office of Apprenticeship, 46 E. Ohio St, Rm 511
Indianapolis, IN 46204

Telephone Number: 317-226-7005

Email Address: gray.david@dol.gov

4. Reciprocity of Apprenticeship Programs 29 CFR § 29.13(b)(7)

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program standards the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

NOTE: The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.

APPLICATION PROCEDURES

- A. Applications will be available for at least two weeks and will be accepted from all persons who meet the eligibility requirements of the Standards.
- B. Applications will be taken as often as necessary or at least once per year.

ELIGIBILITY

- A. To be eligible to apply for an apprenticeship, the applicant must meet the following qualifications:
 - 1. Must be at least eighteen years of age at the time of placement in the program.
 - 2. Must have a high school diploma or equivalent (G.E.D).
 - 3. Must be able to meet physical requirements of the role with or without reasonable accommodations.
 - 4. Must submit an application containing all necessary data to the Apprenticeship Program Administrator.
 - 5. Must meet classroom entry requirements of current academic supplier.
 - 6. Must be an OCU member in a full-time position.

QUALIFICATIONS FOR APPRENTICESHIP

- A. Eligible applicants will be evaluated to determine their qualifications.
 - 1. Assessments may consist of screening procedures appropriate to the individual occupation such as: job trials, work samples, interviews, application data, etc. Once an apprentice graduates and becomes a technician, he / she cannot enter a different apprentice trade for two years.
 - 2. Applicants will be notified of their acceptance or rejection as determined by the assessment procedure. If the applicant is rejected, he / she will be given the reason for rejection.
 - 3. For all programs, qualified applicants will be placed in the pool for as long as they desire to be part of the apprenticeship program. A review to determine the applicant's desire to stay in the program will be conducted yearly. Applicants may be removed from the pool at an earlier date by their request. Applicants may also be removed from the pool by a JAC vote.

SELECTION PROCESS

- A. Selections are made from the Bargaining Unit pool. If the position is not filled from the pool, the trade may make selections from any source.
- B. When a selection is made from within the Bargaining Unit pool to fill a vacancy, the most senior qualified applicant to the trade will be offered the position.
- C. Records of the selection process and selection criteria, including the interview, will be kept for a five-year period.
- D. Information will be shared with the qualified applicant at the time of the job offer to assure his / her understanding of the program.

NOTICE TO THE REGISTRATION AGENCY

- A. The Registration Agency will be notified promptly of all new apprentices to be registered, granted credit, suspended, reinstated, extended, modified, completed, cancelled, and / or terminated for any reason under the Apprenticeship Agreement.
- B. Notice will be given to the Registration Agency and posted on all Company hiring boards. When hiring external, thirty days' notice will be given to the agency concerning:
 - 1. The nature of the apprenticeship
 - 2. The availability of apprenticeship opportunities
 - 3. The sources of apprenticeship applications and information
 - 4. The equal opportunity policy of the Company
 - 5. The eligibility requirements

APPRENTICESHIP RECORDING AGREEMENT

- A. The apprentice shall sign an agreement which shall also be signed by the Company. This agreement shall contain the apprentice's name, address, birth date, sex, and trade, starting date of apprenticeship, veteran status, and ethnic background. The apprenticeship agreement signed by the apprentice and Company shall be furnished to the Registration Agency for the purpose of registration and collection of national statistics. In the case of cancellation or suspension of the apprenticeship, the registration agency shall be notified. Every apprenticeship agreement entered into under these Standards shall contain a special clause making the terms and conditions of these Standards a part of the Apprenticeship Agreement. The following shall receive a copy of the agreement:
 - 1. The apprentice.
 - 2. The Company.
 - 3. The Registration Agency

TERMS OF APPRENTICESHIP

- A. The Apprenticeship Program, including length and content of OJT and classroom training, shall comply with the minimum requirements of the Registration Agency.
- B. The basic length of the program will be 8,000 hours of OJT and appropriate scholastic requirements as defined by each occupation including any pre-requisites.
- C. Apprentices may not bid on other Bargaining Unit positions while in the Apprenticeship Program.

RATIO OF APPRENTICES

- A. There will be no more apprentices permanently assigned to any occupation than there are qualified Technicians in that trade.
- B. When an apprentice returns from military duty, he / she may be re-employed as an apprentice even if his / her reinstatement raises the number of apprentices above the maximum allowed.

APPRENTICE HOURS / OJT REPORTING PROCEDURES

- A. Each apprentice will be required to submit a weekly time report to the Apprentice Program Administrator. This report will account for the hours worked at each specific task or area, to which the apprentice was assigned during the week.
- B. The supervisor / manager has access to this data through SharePoint site.
- C. These reports will be condensed and retained in the Apprentice Program Administrator files as part of the permanent record of each apprentice, as required by the Registration Agency.
- D. Apprentice Program Administrator will conduct a minimum of one audit per year on apprentice OJT submissions to validate accuracy. Any discrepancies will be investigated.

ON-THE-JOB TRAINING

- A. Each apprentice program will be broken down into hourly requirements for the basic skills or areas required for that trade.
- B. During the learning period, technicians of the same occupation will be available to provide guidance for each apprentice.
- C. Under supervisors' discretion, apprentices may work individually on projects with which they are familiar. Typically, this will be during the last half of their apprenticeship.
- D. An apprentice should notify his / her supervisor and / or JAC representative of any OJT training problems. It will be the responsibility of the JAC to investigate all such problems.

RELATED AND SUPPLEMENTARY TRAINING (CLASSROOM)

- A. The JAC determines classroom training and may approve deviations to the classroom training schedules to ensure quality education for the apprentice.
 - 1. If the academic requirements for a trade changes, each apprentice will be given the option to continue with the requirements upon entering the program, or the latest revision. When a revision is made, the Apprentice Program Administrator will notify apprentices of the change. Apprentice must identify which revision they will follow to the Administrator within 30 days of implementation.
 - 2. Effort shall be made to ensure classroom hours do not interfere with the apprentices' assigned shift hours. If the class is not available to accommodate the apprentices' scheduled shift, options shall be discussed and resolved between the JAC and apprentices' supervisor (i.e. approval from supervisor to flex time, approval from JAC to substitute classes, or other class deviation options).
 - 3. In the event required classes are not available at the currently enrolled school, the apprentice shall be required to notify his / her JAC Representatives.
 - 4. Apprentices shall consult with his / her JAC Representatives prior to changing schools or majors at least 30 days prior to the start of classes.

- B. Apprentices are required to complete required courses with a minimum grade of C or better.
 - 1. The grade letter for each class will be recorded from the official grades received from the school.
 - 2. Classes completed with grades of less than a C must be taken the next time they are offered.
 - 3. If a minimum grade of a C is achieved when the class is retaken, the previous grade of less than C shall be erased and replaced with the grade received.
 - 4. If a class is not completed with a grade of C or above and the class is not offered to be taken again during the next semester, the grade will remain on the academic tracker until the class can be retaken.
 - 5. If a class is not completed with a grade of C or above and the class is not offered again during his / her term of apprenticeship, alternative courses may be taken if approved in advance by the JAC.
- C. These final grades and their corresponding credit hours will be recorded as part of the permanent record of each apprentice.
- D. The company will pay tuition costs as outlined by the Cummins Tuition Assistance Policy.
- E. Apprentices will not receive wages for time spent in college / university classes.
- F. The location and quality of the classroom instruction will be approved by the JAC.
- G. Apprentices should provide tentative class schedules at least one month prior to the start of the next semester. A copy of the schedule shall be provided to the JAC trade representatives and the Program Administrator.
- H. Any deviations from the required course schedules must be approved in advance by the JAC. This includes the dropping or withdrawing from class or school.
- I. Last minute class cancellations require immediate notification to his/ her JAC Representatives and the Program Administrator. Options shall be considered, but any deviations from required course schedules must be approved in advance by the JAC.
 - 1. In the event a required course is not offered or is not reasonable, it will be the responsibility of the apprentice to find a suitable substitute to present to the JAC trade representatives for approval by the JAC.
- J. Inability to attend school for personal hardship reasons must be approved by the JAC. The JAC may grant a hardship approval during the time the apprentice is in the program. The length of time of the hardship will be at the discretion of the JAC. OJT will continue during this time.
- K. If an apprentice experiences academic issues, the apprentice may contact their JAC rep to submit a formal class withdrawal request to the JAC for approval. Each request will be reviewed and approved or denied under the discretion of the JAC but may result in the apprentice being placed on academic probation.

CREDIT FOR PREVIOUS EXPERIENCE; ACADEMIC and / or OJT

- A. An apprentice may receive credit toward the completion of the program for previous accredited academic course work and / or job-related experience directly related to the specific program.

1. Credit for previous course work and / or job-related experience may be granted by the JAC upon request of the apprentice within one year of completion of a course, or acceptance into the program. If the approved courses and / or OJT requirements change, credit for previous course work and / or job-related experience may be granted at any time.
2. Course grades of less than a C will not be considered for credit.
3. Credit will only be given for required or approved courses in the apprentice's respective occupation.
4. All credit is subject to approval by the JAC. Any documentation or verification needed by the JAC is to be furnished by the apprentice.
5. Credit for the course work and / or job-related experience obtained during times of layoff or reduction in the trade may be granted upon request of the apprentice and / or the JAC within 60 days of recall to his / her specific occupation.

TRANSFER OF TRAINING

- A. Upon request by the apprentice, the JAC will provide OJT documentation, even if the apprentice is no longer employed by Cummins.

PERIODIC EVALUATION / PERFORMANCE MANAGEMENT

- A. A Progress Review process shall be performed (two times per year) for each apprentice in March and September.
- B. The Progress Review shall be documented on a common form to be used for all apprentice trades.
- C. The supervisor shall provide feedback on the form and share the feedback with the apprentice(s) for which he / she is responsible.
- D. The supervisor shall email the completed review form to the Program Administrator and include the apprentice on the email.
- E. The Program Administrator shall ensure all forms are made available for the apprentice trade reps to review.
- F. The trade reps are responsible for identifying any issues in the performance review and bring these to the attention of the JAC Chairperson.
- G. The JAC Chairperson, OCU Board Representative, and appropriate trade reps shall determine if action is needed to correct any performance issues. It is the responsibility of the trade reps to contact the originator of the review for more discussion if needed.
- H. If necessary, the apprentice may be placed on probationary status.
- I. If an apprentice is placed on probation status, then the specific reasons for probation and length of time shall be documented and communicated as defined in Section "Probation, Withdrawal, or Removal".

COUNSELING

- A. The Supervisor, JAC member, and / or apprentice will notify the JAC of any OJT and / or

academic problems. The JAC will offer OJT and academic counseling if appropriate.

PROBATION, WITHDRAWAL, OR REMOVAL

- A. The apprentice, JAC members (OCU and exempt) JAC Chairperson, apprentice's supervisor, and OCU E-Board rep will be notified when an apprentice is placed on probation, withdraws, or is removed from the program.

Probation: The state in which an apprentice is under JAC review for a period of time due to a violation of the Apprenticeship Standards. Probation provides an opportunity for the apprentice to correct some expectation issue. It should serve as clear straight forward feedback that something needs improved for the apprentice to remain in the program.

- a. An apprentice can be placed on Academic Probation automatically for failing to meet the academic requirements of the JAC standards.
 - b. Examples of automatic Academic Probation are listed below but are not limited to
 1. Apprentices must achieve a minimum grade of C for any class taken and failure to achieve this minimum class grade will place the apprentice on probation.
 2. Final grades must be submitted to the Program Administrator by each apprentice no later than 15 working days after the end of the school's semester completion date. Failure to do so places the apprentice on probation.
 3. Dropping or switching a class without JAC permission
 4. Failure to sign up for classes without JAC permission
 - c. An apprentice may be placed on performance-based probation for failing to meet the standards of the OJT requirement, he / she will be put on probation and counseled by the JAC Trade Reps and the JAC Chairperson. A straightforward improvement plan with achievable time bound goals will be put in place for the apprentice to complete.
 - d. Performance based probation must be agreed to by a majority of the following individuals.
 1. The apprentice's supervisor
 2. The trades JAC reps
 3. JAC Chairperson
 4. OCU E-Board rep
 - e. The apprentice will not be allowed to move to the next OJT assignment, will not advance in pay, and will retake the current OJT assignment.
 - f. While on probation, failure to meet the standards of the improvement plan will result in removal from the program.
2. Withdrawal: Condition in which an apprentice voluntarily removes themselves from the Apprenticeship Program.
- a. An apprentice wishing to withdraw from the Apprentice Program must appear before the JAC to explain the reasons for withdrawal. If

the apprentice is unable to appear, he / she may designate a representative to appear in their place. The JAC must approve the request in order for the apprentice to withdraw in good standing. Deviations from the above will result in the apprentice withdrawing in bad standing.

3. Removal: Condition in which an apprentice is removed from the Apprenticeship Program due to a violation of the Apprenticeship Standards.
 - a. Any apprentice removed from the program will be removed as Bad Standing.
 - b. An apprentice may be removed from the program for just cause such as but not limited to unsatisfactory work.
 - c. Apprentices may be removed from the program under provisions of the OCU Labor Agreement, Remedial Process.
 - d. Apprentices may be removed from the program if they reach disciplinary step 3 of the current OCU Attendance Policy.
 - e. An apprentice that receives additional probation status while already on probation will be removed from the Apprenticeship Program and designated as an Available Employee.
 - f. An Apprentice that has been on probation status for a total of three different times will be removed from the Apprenticeship Program and designated as an Available Employee.
 - g. If an apprentice retakes a course in which they originally received a grade of less than a C for the second time (including a direct substitute) he / she will be removed from the program.
 - h. In the event an apprentice fails to maintain status as a student in good standing at an educational institution approved by the JAC, and there are no alternatives that the JAC can recommend, the apprentice will be removed from the program.
 - i. If final grades are not submitted to the Apprentice Program Administrator within 30 working days after the end of the semester, the apprentice will be removed from the program.

CONTINUITY OF EMPLOYMENT / WORK REDUCTION

- A. When apprentice positions are removed through layoff, or are abolished through re-organization or reduction in force, apprentices will be removed per the process outlined in the current OCU agreement.

RE-ENTERING THE PROGRAM

- A. Apprentices removed or withdrawn in bad standing from the program may re-enter the program after: sitting out a minimum of one year, providing documented evidence of correcting the reason for removal or withdrawal, and obtaining approval from the JAC.
- B. An apprentice who voluntarily requests removal from the apprenticeship

program must follow the standard entry procedures.

PLACEMENT

- A. The company will declare a vacancy within the applicable occupation when an apprentice completes 7600 hours and 100 percent of academic requirements.
- B. The company will create a special posting for the purpose of placing graduating apprentices within the applicable trade. Apprentices for whom the posting were created are required to bid on that position and will be placed on the posted positions, or position openings created by an existing technician active within the trade who bids on and fills the special posting.
- C. The graduating apprentice, for purpose of filling the posted vacancy, will be considered to have the full rights of a technician within the applicable occupation with regard to bidding rights and seniority. In the event there are no qualified bidders within the occupation, the graduating apprentices will be selected and placed by seniority. If he / she is unsuccessful in bidding, he / she will be placed on the job the successful bidder vacates.
- D. Specified graduating apprentices will be held to an 18-month bid restriction when notified prior to entering the apprenticeship program. The bid restriction can be waived at the discretion of the hiring manager.

GRANTING OF CERTIFICATE OF COMPLETION

- A. Upon the successful completion of the apprenticeship program under these Standards, the Office of Apprenticeship will notify the Department of Labor to issue the apprentice a Certificate of Completion of Apprenticeship. Said Certificate shall be signed by the Secretary, U.S. Department of Labor and Administrator, and Office of Apprenticeship.

ADJUSTING DIFFERENCES

- A. Apprentices are expected to take up individual concerns, problems, or issues with the JAC. Issues such as class schedule, OJT rotation, tutoring assistance, or any other question or concern regarding the apprenticeship training program should be directed to your JAC representative. You may also contact the Apprenticeship Administrator for guidance.

OFFICE APPROVAL

- A. After the Company has officially approved these Standards, they will be submitted to the Registration Agency for registration and approval.
- B. The Company may request cancellation of the Program at any time through written notification to the Registration Agency. De-registration of the Program may be affected by the Agency for failure to abide by the provisions herein.
- C. Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the JAC will notify each apprentice of the cancellation and the effect of the same.

MODIFICATIONS

- A. These Standards may be modified at any time if deemed necessary. The Registration Agency shall be advised of any and all modifications.
- B. Modifications shall not alter any apprenticeship in force without the consent of all parties concerned.
- C. If in the future, the Company decides to add, eliminate or combine one or more occupations, the Company will inform the Union thirty (30) days in advance as to the business reasons for and the nature of the changes.

CONSULTANTS

- A. Consultants on apprenticeship shall attend meetings upon request of the Company and render such assistance that will aid the improvement of the preparation of the apprentice. Consultants will be asked to participate without vote in conference on special problems related to apprenticeship training which affect the agencies they represent. The recognized agency for consultation on apprentice training is the Office of Apprenticeship, United States Department of Labor.

RESPONSIBILITIES OF THE APPRENTICE

- A. Apprentices, having read these Standards formulated by the JAC and signed an Apprenticeship Agreement with the Committee, agree to all the terms and conditions contained therein and agree to abide by the Committee's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Committee may deem necessary to become a Technician.
- B. In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the Apprenticeship Program:
 - 1. Perform the rotation expectations of the occupation assigned by the apprenticeship program in accordance with the provisions of these Standards.
 - 2. Attend and satisfactorily complete the required hours in the OJT and in related classroom instruction in subjects related to the occupation as provided under these Standards.
 - 3. Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by the JAC.

OFFICIALLY ADOPTED BY

The Southern Indiana OCU Joint Apprenticeship Committee of Cummins Inc., hereby adopts these Standards of Apprenticeship on this ____ Day of _____, 2021.

Representing the OCU Joint Apprenticeship Committee:

Company Official

Union Official

Printed Name

Printed Name

Date

Date

APPENDIX A-1

WORK PROCESS SCHEDULE

Electrician Maintenance (Electrical Technician)

O*NET-SOC CODE: 47-2111.00 RAPIDS CODE: 0643

This schedule is attached to and a part of these Standards for the above identified occupation.

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years with an OJT attainment of 8000 hours, supplemented by the minimum required 45 credit hours of related instruction.

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker(s).

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$30.00.

OJT	Classes	Wage Increase
0 - 999	0%	Starting: \$26.00
1000 - 1999	12.5%	\$ 0.50
2000 - 2999	25%	\$ 0.50
3000 - 3999	37.5%	\$ 0.50
4000 - 4999	50%	\$ 0.50
5000 - 5999	62.5%	\$ 0.50
6000 - 6999	75%	\$ 0.50
7000 - 7999	87.5%	\$ 0.50
8000	100%	\$ 0.50

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 26 weeks.

SELECTION PROCEDURES

- A. Selections are made from the Bargaining Unit pool. If the position is not filled from the pool, the trade may make selections from any source.
- B. When a selection is made from within the Bargaining Unit pool to fill a vacancy, the most senior qualified applicant to the trade will be offered the position.
- C. Records of the selection process and selection criteria, including the interview, will be kept for a five-year period.
- D. Information will be shared with the qualified applicant at the time of the job offer to assure his / her understanding of the program.

WORK PROCESS SCHEDULE

Electrician Maintenance (Electrical Technician)

O*NET-SOC CODE: 47-2111.00 RAPIDS CODE: 0643**Work Process Schedule:****Approximate Hours:**

Building Maintenance	500
Machine Maintenance	1000
Equipment	800
Safety	200
Blueprints & Schematics	500
Electrical	2600
Electronics	1500
Hydraulics	200
Fabrication	500
Pneumatics	200

TOTAL MINIMUM HOURS 8000**RELATED INSTRUCTION OUTLINE**

Electrician Maintenance (Electrical Technician)

O*NET-SOC CODE: 47-2111.00 RAPIDS CODE: 0643**Related Instruction Descriptions:****Approximate Hours:**

Ivy Tech			
	Course	Contact Hours	Credit Hours
	Math 100 - Intermediate Algebra	48	3
	INDT 104 - Fluid Power Basics	48	3
	MATH 136 - College Algebra	48	3
	INDT 106 - Intro to Workplace Safety	48	3
	PHYS 100 or PHYS 101	48	3
	MPRO 102 - Intro to Print Reading	48	3
	INDT 113 - Basic Electricity	48	3
	HVAC 101 - Heating Fundamentals *	48	3
	INDT 103 - Motors & Motor Controls	48	3
	INDT 100 - Computer Fundamentals for Tech	48	3
	INDT 203 - Machine Maintenance / Installation	48	3

	INDT 205 - Programmable Controllers I	48	3
	INDT 125 - Industrial Wiring Principles	48	3
<i>Choose 2 of these 3 options...</i>	INDT 206 - Programmable Controllers II	48	3
	ADMF 222 - Automation - Mechatronics Pressurized Systems	48	3
	Elective	48	3

TOTAL MINIMUM HOURS 1024 45

APPENDIX A-2

WORK PROCESS SCHEDULE

Electronics Technician (Electronics Engineering Technician)

O*NET-SOC CODE: 17-3023.01 RAPIDS CODE: 0169

This schedule is attached to and a part of these Standards for the above identified occupation.

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years with an OJT attainment of 8000 hours, supplemented by the minimum required 37-39 credit hours of related instruction.

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker(s).

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$30.00.

OJT	Classes	Wage Increase
0 - 999	0%	Starting: \$26.00
1000 - 1999	12.5%	\$ 0.50
2000 - 2999	25%	\$ 0.50
3000 - 3999	37.5%	\$ 0.50
4000 - 4999	50%	\$ 0.50
5000 - 5999	62.5%	\$ 0.50
6000 - 6999	75%	\$ 0.50
7000 - 7999	87.5%	\$ 0.50
8000	100%	\$ 0.50

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 0 weeks.

SELECTION PROCEDURES

- A. Selections are made from the Bargaining Unit pool. If the position is not filled from the pool, the trade may make selections from any source.
- B. When a selection is made from within the Bargaining Unit pool to fill a vacancy, the most senior qualified applicant to the trade will be offered the position.
- C. Records of the selection process and selection criteria, including the interview, will be kept for a five-year period.
- D. Information will be shared with the qualified applicant at the time of the job offer to assure his / her understanding of the program.

WORK PROCESS SCHEDULE

Electronics Technician (Electronics Engineering Technician)

O*NET-SOC CODE: 17-3023.01 RAPIDS CODE: 0169

Work Process Schedule:

Approximate Hours:

Soldering and Assembly	200
Breadboarding	400
Wiring Harness	480
Panel and Housing	600
Documentation	480
Test Hardware	2000
Instrumentation and Equipment	1560
Analysis and Troubleshooting	1600
Computer Application	480
Orientation	200

TOTAL MINIMUM HOURS 8000

RELATED INSTRUCTION OUTLINE

Electronics Technician (Electronics Engineering Technician)

O*NET-SOC CODE: 17-3023.01 RAPIDS CODE: 0169

Related Instruction Descriptions:

Approximate Hours:

Ivy Tech		
Course	Contact Hours	Credit Hours
MATH 137 - Trig / Analytical Geometry	48	3
DESN 103 - CAD Fundamentals	48	3
EECT 111 - Intro to Circuits Analysis	64	4
EECT 112 - Digital Fundamentals	48	3
EECT 121 - Electronics Circuit Analysis	64	4
EECT 122 - Digital Applications	64	4
EECT 128 - Intro to C Programming	48	3
EECT 211 - AC Circuit Analysis	64	4
EECT 222 - Intro to Microcontrollers	64	4
EECT 221 - Solid State	64	4

ENGL 211 - Technical Writing	48	3
------------------------------	----	---

TOTAL MINIMUM HOURS 624

39

IUPUC		
Course	Contact Hours	Credit Hours
MATH 153 - Algebra & Trig I	These 3 courses must be completed prior to program entry	NA
MATH 154 - Algebra & Trig II		NA
ENG W131 - English Composition		NA
ECET 107 - Intro to Circuit Analysis	64	4
ECET 157 - Electronic Circuit Analysis	64	4
ECET 164 - Applied Object Oriented Programming	48	3
ECET 207 - AC Electronics Circuit Analysis	64	4
ECET 109 - Digital Fundamentals	48	3
TCM 220 - Technical Report Writing	48	3
ECET 155 - Digital Fundamentals II	48	3
CGT 120 - Electrical & Electronic Drafting	32	2
ECET 209 - Intro to Microcontrollers	64	4
ECET 234 - PC Systems 1	48	3
ECET 231 - Electrical Power & Controls	64	4

TOTAL MINIMUM HOURS 592

37

IUPUC
4601 Central Avenue
Columbus, IN 47203

Campus: 812.348.7311
Admissions: 812.348.7390

APPENDIX A-3

WORK PROCESS SCHEDULE

Machinist, Experimental (Experimental Machining Technician)

O*NET-SOC CODE: 51-4041.00 RAPIDS CODE: 0295

This schedule is attached to and a part of these Standards for the above identified occupation.

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years with an OJT attainment of 8000 hours, supplemented by the minimum required 37 credit hours of related instruction.

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker(s).

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$30.00.

OJT	Classes	Wage Increase
0 - 999	0%	Starting: \$26.00
1000 - 1999	12.5%	\$ 0.50
2000 - 2999	25%	\$ 0.50
3000 - 3999	37.5%	\$ 0.50
4000 - 4999	50%	\$ 0.50
5000 - 5999	62.5%	\$ 0.50
6000 - 6999	75%	\$ 0.50
7000 - 7999	87.5%	\$ 0.50
8000	100%	\$ 0.50

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 0 weeks.

SELECTION PROCEDURES

- A. Selections are made from the Bargaining Unit pool. If the position is not filled from the pool, the trade may make selections from any source.
- B. When a selection is made from within the Bargaining Unit pool to fill a vacancy, the most senior qualified applicant to the trade will be offered the position.
- C. Records of the selection process and selection criteria, including the interview, will be kept for a five-year period.
- D. Information will be shared with the qualified applicant at the time of the job offer to assure his / her understanding of the program.

WORK PROCESS SCHEDULE

Machinist, Experimental (Experimental Machining Technician)

O*NET-SOC CODE: 51-4041.00 RAPIDS CODE: 0295**Work Process Schedule:****Approximate Hours:**

Layout, Inspection, Fabrication	250
Saws	150
Manual Drill & Mills (Vertical)	2200
Manual Lathes	2200
Horizontal Mill	150
Manual Grinder	50
2 Axis CNC	1000
3 Axis CNC	1000
Additive Manufacturing - 3D Printing	40
CNC Grinder	160
CNC Multi-Axis Mill / Turn	200
Wire EDM	250
EDM Sinker / Hole Drill	350

TOTAL MINIMUM HOURS 8000**RELATED INSTRUCTION OUTLINE**

Machinist, Experimental (Experimental Machining Technician)

O*NET-SOC CODE: 51-4041.00 RAPIDS CODE: 0295**Related Instruction Descriptions:****Approximate Hours:**

Ivy Tech		
Course	Contact Hours	Credit Hours
MATH 137 - Trigonometry with Analytic Geometry	48	3
MPRO 102 - Intro to Print Reading	48	3
COMM 104 -Workplace Communications	48	3
METC 105 - Intro to Engineering Technology	48	3
DESN 101 - Intro to Design Technology	48	3
MPRO 227 - Geometric Tolerance & Dimensioning	48	3
METC 143 - Materials & Processes	48	3

PHYS 100 - Introductory Physics	64	4
Elective	48	3
Elective	48	3
Elective	48	3
Elective	48	3

TOTAL MINIMUM HOURS 592

37

Purdue Polytechnic		
Course	Contact Hours	Credit Hours
MA 153 - Algebra & Trig I	48	3
MA 154 - Algebra & Trig II	48	3
MET 143 - Materials & Processes I	64	3
CGT 110 - Technical Graphics Comm.	96	3
ENGT 180 - Engineering Technology Foundations	48	3
ENGT 181 - Engineering Technology Foundations	16	1
W131 - Elementary Composition I	48	3
MET 111 - Applied Statics	48	3
MET 211 - Applied Strength of Materials	80	4
MET 245 - Manufacturing Systems	64	3
Internal Course: Geometric Dimensioning & Tolerancing (GD&T)	NA	NA
Elective	48	3
Elective	48	3
Elective	48	3

TOTAL MINIMUM HOURS

704

38

Purdue Polytechnic Columbus
 AMCE Building
 4444 Kelly Street
 Columbus, IN 47203

techcolumbus@purdue.edu
 Phone: 812-348-2041

APPENDIX A-4

WORK PROCESS SCHEDULE

Drafter, Structural (Facilities Engineering Drafting Technician)

O*NET-SOC CODE: 17-3011.01 RAPIDS CODE: 0139

This schedule is attached to and a part of these Standards for the above identified occupation.

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years with an OJT attainment of 8000 hours, supplemented by the minimum required 36 credit hours of related instruction.

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker(s).

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$30.00.

OJT	Classes	Wage Increase
0 - 999	0%	Starting: \$26.00
1000 - 1999	12.5%	\$ 0.50
2000 - 2999	25%	\$ 0.50
3000 - 3999	37.5%	\$ 0.50
4000 - 4999	50%	\$ 0.50
5000 - 5999	62.5%	\$ 0.50
6000 - 6999	75%	\$ 0.50
7000 - 7999	87.5%	\$ 0.50
8000	100%	\$ 0.50

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 26 weeks.

SELECTION PROCEDURES

- A. Selections are made from the Bargaining Unit pool. If the position is not filled from the pool, the trade may make selections from any source.
- B. When a selection is made from within the Bargaining Unit pool to fill a vacancy, the most senior qualified applicant to the trade will be offered the position.
- C. Records of the selection process and selection criteria, including the interview, will be kept for a five-year period.
- D. Information will be shared with the qualified applicant at the time of the job offer to

assure his / her understanding of the program.

WORK PROCESS SCHEDULE

Drafter, Structural (Facilities Engineering Drafting Technician)

O*NET-SOC CODE: 17-3011.01 RAPIDS CODE: 0139

Work Process Schedule:

Approximate Hours:

Training	500
P&IDs for Major Systems	500
Instrumentation/Control/Electrical Drawings	2000
2D Drawings	2000
3D Drawings	3000

TOTAL MINIMUM HOURS 8000

RELATED INSTRUCTION OUTLINE

Drafter, Structural (Facilities Engineering Drafting Technician)

O*NET-SOC CODE: 17-3011.01 RAPIDS CODE: 0139

Related Instruction Descriptions:

Approximate Hours:

Ivy Tech		
Course	Contact Hours	Credit Hours
DESN 101 - Intro to Design Technology	48	3
MATH 136 - College Algebra	48	3
ENGL 111 - English Composition	48	3
MATH 137 - Trig / Analytic Geometry	48	3
COMM 101 - Fundamentals of Public Speaking	48	3
DESN 104 - Mechanical Graphics	48	3
DESN 113 - 2D Computer-Aided Design	48	3
EECT 111 - Basic Electricity	48	3
DESN 206 - Mechanical & Electrical Equipment	48	3
INDT 203 - Machine Maintenance / Installation	48	3
Internal Course: CAD Practice & Procedures	NA	NA
Internal Course: Geometric Dimensioning & Tolerancing (GD&T)	NA	NA

Elective	48	3
Elective	48	3

TOTAL MINIMUM HOURS **576**

36

APPENDIX A-5

WORK PROCESS SCHEDULE

Maintenance Repair Industrial (Facilities Maintenance Technician)

O*NET-SOC CODE: 49-9071.00 RAPIDS CODE: 0311

This schedule is attached to and a part of these Standards for the above identified occupation.

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years with an OJT attainment of 8000 hours, supplemented by the minimum required 48 credit hours of related instruction.

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker(s).

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$30.00.

OJT	Classes	Wage Increase
0 - 999	0%	Starting: \$26.00
1000 - 1999	12.5%	\$ 0.50
2000 - 2999	25%	\$ 0.50
3000 - 3999	37.5%	\$ 0.50
4000 - 4999	50%	\$ 0.50
5000 - 5999	62.5%	\$ 0.50
6000 - 6999	75%	\$ 0.50
7000 - 7999	87.5%	\$ 0.50
8000	100%	\$ 0.50

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 26 weeks.

SELECTION PROCEDURES

- A. Selections are made from the Bargaining Unit pool. If the position is not filled from the pool, the trade may make selections from any source.
- B. When a selection is made from within the Bargaining Unit pool to fill a vacancy, the most senior qualified applicant to the trade will be offered the position.
- C. Records of the selection process and selection criteria, including the interview, will be kept for a five-year period.
- D. Information will be shared with the qualified applicant at the time of the job offer to assure his / her understanding of the program.

WORK PROCESS SCHEDULE

Maintenance Repair Industrial (Facilities Maintenance Technician)

O*NET-SOC CODE: 49-9071.00 RAPIDS CODE: 0311**Work Process Schedule:****Approximate Hours:**

Building/Facility Maintenance	800
Equipment Maintenance	800
Tools and Safety	100
Blueprints & Schematics	100
Electrical	2000
Heating and Refrigeration	2000
Fabrication	200
Mechanical	2000

TOTAL MINIMUM HOURS 8000**RELATED INSTRUCTION OUTLINE**

Maintenance Repair Industrial (Facilities Maintenance Technician)

O*NET-SOC CODE: 49-9071.00 RAPIDS CODE: 0311**Related Instruction Descriptions:****Approximate Hours:**

Ivy Tech		
Course	Contact Hours	Credit Hours
MATH 100 - Intermediate Algebra	48	3
INDT 104 - Fluid Power Basics	64	3
INDT 103 - Motors & Motor Controls	64	3
MATH 136 - College Algebra	48	3
INDT 106 - Intro to Workplace Safety	64	3
PHYS 100 or PHYS 101	64	3
MPRO 102 - Intro to Print Reading	64	3
INDT 113 - Basic Electricity	64	3
INDT 203 - Machine Maintenance Installation	64	3
HVAC 101 - Heating Fundamentals *	64	3
INDT 114 - Intro to Welding	64	3
HVAC 103 - Refrigeration 1 *	64	3
HVAC 201 - Cooling Services	64	3

Elective	48-64	3
Elective	48-64	3
Elective	48-64	3

TOTAL MINIMUM HOURS **944-992** **48**

APPENDIX A-6

WORK PROCESS SCHEDULE

Instrumentation Technician

O*NET-SOC CODE: 17-3023.01 RAPIDS CODE: 0255

This schedule is attached to and a part of these Standards for the above identified occupation.

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years with an OJT attainment of 8000 hours, supplemented by the minimum required 35-39 credit hours of related instruction.

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker(s).

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$30.00.

OJT	Classes	Wage Increase
0 - 999	0%	Starting: \$26.00
1000 - 1999	12.5%	\$ 0.50
2000 - 2999	25%	\$ 0.50
3000 - 3999	37.5%	\$ 0.50
4000 - 4999	50%	\$ 0.50
5000 - 5999	62.5%	\$ 0.50
6000 - 6999	75%	\$ 0.50
7000 - 7999	87.5%	\$ 0.50
8000	100%	\$ 0.50

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 26 weeks.

SELECTION PROCEDURES

- A. Selections are made from the Bargaining Unit pool. If the position is not filled from the pool, the trade may make selections from any source.
- B. When a selection is made from within the Bargaining Unit pool to fill a vacancy, the most senior qualified applicant to the trade will be offered the position.
- C. Records of the selection process and selection criteria, including the interview, will be kept for a five-year period.
- D. Information will be shared with the qualified applicant at the time of the job offer to assure his / her understanding of the program.

WORK PROCESS SCHEDULE

Instrumentation Technician

O*NET-SOC CODE: 17-3023.01 RAPIDS CODE: 0255**Work Process Schedule:****Approximate Hours:**

Training Classes	78
Turbo Lab	120
Head Room	120
Fuel Systems	480
Noise Lab	400
CTC Pilot Center	480
Engine Group 1 BA	240
Engine Group 2 TC	360
OLY Instrumentation	480
CIC	480
Emissions West	320
Emissions Cart Repair	800
Experimental Mechanics	1000
Test Systems 1	1080
Test Systems 2	1082
Advanced Engineering	480

TOTAL MINIMUM HOURS 8000**RELATED INSTRUCTION OUTLINE**

Instrumentation Technician

O*NET-SOC CODE: 17-3023.01 RAPIDS CODE: 0255**Related Instruction Descriptions:****Approximate Hours:**

Ivy Tech		
Course	Contact Hours	Credit Hours
MATH 137 - Trig / Analytical Geometry	48	3
COMM 101 - Fundamentals of Public Speaking	48	3
PHYS 101 - Physics I	48	3
EECT 111 - Intro to Circuit Analysis	64	4
EECT 112 - Digital Fundamentals	48	3
EECT 121 - Electronics Circuit Analysis	64	4

EECT 122 - Digital Applications	64	4
Elective 1	48	3
Elective 2	48	3
Elective 3	48	3
Elective 4	48	3
Elective 5	48	3

TOTAL MINIMUM HOURS **944-992**

39

Purdue Polytechnic		
Course	Contact Hours	Credit Hours
MATH 153 - Algebra & Trig I	NA	NA
MATH 154 - Algebra & Trig II	48	3
MATH - 158 Precalculus		
MA16010 Applied Calculus	48	3
PHYS220 - General Physics	64	4
ENGT 180 - ENG Tech Foundations	48	3
ENGT 181 - ENG Tech Applications	16	1
ECET 224 - Electronic Systems	48	3
ECET 30201/MET284- Intro to Industrial Controls	48	3
ECET 327 - Instrumentation and DAQ	48	3
Oral Communication Elective	48	3
Programing Elective	48	3
Programing Elective	48	3
Technology Elective	48	3

TOTAL MINIMUM HOURS **560**

35

Purdue Polytechnic Columbus
 AMCE Building
 4444 Kelly Street
 Columbus, IN 47203

techcolumbus@purdue.edu
 Phone: 812-348-2041

APPENDIX A-7

WORK PROCESS SCHEDULE

Materials Engineer (Materials Engineering Technician)

O*NET-SOC CODE: 17-2131.00 RAPIDS CODE: 0328

This schedule is attached to and a part of these Standards for the above identified occupation.

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years with an OJT attainment of 8000 hours, supplemented by the minimum required 40 credit hours of related instruction.

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker(s).

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$30.00.

OJT	Classes	Wage Increase
0 - 999	0%	Starting: \$26.00
1000 - 1999	12.5%	\$ 0.50
2000 - 2999	25%	\$ 0.50
3000 - 3999	37.5%	\$ 0.50
4000 - 4999	50%	\$ 0.50
5000 - 5999	62.5%	\$ 0.50
6000 - 6999	75%	\$ 0.50
7000 - 7999	87.5%	\$ 0.50
8000	100%	\$ 0.50

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 0 weeks.

SELECTION PROCEDURES

- A. Selections are made from the Bargaining Unit pool. If the position is not filled from the pool, the trade may make selections from any source.
- B. When a selection is made from within the Bargaining Unit pool to fill a vacancy, the most senior qualified applicant to the trade will be offered the position.
- C. Records of the selection process and selection criteria, including the interview, will be kept for a five-year period.
- D. Information will be shared with the qualified applicant at the time of the job offer to assure his / her understanding of the program.

WORK PROCESS SCHEDULE

Materials Engineer (Materials Engineering Technician)

O*NET-SOC CODE: 17-2131.00 RAPIDS CODE: 0328**Work Process Schedule:****Approximate Hours:**

General Procedures	920
Training Courses	120
Mechanical & Physical Properties	2120
Bulk Materials/Fracture Analysis	2120
Surface Property Analysis	2120
Non-Destructive Evaluation	600

TOTAL MINIMUM HOURS 8000**RELATED INSTRUCTION OUTLINE**

Materials Engineer (Materials Engineering Technician)

O*NET-SOC CODE: 17-2131.00 RAPIDS CODE: 0328**Related Instruction Descriptions:****Approximate Hours:**

Ivy Tech		
Course	Contact Hours	Credit Hours
ENG 111 - Elementary Composition I	48	3
MATH 136 - College Algebra	48	3
MATH 137 - Trig. An.	48	3
METC 105 - Intro Engineering Technology	48	3
ENGT 120 - Engineering Concepts Technology	48	3
CHEM 111 - Chemistry I	64	4
METC 143 - Materials and Processes	48	3
INDT 120 - Metallurgy Fun. or MPRO 205 - Man. Metals	48	3
Elective	48	3
Elective	48	3
Elective	48	3
Elective	48	3
Elective	48	3

TOTAL MINIMUM HOURS 640**40**

Purdue Polytechnic

Course	Contact Hours	Credit Hours
MA 153 - Algebra & Trig I	48	3
W 131 - Elementary Composition	48	3
MA 154 - Algebra & Trig II	48	3
ENGT 180 - Engineering Technology Foundations	48	3
ENGT 181 - Engineering Technology Applications	16	1
CHEM C101 - Elementary Chemistry 1	48	3
CHEM C121 - Elementary Chemistry 1 Lab	32	2
MET 143 - Materials & Processes I	64	3
MET 144 - Materials & Processes II	64	3
Elective	48	3
Elective	48	3
Elective	48	3
Elective	64	4
Elective	48	3

TOTAL MINIMUM HOURS **672**

40

Purdue Polytechnic Columbus
 AMCE Building
 4444 Kelly Street
 Columbus, IN 47203

techcolumbus@purdue.edu
 Phone: 812-348-2041

APPENDIX A-8

WORK PROCESS SCHEDULE

Mechanical Engineering Technician

O*NET-SOC CODE: 17-3027.00 RAPIDS CODE: 0777

This schedule is attached to and a part of these Standards for the above identified occupation.

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years with an OJT attainment of 8000 hours, supplemented by the minimum required 35 credit hours of related instruction.

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker(s).

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$30.00.

OJT	Classes	Wage Increase
0 - 999	0%	Starting: \$26.00
1000 - 1999	12.5%	\$ 0.50
2000 - 2999	25%	\$ 0.50
3000 - 3999	37.5%	\$ 0.50
4000 - 4999	50%	\$ 0.50
5000 - 5999	62.5%	\$ 0.50
6000 - 6999	75%	\$ 0.50
7000 - 7999	87.5%	\$ 0.50
8000	100%	\$ 0.50

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 26 weeks.

SELECTION PROCEDURES

- A. Selections are made from the Bargaining Unit pool. If the position is not filled from the pool, the trade may make selections from any source.
- B. When a selection is made from within the Bargaining Unit pool to fill a vacancy, the most senior qualified applicant to the trade will be offered the position.
- C. Records of the selection process and selection criteria, including the interview, will be kept for a five-year period.
- D. Information will be shared with the qualified applicant at the time of the job offer to assure his / her understanding of the program.

WORK PROCESS SCHEDULE

Mechanical Engineering Technician

O*NET-SOC CODE: 17-3027.00 RAPIDS CODE: 0777**Work Process Schedule:****Approximate Hours:**

Engine Group I	1440
Engine Group II	5040
Emissions	80
Instrumentation	240
Test Technology	160
Fuel Systems	800
Applied Mechanics	240

TOTAL MINIMUM HOURS 8000**RELATED INSTRUCTION OUTLINE**

Mechanical Engineering Technician

O*NET-SOC CODE: 17-3027.00 RAPIDS CODE: 0777**Related Instruction Descriptions:****Approximate Hours:**

Ivy Tech		
Course	Contact Hours	Credit Hours
MATH 136 - College Algebra	48	3
EECT 111 - Intro to Circuit Analysis	80	4
MATH 137 - Trig / Analytic Geometry	48	3
METC 105 - Intro to Engineering Technology	48	3
METC 111 - Statics	48	3
METC 230 - Fluid Power	48	3
METC 143 - Materials & Processes	48	3
PHYS 101 - Physics I	80	4
Internal Course: Cyflex 101	NA	NA
Internal Course: Intro to Indicom	NA	NA
Internal Course: Fundamentals of Engine Performance	NA	NA
Elective	48	3
Elective	48	3

Elective	48	3
----------	----	---

TOTAL MINIMUM HOURS **592**

35

Purdue Polytechnic		
Course	Contact Hours	Credit Hours
MA 153 - Algebra & Trig I	48	3
MA 154 - Algebra & Trig II	48	3
MA 16010 - Calculus I	48	3
ENGT 180 - Engineering Technology Foundations	48	3
ENGT 181 - Engineering Technology Applications	12	1
MET 11100 - Applied Statics	48	3
MET 230 - Fluid Power	48	3
MET 143 - Materials & Processes	48	3
PHYS 22000 - Physics I	80	4
ECET 22400 - Electronic Systems	48	3
Internal Course: Cyflex 101	NA	NA
Internal Course: Intro to Indicom	NA	NA
Internal Course: Fundamentals of Engine Performance	NA	NA
Elective	48	3
Elective	48	3

TOTAL MINIMUM HOURS **572**

35

Purdue Polytechnic Columbus
 AMCE Building
 4444 Kelly Street
 Columbus, IN 47203

techcolumbus@purdue.edu
 Phone: 812-348-2041

APPENDIX A-9

WORK PROCESS SCHEDULE

Drafter, Mechanical (Mechanical Engineering Drafting Technician)

O*NET-SOC CODE: 17-3013.00 RAPIDS CODE: 0136

This schedule is attached to and a part of these Standards for the above identified occupation.

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years with an OJT attainment of 8000 hours, supplemented by the minimum required 33-37 credit hours of related instruction.

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker(s).

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$30.00.

OJT	Classes	Wage Increase
0 - 999	0%	Starting: \$26.00
1000 - 1999	12.5%	\$ 0.50
2000 - 2999	25%	\$ 0.50
3000 - 3999	37.5%	\$ 0.50
4000 - 4999	50%	\$ 0.50
5000 - 5999	62.5%	\$ 0.50
6000 - 6999	75%	\$ 0.50
7000 - 7999	87.5%	\$ 0.50
8000	100%	\$ 0.50

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 26 weeks.

SELECTION PROCEDURES

- A. Selections are made from the Bargaining Unit pool. If the position is not filled from the pool, the trade may make selections from any source.
- B. When a selection is made from within the Bargaining Unit pool to fill a vacancy, the most senior qualified applicant to the trade will be offered the position.
- C. Records of the selection process and selection criteria, including the interview, will be kept for a five-year period.
- D. Information will be shared with the qualified applicant at the time of the job offer to assure his / her understanding of the program.

WORK PROCESS SCHEDULE

Drafter, Mechanical (Mechanical Engineering Drafting Technician)

O*NET-SOC CODE: 17-3013.00 RAPIDS CODE: 0136**Work Process Schedule:****Approximate Hours:**

Modeling - Minor	1000
Modeling - Moderate	1300
Modeling - Major	800
Drawing - Minor	1000
Drawing - Moderate	1300
Drawing - Major	800
Checking	400
Layouts	200
Training	800
Improvement Work	200
Meetings (Staff & Team)	200

TOTAL MINIMUM HOURS 8000**RELATED INSTRUCTION OUTLINE**

Drafter, Mechanical (Mechanical Engineering Drafting Technician)

O*NET-SOC CODE: 17-3013.00 RAPIDS CODE: 0136**Related Instruction Descriptions:****Approximate Hours:**

Ivy Tech		
Course	Contact Hours	Credit Hours
ENGL 111 - English Composition	64	3
MATH (choose one): 122, 135, 136, or 137	48	3
DESN 101 - Intro to Design Technology or DESN 103 - CAD Fundamentals	64	3
COMM 101 - Fundamentals of Public Speaking	64	3
Internal Course: Geometric Dimensioning & Tolerancing (GD&T)	NA	NA
Internal Course: ProE Practice & Procedures	NA	NA
Internal Course: Master CAD Modeling (MCM)	NA	NA
Elective	64	3
Elective	64	3

Elective	64	3
Elective	64	3
Elective	48	3
Elective	48	3
Elective	48	3

TOTAL MINIMUM HOURS **640**

33

Vincennes University		
Course	Contact Hours	Credit Hours
MATH - 100 or higher level	48	3
ENG 101 - English Composition I	48	3
SPCH 143 or SPCH 148	48	3
MTTD 135 or PMTD 110 (Manufacturing Processes)	48	3
Elective	48	3
Elective	48	3
Elective	48	3
Elective	48	3
Elective	48	3
Elective	48	3
Elective	48	3
Elective	48	3
Elective	48	3

TOTAL MINIMUM HOURS **576**

36

Vincennes University
 1002 North First Street
 Vincennes, Indiana 47591

800-742-9198

Purdue Polytechnic

Course	Contact Hours	Credit Hours
MA 153 - Algebra & Trig I	48	3
MET 143 - Materials & Processes I	64	3
MA 154 - Algebra & Trig II	48	3
CGT 110 - Technical Graphics Comm.	96	3
MET 102 - Production Design & Specs	96	3
MET 160 - Analytical & Computational Tool for MET	64	3
W 131 - Elementary Composition I	48	3
MET 111 - Applied Statistics	48	3
MET 211 - Applied Strength of Materials	80	4
MET 144 - Materials & Processes II	64	3
MET 245 - Manufacturing Systems	64	3
Internal Course: ProE Practice & Procedures	NA	NA
Internal Course: Geometric Dimensioning & Tolerancing (GD&T)	NA	NA
Internal Course: Master CAD Modeling (MCM)	NA	NA
Elective	48	3

TOTAL MINIMUM HOURS **768**

37

Purdue Polytechnic Columbus
 AMCE Building
 4444 Kelly Street
 Columbus, IN 47203

techcolumbus@purdue.edu
 Phone: 812-348-2041

APPENDIX A-10

WORK PROCESS SCHEDULE

Programmer, Engineer & Scientific (Software Engineering Technician)

O*NET-SOC CODE: 15-1131.00 RAPIDS CODE: 0949

This schedule is attached to and a part of these Standards for the above identified occupation.

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years with an OJT attainment of 8000 hours, supplemented by the minimum required 39 credit hours of related instruction.

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker(s).

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$30.00.

OJT	Classes	Wage Increase
0 - 999	0%	Starting: \$26.00
1000 - 1999	12.5%	\$ 0.50
2000 - 2999	25%	\$ 0.50
3000 - 3999	37.5%	\$ 0.50
4000 - 4999	50%	\$ 0.50
5000 - 5999	62.5%	\$ 0.50
6000 - 6999	75%	\$ 0.50
7000 - 7999	87.5%	\$ 0.50
8000	100%	\$ 0.50

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 26 weeks.

SELECTION PROCEDURES

- A. Selections are made from the Bargaining Unit pool. If the position is not filled from the pool, the trade may make selections from any source.
- B. When a selection is made from within the Bargaining Unit pool to fill a vacancy, the most senior qualified applicant to the trade will be offered the position.
- C. Records of the selection process and selection criteria, including the interview, will be kept for a five-year period.
- D. Information will be shared with the qualified applicant at the time of the job offer to

assure his / her understanding of the program.

WORK PROCESS SCHEDULE

Programmer, Engineer & Scientific (Software Engineering Technician)

O*NET-SOC CODE: 15-1131.00 RAPIDS CODE: 0949

Work Process Schedule:

Approximate Hours:

Database Administration	800
Configuration Management	480
Script Programming Development	600
Computer Application Tools	400
Operating Systems	520
Computer Hardware & Tools	400
Programming	2000
Documentation & Specifications	600
Software Test	2000
Orientation	200

TOTAL MINIMUM HOURS 8000

RELATED INSTRUCTION OUTLINE

Programmer, Engineer & Scientific (Software Engineering Technician)

O*NET-SOC CODE: 15-1131.00 RAPIDS CODE: 0949

Related Instruction Descriptions:

Approximate Hours:

Ivy Tech		
Course	Contact Hours	Credit Hours
MATH 136	These 2 courses must be completed prior to program entry	NA
ENGL 11		NA
MATH 137 - Trigonometry with Analytic Geometry	48	3
INFM 109 - Informatics Fundamentals	48	3
SDEV 120 - Computing Logic	48	3
SDEC 140 - Intro to Software Development	48	3
ITSP 135 - Hardware/Software Support	48	3
SDEV 153 - Website Development	48	3
SDEV 220 - Software Development using Python	48	3

CSIA 105 - Intro to CyberSecurity and Information Assurance	48	3
DBMS 110 - Database Design and Management - Access	48	3
PHYS 101 - Physics I	48	3
SDEV 264 - Mobile Application Development	48	3
INFM 219 - Business Intelligence, Data Warehousing, and Reporting	48	3
Internal Course: C++ with Logos	30	3

TOTAL MINIMUM HOURS **606**

39

Purdue Polytechnic		
Course	Contact Hours	Credit Hours
MATH 15300 - Algebra & Trig I	These 2 courses must be completed prior to program entry	NA
ENG W1300 - English Composition		NA
MATH 15400 - Algebra & Trig 2	48	3
CPT 176 - Intro to Technology Architecture	48	3
CPT 155 - Intro to Software Development Concepts	48	3
CPT 180 - Intro to Systems Development (Database Access)	48	3
TECH 120 - Technology and the Individual	48	3
CPT 242 - Systems Administration	48	3
CPT 255 - Object Oriented Programming Intro	48	3
MA 16010 - Applied Calculus	48	3
CPT 272 - Database Fundamentals	48	3
PHYS 218 - General Physics 1	48	3
CPT 280 - Systems Analysis & Design Methods	48	3
ENG W2340 - Technical Report Writing	48	3
Internal Course: C++ with Logos	30	3

TOTAL MINIMUM HOURS **606**

39

Purdue Polytechnic Columbus
AMCE Building
4444 Kelly Street
Columbus, IN 47203

techcolumbus@purdue.edu
Phone: 812-348-2041

APPENDIX B

**ETA-671 APPRENTICESHIP AGREEMENT AND
U.S. DEPARTMENT OF LABOR, OFFICE OF APPRENTICESHIP
APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP**

SEE ATTACHED

APPENDIX C

**AFFIRMATIVE ACTION AND
EQUAL OPPORTUNITY EMPLOYMENT STATEMENTS**

SEE ATTACHED

APPENDIX D
WAGES
Term of Apprenticeship:
8,000 Hours

OCU Base Business Apprentice Pay Process and Schedule

The basic hourly rate of the apprentice named herein shall be:

Period	Entry	1	2	3	4	5	6	7	8
% Complete	0%	12.5%	25%	37.5%	50%	62.5%	75%	87.5%	100%
Wage	26.00	26.50	27.00	27.50	28.00	28.50	29.00	29.50	30.00

1. Wage increases will be determined after receiving the current OJT and classroom / credit hours. Increases will be effective on the following Monday.
2. In order to be eligible for an increase in pay, an apprentice must meet minimum percentage requirements for either OJT or related classroom / credit hours in each training period and must be able to demonstrate they have acquired the necessary knowledge and skills for the applicable training period.
3. In order to receive 100% pay, the apprentice must complete 100% OJT and 100% academic requirements.
4. Refer to the OCU Base Business Labor Agreement for details on Wage Progression.
5. Should a new apprentice be transferred from a job within a higher pay scale, he / she will retain his / her wage rate until such a time as the regular periodic progression increases equal to or exceed that wage rate.
6. Apprentices will be governed by the OCU Base Business Labor Agreement provisions concerning working hours and overtime.

It is desirable to distinguish clearly between the scope of these Standards and the negotiated Collective Bargaining Agreement between the Company and the Union. Such collective bargaining agreement shall be the basis of wages, hours, and conditions of employment of said apprentice employee(s). Nothing in these Standards shall be in conflict with the existing bargaining agreement and any changes made therein shall automatically become effective herein. With this understanding, the Union agrees to and encourages the Company to register these Apprenticeship Standards with the Office of Apprenticeship, United States Department of Labor.

APPENDIX E

OCU Apprenticeship Agreement

Employee: _____ WWID#: _____

Apprentice Start Date: _____ Occupation: _____

This agreement entered into between Cummins Inc. and above-mentioned employee and witnessed by Program Administrator and Joint Apprentice Committee (JAC) member as signed below acknowledge that Cummins Inc. agrees to employ, and train said employee in an apprenticeship program. The employee agrees to apply himself/herself to the work of the classification named herein during the period of apprenticeship, in accordance with the terms and conditions incorporated in this agreement, the Apprenticeship Standards document, the OCU Labor Agreement, and the Office Committee Union.

I. The basic hourly rate of the apprentice named herein shall be:

Period	Entry	1	2	3	4	5	6	7	8
%Complete	0%	12.5%	25%	37.5%	50%	62.5%	75%	87.5%	100%
Wage	26.00	26.50	27.00	27.50	28.00	28.50	29.00	29.50	30.00

- II. As overall wage rates change, wage rates for the training program will be reviewed for possible adjustment.
- III. The Company’s tuition assistance shall be in effect for apprentices who take required college level courses. If the employee is denied tuition assistance from the Company tuition program, it shall be the responsibility of the employee to resolve any issues so it does not interrupt the enrollment with the educational provider or interrupt the enrollment of the course(s) required for the apprentice trade.
- IV. The employee shall meet all qualification requirements as defined in the Apprenticeship Standards.
- V. The employee shall have successfully completed all “pre-requisite” courses required by the educational provider with ability to enter into the first semester course(s) required by the apprentice trade. This includes the educational institution’s requirements of placement test(s).
- VI. The employee named herein agrees to purchase the tools necessary to perform the functions of this job and to obtain the required level of training.
- VII. Time spent in related classroom training shall not be considered hours worked or On the Job Training (OJT).
- VIII. The employee understands that although his/her training is intended to qualify him/her for the skilled position in which he/she is being trained, assignment to such work upon completion of the program depends upon the availability of an opening. The apprentice’s progress after completion of the training depends entirely upon his/her ability.
- IX. The Apprenticeship Standards document policy shall be a part of this agreement as if expressly written herein.
- X. Any violation of the above listed requirements shall disqualify the employee and deny their entry into the apprenticeship trade for which the employee applied.
- XI. If a pre-existing violation is determined after entry into the apprenticeship program, the JAC has the authority to remove the apprentice from the program.
- XII. Specified graduating apprentices will be held to an 18-month bid restriction when notified prior to entering the apprenticeship program. The bid restriction can be waived at the discretion of the hiring manager.

Signature of Apprentice: _____ Date: _____

Signature of Program Administrator: _____ Date: _____

Signature of JAC Member (OCU): _____ Date: _____

Signature of JAC Member (Exempt): _____ Date: _____