

The Builders Association of
North Central Florida

2025-2026 Apprenticeship Program Policy Handbook



Employers



IMPORTANT POLICIES TO REVIEW

Page 7 Apprenticeship Tuition

Tuition must be paid prior to the first day of class and is the responsibility of the Employer. Florida State Statute prohibits apprentices from paying their own tuition. Any employer that charges an apprentice for their tuition will be required to reimburse the apprentice and could be removed from the program as a participating employer.

Page 8 Advanced Placement

Employers may request a one or two-year advancement for apprentices they feel qualify for advancement. Apprentices must pass all modules with 85% and get approval from the Apprenticeship Council to advance.

Page 9 Attendance Policy

Apprentices absent for more than 4 class nights will not have enough classroom hours to complete the year and will be automatically dropped from the program. There are no excused absences.

Page 9 Monthly On-the-Job Training (OJT) Cards

Apprentices are responsible for submitting and maintaining their OJT hours through Apprenticescope. The employer is responsible for reviewing and approving all OJT submissions within Apprenticescope by the 15th of the following month. OJTs not submitted and approved 60 days after the end of the month will result in the apprentice being dropped from the program.

Page 10 Termination of Apprentice Employment

Apprentices are to remain with the employer who originally sponsored them. Prior approval of the Apprenticeship Council is required before leaving their job to take a job with another participating employer. To qualify for tuition credit, employers must inform the Apprenticeship Coordinator or Training Director within 48 hours after terminating the employment of an apprentice.

Page 13 Apprentice Raises & Wage Schedule 2025-2026

The Apprentice Wage Schedule is updated each year based upon a survey of journeyman wages from the participating employers. Apprentices must advance to the next level of wage when they complete every 1000 hours of on-the-job training and related classroom hours. Employers will be notified of pay raises through Apprenticescope and email.

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APPRENTICESHIP COUNCIL & STAFF

The Apprenticeship Council is the governing body of the BANCf Apprenticeship Program and is comprised of Participating Employers and industry leaders. Council Members are responsible for the management of the program, ensuring that all policies and state standards are adhered to. Council Members serve as a mentor and counselor for every apprentice.

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WELCOME TO THE BANCf APPRENTICESHIP PROGRAM

The success of the BANCf Apprenticeship Program relies heavily on the partnerships between the employers, BANCf, Santa Fe College, and the Florida Department of Education. Working together, we can provide a better educated, highly skilled, and progressive workforce.

PARTNERSHIPS IN APPRENTICESHP

EMPLOYER

- Hire new employees, or select current ones to be apprentices
- Identifies curriculum for related instruction
- Provides on-the-job training
- Contributes to the set wages and pays those wages as skills and training increase
- Provides an experienced mentor with apprentices
- Enrolls apprentices and invests in required classroom training
- Tracks and approves hours and competencies
- Promotes the program in the local community

BUILDERS ASSOCIATION OF NORTH CENTRAL FLORIDA (BANCf)

- Sponsors the BANCf Apprenticeship Program
- Administers the program and complies with the Florida Department of Education requirements
- Works with employers to become a participant in the program
- Markets the program to businesses, schools, and the public
- Works with Santa Fe College to monitor and track progress and success of the apprentices

SANTA FE COLLEGE

- Administers the related instruction for apprentices
- Provides supportive services (such as classrooms, labs, equipment, or tools)
- Recruits and employs NCCER, Mike Holt and HBI Certified Instructors
- Employs a designated Apprentice Coordinator
- Administers college credit hours upon completion of the program

FLORIDA DEPARTMENT OF EDUCATION

- Provides required program and enrollment forms
- Supports the program sponsor
- Tracks program completion
- Monitors employer eligibility and requirements
- Issues certifications

DEFINITIONS

Apprentice: a person who is learning a trade from a skilled employer for a certain period of time.

Apprenticescope: web-based software used for submitting and managing OJT's, student progress, grades, etc.

Apprenticeship: an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, classroom instruction, and a portable, nationally recognized credential.

Apprenticeship Council: is the governing body of the BANCf Apprenticeship Program and is comprised of Participating Employers and industry leaders.

Advanced Placement: a participating employer can request a new apprentice who has existing experience in the trade to test out of the 1st or 2nd year.

BANCf Apprenticeship Employer Agreement: a yearly agreement between BANCf and the employer for the upcoming school year.

College Credits: All graduates of the program will receive credit hours for an AS Degree in Construction Management at Santa Fe College; 14 credits for carpentry and 12 credits for electrical, plumbing, and HVAC.

Co-op Classes: As part of the Santa Fe College certificate requirements, apprentices are enrolled in co-op classes during the entire year. On-the-job training with their employer earns them credit for the co-op class each of three terms – Fall, Spring and Summer.

Journey person: any person who has completed an apprenticeship or is recognized/classified as a skilled person and possesses a valid Journeyman Card.

On-the-Job Training (OJT): an apprentice who receives training while on the job and learning new skills

Participating Employer: an employer who is a current BANCf member, registered with the State of Florida's Department of Education, and wants to participate in the apprenticeship program.

Program Registration: Once a year registration to sign up employees for the upcoming school year for Apprenticeship.

Related Instruction: The classwork portion of the program.

Santa Fe College: Where all classroom instructions are held.

Student Registration: As a Santa Fe student, all apprentices are required to complete Santa Fe's registration process at the end of each semester.

Training Sponsor: BANCf is the registered sponsor of the BANCf Apprenticeship Program.

Work Processes: The skills that the apprentice will learn through on-the-job training.

Wage Survey/Schedule: The wage survey is conducted once a year and goes out to all the participating employers for input. The wage schedule is the result of the survey and what is required to pay the apprentices.

EMPLOYER RESPONSIBILITIES

Annual Participation in the program requires:

- Complete the Florida Department of Education Participating Employer Agreement (upon initial registration) and the BANCf Apprenticeship Employer Agreement.
- Pay annual BANCf membership dues.
- Register all new and returning apprentices and pay the annual apprentice tuition (\$400 per apprentice) by the given deadline.
- Assign one or more authorized representatives from your company to approve apprentice's OJT hours every month.
- Assist new apprentices in completing their online registration with Santa Fe College.
- Make sure new apprentices attend Apprentice Orientation and complete all necessary forms for registration in the program. Employers or representatives from the company are strongly encouraged to join their apprentices at Apprentice Orientation.
- Attend the Annual Employer Orientation.
- Make sure your apprentices are submitting their OJT hours on a regular basis in Apprenticescope (preferably daily or weekly).
- Review and approve the OJT submissions in Apprenticescope for your apprentices by the 15th of the following month.
- Complete an annual wage survey.
- Schedule apprentices work hours so they are not working out of town on class nights and can leave work to be in class on time.
- Notify the BANCf Apprenticeship staff within 48 hours after terminating an apprentice's employment.
- Do not hire an apprentice from another employer without prior approval of the Apprenticeship Council. Failure to do so may result in apprentice and/or participating employer's removal from the program.
- Agree to follow the minimum wage schedule (employers may pay an apprentice more than the minimum wage required)

REGISTERED APPRENTICESHIP TRAINING STANDARDS

BANCf Apprenticeship is a registered apprenticeship program with the Florida Department of Education (FDOE), Division of Career and Adult Education. The standards for the program follow both Federal and State requirements and are approved by FDOE. Employer and Apprenticeship Agreements are completed at the beginning of training and submitted to the Florida Department of Education, indenturing the Apprentice, and registering the Participating Employer.

Apprenticeship training is a formal agreement between the apprentice, a Participating Employer, and the sponsor (BANCf). Each year, the apprentice must receive at least 2000 hours of on-the-job training (OJT) with the Participating Employer and 144 hours of related classroom/lab instruction provided by Santa Fe College.

Carpentry	4000 hrs (2 years)	Electrical	8000 hrs (4 years)
HVAC	8000 hrs (4 years)	Plumbing	8000 hrs (4 years)
Building Maintenance	4000 hrs (2 years)		

APPRENTICE EMPLOYMENT & ON-THE-JOB TRAINING

Indentured apprentices must always be employed and sponsored by a Participating Employer during their term as an apprentice. To sponsor an apprentice, an employer may select from their current employees or, if looking to hire, may contact the Apprenticeship Coordinator for any available applicants. (Contact info on page 3) Apprentices will begin on-the-training and classroom instruction at the beginning of the next class year. Apprentices must receive at least 2000 hours on-the-job training per year (average 40 hours per week) to remain in the program.

TRAINING SPONSOR ACCREDITATION

BANCF is accredited by the National Center for Construction Education and Research (NCCER), certified in the Mike Holt Inc, and Home Builders Institute (HBI). Accreditation is a formal process that is similar to the accreditation process for schools and colleges. It is intended to ensure standardized training that will help the apprentice prepare for long-term career goals and advancement.

CLASSROOM/LAB INSTRUCTION

Classes are held at Santa Fe College two evenings per week for 2½ hours. Apprentices are required to attend all classes during each year to meet the 144 hours of related classroom instruction required to remain in the program.

ENROLLMENT AND ORIENTATION

- All apprentices are considered full-time students at Santa Fe College (SFC).
- New apprentices must enroll in SFC and after completing the enrollment process, new apprentices are registered for their classes by the Apprenticeship Coordinator.
- All new apprentices are required to attend Orientation.
- All new and returning apprentices must be signed up in Apprenticescope.
- All employers must be signed up in Apprenticescope.
- Returning apprentices are automatically registered for classes and are not required to attend Orientation.

TUITION, DUES, FEES, AND BOOKS

BANCF Dues: Participating employers must maintain current membership with BANCF, paying annual dues as set by BANCF.

Apprentice Tuition: Participating Employers are responsible for all tuition fees. Tuition is paid annually for each apprentice sponsored, as set by the BANCF Apprenticeship Council. Tuition must be paid in full prior to the first day of class with a company check or credit card. Apprentices without paid tuition will not be allowed in class. According to State Statutes, tuition may NOT be paid by the apprentice. Any employer that charges an apprentice with their tuition will be required to reimburse the apprentice and could be removed from the program as a Participating Employer.

Textbooks: Books are the responsibility of the apprentice but may be purchased by the employer. Textbooks will be available for purchase at the SFC Bookstore before classes begin and are required for the first night of class. Apprentices without textbooks on the first night of class will be referred to the Apprenticeship Coordinator. Apprentices are responsible for bringing their own textbooks and/or codebooks to class every night.

Tuition Credit: Credit will be given to apprentices who leave your employ. (Prorated up to 40 classes) Credit may be used only for future apprentice tuition. Employers must notify the Apprenticeship Coordinator and Training Director in writing within 48 hours of the time the apprentice leaves to be eligible for credit.

Pro-rated Tuition: The new employer of an apprentice who has moved from another employer must pay tuition for the apprentice pro-rated for the remainder of the class year. Applicable tuition must be paid in full for the apprentice to continue attending class. Notification procedures for hiring an apprentice from another employer are on page 10.

Failure to pay Dues or Tuition: if an employer fails to pay applicable dues or tuition, BANCf Apprenticeship Council will make every effort to continue the training of any apprentice wishing to remain in the program with another Participating Employer.

ADVANCE PLACEMENT

Participating Employers may request a one-year or two-year advancement for a qualified apprentice. Advanced Placement is limited to no more than 50% of the program term.

Requirements to be eligible for Advanced Placement:

- At least one-year experience in the trade (for one-year advancement) and 2 years of experience (for two-year advancement) Documentation must be provided including previous employers and job position held
- At least one-year previous training (cumulative) for one-year advancement and 2 years previous training for two-year advancement. Documentation of training including transcripts must be provided.
- The employer must submit an Application for Advanced Placement including why he/she believes the apprentice is qualified; and the employer's willingness to adjust the pay of an advanced apprentice to the appropriate level based upon the Wage Rate Schedule.
- Mandatory pre-scheduled dates for Advanced Placement Exam will be included with the application.
- Graduates of the SFC day program in HVAC and Plumbing will be exempt from the Exam with a passing grade of B or higher.

Application for Advanced Placement will be distributed with the Registration Packets in June. Employers must submit the application with their registration forms by the registration deadline for an apprentice to be eligible to take the test with the understanding that apprentice must show up for mandatory pre-scheduled Advanced Placement Exam date. All documentation must be provided at the time of submission.

Applications will be considered for approval by the Council. Those approved to take the test must show up for the mandatory pre-scheduled Advanced Placement Exam date.

For a one-year advancement, the apprentice must pass all modules with 85%. For a two-year advancement, the apprentice must pass all First- and Second-Year modules with 85%.

The Apprenticeship Council will have final approval for any advancements.

Applications submitted late will not be considered. Tardiness and no-shows for the testing day will not be allowed to take the exam.

Application Fee: The Employer will be charged a \$175 non-refundable application fee for an apprentice to be considered for Advanced Placement. This fee is separate from the tuition fee and may not be paid or reimbursed by the apprentice. The fee is due by the apprentice tuition deadline.

MONTHLY ON-THE-JOB TRAINING (OJT)

Apprentices are required to have 2000 hours per year of on-the-job training (average of 38-40 hours per week) according to state standards. On-the-job training is year-round, not just during the semesters of classroom instruction. To comply with state standards, hours worked (OJT) must be submitted monthly.

- **Apprentices** are responsible for submitting daily their OJT hours in Apprenticescope.
- **Employers** are responsible for certifying the hours worked in Apprenticescope by the 15th of the following month. Employers must assign one or more authorized representatives from their company to review and certify that the apprentices' hours have been reported accurately.

OJT submissions from the apprentice must be done on a regular basis, whether its daily or weekly. OJT's not submitted within 60 days will result in the apprentice being dropped from the program.

CO-OP CLASSES AND ON-THE-JOB TRAINING

As part of the Santa Fe College certificate requirements, apprentices are enrolled in co-op classes during the entire year. On-the-job training with their employer earns them credit for the co-op class each of three terms – Fall, Spring and Summer. The OJT hours and progress reports determine the grade. To complete this certificate, the apprentice must have 8 credits in the related instruction classes and 12 credits in the co-op classes.

ATTENDANCE POLICY

Apprentices are required to attend all classes during the year. There are no excused absences. Apprentices must sign the attendance roster and remain for the entire class period to receive credit for attendance.

- Apprentices arriving late to class will be recorded as tardy.
- 3 instances of tardiness will equal 1 absence.
- Apprentices arriving more than 1 hour late or leaving early without explicit permission from the instructor will be recorded as absent.
- Absences are reported to the employer, and the apprentice via email.

Apprentices are responsible for completing all online class materials for dates absent from class. Completion of online class materials does not remove the absence.

Apprentices absent for more than 4 class nights will not have enough classroom hours to complete the year. When the apprentice misses the 5th class, he/she will automatically be dropped from the apprenticeship program and will not receive credit for any portion of the class year. Both the apprentice and the employer will be notified that the apprentice has been dropped from the program.

An apprentice may submit a request to be reinstated in the program as follows:

- Within 48 hours of being dropped, submit a written request to be reinstated to the Chair of the Apprenticeship Council (see contact information on page 3).
- Include with the written request all appropriate evidence regarding the absences.
- The Apprenticeship Council will review the request and respond to the apprentice within 48 hours.
- Apprentices reinstated must complete all missed classes.
- Apprentices who are not reinstated may request to return to the program at the beginning of the next class year.

TERMINATION OF EMPLOYMENT

If an Apprentice quits their job:

Apprentices remain with the employer who originally sponsored them, per the Apprenticeship Agreement. No apprentice can change employers without prior approval of the Apprenticeship Council.

If, due to unavoidable circumstances, the apprentice wants to change from one participating employer to another, the apprentice must first contact the Apprenticeship Coordinator Justin MacDougall or the Training Director Sara Emmanuel (Contact information on page 3).

If an apprentice quits his/her current employer without prior approval of the Apprenticeship Council, they will be automatically terminated from the program.

The apprentice may submit a request to be reinstated within 5 days to the Chair of the Apprenticeship Council (Contact information on page 3)

Employers must inform the Apprenticeship Coordinator or Training Director (contact information on page 3) when an apprentice leaves their employment.

Apprentice is laid off or fired by employer:

Employers must notify the Apprenticeship Coordinator Justin MacDougall or Training Director Sara Emmanuel (Contact information on page 3) within 48 hours after terminating the employment of an apprentice.

Terminated apprentices should be referred to the apprenticeship office, not to another employer.

If the apprentice wishes to remain in the program, he/she has 48 hours to notify the Apprenticeship Coordinator or Training Director (Contact information on page 3).

The Apprenticeship Coordinator may assist the apprentice in finding another employer, but it is the responsibility of the apprentice to set up interviews with prospective employers and notify the Apprentice Coordinator of the new employer.

If the apprentice cannot find employment within a reasonable amount of time, he/she must voluntarily withdraw from the program for the year.

A Participating Employer who wants to hire an apprentice from another employer must notify the Apprenticeship Coordinator or Training Director (contact information on page 3) prior to hiring to ensure proper procedures have been met.

If the above procedures are not followed when an apprentice moves from employer "A" to employer "B", it may be construed as a violation of the Apprenticeship Standards by both the employer and the apprentice.

PROBATIONARY PERIOD

Apprentices are subject to an automatic probationary period during the first 6 months for the two-year Carpentry and Building Maintenance Repairer programs and during the 1st year for the four-year Electrical, HVAC, and Plumbing programs.

During this initial probationary period, participation in the BANCf Apprenticeship Program may be terminated without cause by either party (the apprenticeship program or the apprentice). Written notice of termination is required. Full credit towards completion of apprenticeship will be given during the probationary period.

Following the initial probationary period, apprentices may be placed on additional probation by the Apprenticeship Council.

COMMUNICATION

Email notification is the primary means of communication between apprenticeship staff, apprentices, and their employers. It is the responsibility of the employer to notify the Apprenticeship Staff of changes in address, phone number, email, or change in any apprentice's employment status.

APPRENTICE APPEAL PROCESS

In the event an apprentice feels he/she has received an incorrect decision affecting their apprenticeship participation, he/she may submit an appeal in writing within 10 days to the BANCf Apprenticeship Council Chair. (Contact information on page 3).

VETERANS BENEFITS

An apprentice applying for Veterans Benefits should contact the Apprenticeship Coordinator as soon as possible. (contact info on page 3).

New apprentices sign an Apprenticeship Agreement for the first week of class which is submitted to the Florida Department of Education for approval.

When the approved agreement is received back from the state, it will be submitted to the Veterans Administration (VA) along with a copy of the apprentice's DD-2214 (Release from active duty) and other forms to complete a request for benefits.

Upon receipt of the apprentice's monthly OJT statement, the Apprenticeship Coordinator will certify the monthly reports required for the Apprentice to receive benefits.

DAVIS BACON CERTIFICATION

As a registered apprenticeship program through the Florida Department of Education, the program is subject to compliance with all federal regulations under the Department of Labor. Under the Davis Bacon Act, employers must certify any apprentices working on a federally funded project. To obtain Certification, the employer must submit a Request for Certification Form to the Training Director at least 2 weeks before the start of the job. Certification must be issued before the start of the job and must be renewed every 90 days while the job is ongoing. For additional information on Davis Bacon: <https://www.dol.gov/whd/govcontracts/dba-guidance.htm>

WAGE SURVEYS

As required by State Statutes, a survey of Participating Employers in each trade is conducted annually to determine the average wage of Journeyworker's in our community. Apprentice Wage Rates are based on a percentage of the average Journeyworker wage. The survey is emailed to all Participating Employers in the spring and employers are asked to provide confidential information promptly so rates can be set for the next class year.

APPRENTICE RAISES

When an apprentice has completed a block of 1000 training hours on the job, based on OJT hours submitted, and has completed the related classroom instruction, the apprentice is entitled to the next level wage at a minimum.

The employer shall be notified by a staff member when the apprentice is eligible for their next wage increase. The increase must be given by the following pay period from the notification. The apprentice will be notified of their increase one week after notifying the employer.

The Apprenticeship Wage Schedule for 2025-2026 is located on the following page and goes into effect August 1st. Journeyworker Rates were determined using the survey data you provided earlier this year. The percentages are set by the State of Florida for each 1000 hours of training.

Wage Schedule

BANCF APPRENTICE WAGE SCHEDULE 2025-2026

	Journeyworker's Hourly Wage Rate		\$29.25	\$29.25	\$29.25		\$23.50
	Period of Training in OJT hours	Apprentice Rate as Percent of Journeyworker's Rate	Electrician Apprentice Hourly Rate	HVAC Apprentice Hourly Rate	Plumber Apprentice Hourly Rate	Carpenter & Building Maintenance Apprentice Rate as Percent of Journeyworker's Rate	Carpenter & Building Maintenance Apprentice Hourly Rate
Apprentices starting First Year	1 – 1000	55%	\$16.09	\$16.09	\$16.09	60%	\$14.10
	1001 - 2000	60%	\$17.55	\$17.55	\$17.55	70%	\$16.45
Apprentices starting Second Year	2001 - 3000	65%	\$19.01	\$19.01	\$19.01	80%	\$18.80
	3001 - 4000	70%	\$20.48	\$20.48	\$20.48	90%	\$21.15
Apprentices starting Third Year	4001 - 5000	75%	\$21.94	\$21.94	\$21.94		
	5001 - 6000	80%	\$23.40	\$23.40	\$23.40		
Apprentices starting Fourth Year	6001 - 7000	85%	\$24.86	\$24.86	\$24.86		
	7001 - 8000	90%	\$26.32	\$26.32	\$26.32		

CURRICULA

The curriculum used in the Plumbing, Carpentry and Heating and Air Conditioning programs is the National Center for Construction Education & Research (NCCER).

The National Center for Construction Education and Research (NCCER) has developed curricula for 70 crafts in the construction and maintenance industries. These are updated annually as needed, with a complete review every three years. They are nationally recognized, standardized, competency-based and portable. These training manuals are currently being used throughout the United States and in 20 foreign countries.

- All tests are administered by NCCER-Certified Craft Trainers.
- Training modules completed by each apprentice are recorded in a National Craft Training Registry and a transcript is maintained for each trainee. A certificate is issued when each Level is completed.
- Transcripts can be given to any other program or company upon the apprentices' request for credit for the skills and knowledge learned. Apprenticeship training is transferable to wherever the apprentice chooses to be.
- These curricula are approved by the US Department of Labor for use in formal apprenticeship training programs. They are used by the very largest as well as smaller companies throughout the country.
- The curricula materials include trainee guides with task objectives, text, illustrations, procedures, and review questions. Instructor guides include teaching outlines, lab exercises, lesson text, and competency-based performance tests.

The curriculum used in the Electrical Program is Mike Holt's Apprenticeship Training Program.

The Mike Holt Program has been developed to provide apprentices with the knowledge to become journeyman electricians. This program utilizes its leading electrical training products that have been proven to produce some of the best electricians in the industry today.

- Supplemented with Mike's instructional support material such as presentations, videos, and simulated exams, the program is tailored to meet the needs of all types of learners.
- This program is 576 contact hours designed to deliver a logical flow of material. From day one strong emphasis is placed on safe work practices and is maintained throughout the program.
- The first year covers electrical fundamentals that are essential to understanding specific electrical equipment operation as well as complex code requirements. Calculations, code requirements, and wiring methods are discussed in each subsequent year. Estimating and industrial applications are covered in detail in the final year. Upon successful completion of the program students will have the knowledge necessary to safely perform the job duties of a journeyman electrician.
- The program provides students with a strong foundation in electrical concepts, code requirements, and safe work practices. Journeyman electricians do a wide variety of electrical tasks in many different environments. They will be leaders in the field and oversee and train apprentices. Journeyman electricians play a vital role in the electrical industry.

The curriculum used in the Building Maintenance Repairer Program is the Home Builders Institute (HBI).

This curriculum will provide basic entry level knowledge on HVAC equipment and the EPA regulations associated with repairs. Apprentices will learn and understand basic principles in plumbing, carpentry, and electrical as well as how to trouble shoot and repair appliances.

- Supplemented with HBI's instructional support material such as presentations, videos, and simulated exams, the program is tailored to meet the needs of all types of learners.
- The first year covers the fundamentals that are essential to learning safe work practices, customer service, trade mathematics, and basic skills needed for plumbing, electrical repair and installations. This course will teach the students basic entry level knowledge on HVAC equipment and the EPA regulations associated with repairs. Students will learn how to trouble shoot and repair appliances. Students will also learn and understand basic principles in plumbing, carpentry, and electrical.
- This course will advance the students' knowledge of safety, leadership, and customers services. The students will also receive more advanced training in refrigeration, appliances, hardware, and wall repair. They will also learn about small engine repair and pool maintenance.
- The final course of the program will teach the students advanced skills in electrical, carpentry, and plumbing. Students will learn industry construction codes and how to read and interpret plans and specifications. The course will also instruct the students on more energy efficient repairs and replacements including alternative energy and weatherization.

GRADING POLICY

All NCCER, Mike Holt, and HBI module tests are graded pass/fail. A module is considered complete when the instructor certifies tests and performance profiles. Apprentices must make 70% or better to pass a written test. All written and performance tests must be completed for certification and advancement.

The first time an apprentice fails a module test, the employer will be notified by the Apprenticeship Coordinator. A retake of the test is permitted and must occur within two class nights. If failure results again, the Apprenticeship Council will be notified.

The final grade for each term will be the average of all module grades, using 0 for those not completed. Instructors may also consider quizzes, lab and classroom assignments as well as homework assignments in the grade calculation. Instructors will convert all numeric grades to letter grades that will be found in SFC transcripts.

Instructors will provide apprentices with a syllabus that outlines grading matrixes, and rules for their class. The syllabus is a contract between the student and the instructor.

GRADUATION REQUIREMENTS

To be eligible to graduate, apprentices must complete a minimum of 8,000 OJT hours and 576 classroom instruction hours for Electrical, HVAC, and Plumbing, and 4,000 OJT hours and 288 classroom instruction hours for Carpentry and Building Maintenance.

Even though classes are over, apprentices **MUST** continue to submit their OJT hours until they reach 8,000 hours. Certificates will not be awarded until all 8,000 OJT hours have been completed.

In addition, all 4th year electrical and plumbing apprentices are required to take the Journeyman Exam prior to graduation. Certificates will not be awarded until the exam has been taken.

Upon graduation, all apprentices will receive a Florida Department of Education Certificate of Completion of Apprenticeship, a Santa Fe College Vocational Certificate, a BANCf Apprenticeship Certificate of Achievement and college credits towards Santa Fe College's AS program for Construction Management.

COLLEGE CREDITS

Upon completion of the Apprenticeship Program, apprentices are eligible to receive college credits through Credit by Experience in the following courses in Santa Fe College's AS program for Construction Management.

- Electrical, HVAC and Plumbing:
 - Construction Materials-BCN1210-3 Credit hours
 - Codes and Regulations-BCN1760- 3 Credit hours
 - Related Trades- BCN2560- 3 Credit hours
 - Blueprint Reading-BCN2272- 3 Credit hours
 - 12 Total Credits
- Carpentry:
 - Construction Techniques 1-BCN1221C- 4 Credit hours
 - Construction Techniques 2- BCN2222C- 4 Credit hours
 - Blueprint Reading-BCN2272- 3 Credit hours
 - Construction Materials-BCN1210-3 Credit hours
 - 14 Total Credits
- Building Maintenance Repairer - TBD

A letter from the employer and approval from a Santa Fe College faculty member shall be submitted to the college for each apprentice certifying that the above course outcomes have been achieved thus receiving the credits.

INSTRUCTORS

To have a well-trained workforce for our employers, it is essential to have well-trained instructors. In addition to being in the construction industry, our instructors are Certified Craft Instructors attesting their ability to successfully deliver the instructional material. All plumbing, carpentry, and HVAC instructors have completed the NCCER Instructor Certification Training Program, the electrical instructors are certified through Mike Holt Enterprises and Building Maintenance instructors are certified through HBI. These are national programs to ensure a uniform and consistent delivery of training throughout the country.

Instructors are encouraged to allow time as needed for apprentices who need extra help and inform the Apprenticeship Coordinator if they feel a trainee is unable to keep up. As a Santa Fe College student, open labs at SFC are available free of charge where apprentices can receive help in math, reading and language skills.

INSTRUCTOR EVALUATION

Instructors are evaluated throughout the year to ensure our standard of excellence is maintained and to help our instructors build on their strengths to be even better.

- At the end of each school year, a survey is sent out to all apprentices. They are asked to evaluate the instructor and the class. The survey results are reviewed by the Apprenticeship Council.
- The Apprenticeship Coordinator will sit in a class session once a year and evaluate each instructor using the forms used in the performance section (section 10) of the Instructor Certification Training Course (ICTP). This is done as a part of a formal evaluation of the program.
- Apprenticeship Council members may also sit in and observe classes during the year and provide feedback.

SAFETY AND CONDUCT

Apprentices are always required to conduct themselves in a safe manner to protect themselves, their fellow apprentices, and their instructors.

All safety rules for each training facility and job site, including the classroom and lab, must always be observed. Safety rules for specific equipment must be observed while using that equipment.

Each apprentice should know where Material Safety Data Sheets and other safety materials are located.

Students must take a mandatory OSHA 10 course prior to lab work.

Failure to observe safety rules will result in disciplinary action, which may include immediate dismissal.

- To remain in the program, each apprentice must observe **all** the rules and guidelines of the host institution, Santa Fe College, including rules regarding conduct in the classroom and labs, smoking, traffic and parking, and failure to take care of financial obligations to SFC such as parking or traffic tickets.

Any apprentice found to have committed, or participated in, any of the following misconduct will be subject to disciplinary action. Any violations should be reported to the Apprenticeship Coordinator.

- Acts of dishonesty to include falsifying official documents
- Excessive absenteeism or tardiness
- Classroom disruption
- Physical/verbal abuse or harassment of any type
- Theft, misuse, or willful damage of property

DRUGS, SUBSTANCE ABUSE, ALCOHOL AND FIREARMS

The use, possession, concealment or sale of drugs, controlled substances, alcoholic beverages, or firearms is prohibited on Santa Fe College campus.

Any violation of this policy should be reported to the SFC Police Department and to the Apprenticeship Coordinator.

Failure to abide by this policy shall be grounds for immediate dismissal from the program.

Those who are required to take legal drugs during classes should notify their instructor and the Apprenticeship Coordinator.

ACCOMMODATION FOR APPRENTICES WITH DISABILITIES

To comply with SFC policy and equal access laws, the instructor or Apprenticeship Coordinator is available to discuss appropriate academic accommodations possibly required by a student with a disability. Except for unusual circumstances, requests for such accommodation need to be made during the first week of the semester so arrangements can be made.

Students with disabilities should register with the Disabilities Resource Center in Building S, Room 229 for disability verification and determination of reasonable academic accommodation.

EQUAL OPPORTUNITY AFFIRMATIVE ACTION

Section XXIV, Title 29 CFR, Part 30 (EEO) pledge:

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30. https://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_2/2_8.pdf

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and is a violation of both state and federal laws. For more info on the specific policy see the Santa Fe College Rules Manual, Rule 2.8. This manual can be found on this link: <http://www.sfcollege.edu/rules/>