

# MID COAST CONSTRUCTION ACADEMY

## PRE-APPRENTICE HANDBOOK

### WHAT IS A PRE-APPRENTICESHIP?

A Pre-Apprenticeship is career education combining hands on lab training and related classroom instruction. Pre-Apprentices are full-time students in a local ISD. During the term of pre-apprenticeship, the pre-apprentice works and studies under the supervision and guidance of a journey person instructor for 10 hours each week without pay during the school term. However, hours spent in the lab count toward TDLR apprenticeship on-the-job learning hours.

### QUALIFICATIONS TO ENTER THE PRE-APPRENTICESHIP PROGRAM

To become a pre-apprentice, you must meet the following criteria:

1. Enrolled in a local high school
2. A high school transcript or GED with grades indicating credit earned for English 1.
3. A valid U.S. State Issued Driver's License or Photo ID
4. Able to pass a ten-panel drug test
5. Able to pass a sponsor-approved math test
6. Able to provide eligibility to work in the US

Note - Selective Service Registration will be checked

### EQUAL OPPORTUNITIES PLEDGE

The recruitment, selection, employment and training of apprentices (and/or trainees) shall be without discrimination because of race, color, religion, national origin, veteran status, sex or disability. ABC- Texas Mid Coast Chapter and the Mid Coast Construction Academy Apprenticeship Committee will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29, CFR part 30.

### POLICIES AND PROCEDURES

Following is information and procedures for you to comply with during your apprenticeship program. Study this information carefully as all rules are strictly enforced and ignorance of the rules is not considered an excuse from compliance.

The Apprenticeship Committee is authorized to enforce these Policies and Procedures.

### GENERAL SAVING CLAUSE

It is the intent of the parties to establish apprenticeship policies which comply with the requirements of Federal and State law, and in the event that any provisions of these Policies are finally held or determined to be illegal, or void as contravening any such laws, rules or regulations, the remainder of the Policies shall remain in full force and effect unless the parts affected are wholly inseparable from the remainder.

Any disciplinary action taken by the Apprenticeship Committee shall be taken on a case by case basis, based on a full review of the facts involved. If and when any provisions of the Policies are held or determined to be illegal or void, the parties will promptly take steps to correct such illegality.

### THE INTENT OF THE CODE

The intent of the Code of Conduct is to create professional unity and pride in the work of the Mid Coast Construction Academy and its students by having some common agreed standards of professionalism. It is a statement of the high standards of behavior, which

apply to all staff and students of the Mid Coast Construction Academy, which are rightly demanded of companies by the wider community.

The Code reflects the vision of MCA and its students:

**TO PROMOTE AND EDUCATE STUDENTS AND UNEMPLOYED INDIVIDUALS ABOUT THE CONSTRUCTION INDUSTRY AND DEVELOP SKILLED LABOR THROUGH PRE-APPRENTICESHIPS AND APPRENTICESHIPS.**

It acts as an effective demonstration of the values of the Mid Coast Construction Academy and its students which are embodied in the Principals of the Code.

All standards contained in this Code are in addition to the general obligations imposed on students including implied duties such as the duty to act with honesty, integrity and in good faith.

## PRINCIPLES

APPRENTICESHIP IS ABOUT PREPARING YOU TO BECOME A JOURNEY CRAFT PROFESSIONAL AND YOU ARE EXPECTED TO CONDUCT YOURSELF AS IF YOU WERE AT WORK SEEKING CONSIDERATION FOR ADVANCEMENT IN YOUR CAREER. SCHOOL PROPERTY IS DEFINED AS ANY SITE IN WHICH TRAINING IS BEING HELD TO INCLUDE FIELD TRIPS, SPONSOR EMPLOYER'S JOBSITES AND ALTERNATE TRAINING FACILITIES. SPONSOR EMPLOYERS' MAY BE NOTIFIED ON ANY MCA/APPRENTICE COMMUNICATIONS.

### 1. Respecting others

When working with others, students are expected to treat students, other staff and students of the wider community with respect for their rights and obligations by:

- being courteous, honest and fair when dealing with others and when making decisions.
- treating all people justly, regardless of gender, sexual orientation, race, disability, religion, marital status, age, political conviction or other attributes.
- acting in ways that support the reputation of staff, students, clients or partners.
- protecting the privacy of others and maintaining appropriate confidentiality regarding personal and commercial matters.
- respecting cultural backgrounds of staff, students, clients and partners and conducting activities sensitive to the cultural context.
- avoiding behavior which might reasonably be perceived as harassment, discrimination, bullying or intimidation (refer to the harassment policy for further clarification).
- respecting property and authority to include, but not limited to the Apprenticeship Director, committee, staff, and instructors.
- following teacher instructions and accepting instructor supervision.
- ensuring cooperative behavior in the classroom and on campus.

### 2. Behaving professionally

Students are expected to carry out their work duties in a professional and conscientious manner at all times by:

- behaving in accordance with the Mid Coast Construction Academy's values.
- behaving in accordance with relevant group training organizations policies, contractual obligations/ agreements and government legislation.
- seeking to attain the highest possible standards of performance and providing accurate, timely and useful information to all stakeholders.
- ensuring any public comments made in the Mid Coast Construction Academy's name are authorized by MCA.
- reporting fraud or corrupt conduct to appropriate internal or external authorities.
- conducting activities in a manner that supports health, safety and wellbeing for all affected students of the community

- developing safe work habits and conducting themselves in such a manner as to insure their own safety, as well as that of their fellow workers.
- conducting themselves at all times in a creditable, ethical and moral manner, realizing that much time, money and effort will be spent in affording them an opportunity to become a competent journey worker. This is expected while in the classroom, with the instructor and on the job.
- using appropriate language and communications with others.
- adhering to the attendance policies within the Apprentice Handbook.
- being prepared to BEGIN classroom work at 6pm. Instructors may lock doors on tardy apprentices.
- using training time and break time efficiently; you cannot learn if you are not in class.
- placing cell phones on silent and use only during break times.

### 3. Avoiding any conflict of interest

Students must take reasonable steps to avoid any actual or potential conflict of interest and act appropriately by:

- disclosing actual or potential conflict of interest and withdrawing themselves immediately from the situation giving rise to the conflict.
- not misusing the influence of their position to pursue personal, sexual or financial relationships with other staff, students or students of the community.
- not accepting gifts which go beyond common courtesies consistent with ethical and accepted business practices.

### 4. Recognizing and respecting intellectual property

Intellectual property (IP) can be an invention, trademark, original design or the practical application or expression of a good idea that has commercial value. All students must work to safeguard the IP of the group training industry.

- Cheating of any form is not tolerated and will be penalized to the fullest allowable extent.

### 5. Equality in employment and training

MCA and our students are committed to developing and maintaining a diverse workforce and to providing a work environment in which every employee is treated fairly and with respect and has the opportunity to contribute to business success and to realize their potential.

### 6. Information and privacy

MCA and our students will only collect and retain personal information that is necessary to meet business / government requirements, and as permitted by law by:

- Only collecting personal information in a lawful and fair manner, and in a way which is not unreasonably intrusive.
- It will not use or disclose such information for any purpose other than the purpose for which it is collected.

### 7. Workplace Health and Safety (WHS)

Health and safety, social responsibility and environmental sustainability are crucial to business. Our students will support WHS by ensuring:

- safe operations are followed not only on technically sound plant and equipment, but also on every person working within the industry taking responsibility for preventing workplace-related injuries and illnesses and using the tools and procedures in place. (Please also refer to policies for dress & safety, alcohol and drug use, and weapons.)
- health and safety practices governed by mandatory policies, standards and procedures are applied to all employees/ students.
- managers are accountable for the implementation and review of these standards and procedures and for supporting WHS systems that are in place.

## YOU CAN BE SENT HOME FOR INCORRECT PPE AND IT WILL COUNT AS AN UNEXCUSED ABSENCE.

- It shall be the responsibility of the apprentice/pre-apprentice to wear shoes and clothing suitable for construction work, so as not to create a hazard.
- It shall be the responsibility of the apprentice/pre-apprentice to wear appropriate safety glasses or goggles as needed. Shaded safety glasses are prohibited for all shop activities.
- Apprentices/Pre-Apprentices shall familiarize themselves with applicable construction safety orders.
- Apprentices/Pre-Apprentices shall wear appropriate clothing while attending classroom instruction. Bare feet, tank tops and swimwear, shorts, short pants, skirts, dresses, sandals, heels, and any attire that would be inappropriate for a normal day at a construction work site while operating equipment, power tools, and activities as defined by manufacturer or regulatory safety agencies or building/electrical/plumbing codes, etc., are prohibited. If any of these prohibited items are worn or the feet are bare, the student will be asked to leave class, which will then count as an absence.
- No loose fitting or baggy clothing indoors—this is acceptable attire only during outdoor activities that fall under the water, rest and shade provisions setup by OSHA.
- Muddy footwear and unsafe, torn or damaged clothing is strictly prohibited.
- Children will not be permitted in the classroom during school instruction.
- Apprentices must follow the MCA's safety requirements while in the classroom, on field trips, in the lab areas and while inside or outside the training facilities as well as following their employer's job site safety requirements and policies, including, but not limited to, attendance at company safety meetings, following safe work practices, and wearing required safety gear.
- The use of cell phones or other electronic devices in the classroom or the lab is prohibited unless permitted by the instructor. Due to safety regulations, the use of such devices will result in disciplinary action and possibly termination.

### CELL PHONE POLICY

Cell phone usage is strictly prohibited during class and test time.

If a student is caught on a cell phone during class, it will be taken up and there will be a \$20 fee to get it back.

If you are caught with a cell phone during a test, your test will also be taken up and will be a zero. You will be responsible for scheduling a retest on your own time.

### ALCOHOL AND DRUG USE

In line with our commitment to providing a safe and healthy work environment, while at work or when conducting company business, students, employees, and instructors must be able to function at an acceptable level of performance and not be impaired by illegal or legal drugs, including alcohol.

It is the policy of the Mid Coast Construction Academy that apprentices who report for class or work under the influence of alcohol, drugs or other controlled substances or at any time during their classroom or work hours, or at times incidental thereto, come under the influence of alcohol, drugs or other controlled substances, or who possess alcoholic beverages, drugs or other controlled substances while on the school property or employer work sites, or at any time or place incidental to their classroom or related on-the-job training activities, shall be subject to discipline up to and including suspension and/or termination from the apprenticeship program.

Pre-Apprentices apprehended selling alcohol, drugs or other controlled substance either on school property or employer work sites, or at any time or place incidental to their classroom or related on-the-job training activities, will be disciplined by the Mid Coast Construction Academy to the fullest extent permitted by the rules and regulations thereof.

Pre-Apprentices are subject to random drug testing without notice at any time during their apprenticeship. If an apprentice/pre-apprentice tests positive for drugs he/she will be subject to discipline by the MCA to the fullest extent permitted by the rules and regulations thereof.

An apprentice/pre-apprentice may also be subject to drug testing at any time during their apprenticeship for cause. Cause is defined as: Any suspicious behavior such as, but not limited to, habitual absences or continual tardiness when reporting to work or classes, continued unsafe practices on the job site that may endanger themselves or others, evidence of poor morale and reduced productivity.

Any apprentice/pre-apprentice who tests positive for either alcohol, drug or other controlled substances, will be automatically removed from the apprenticeship training program.

## WEAPONS

Possession or use of guns, knives, or other weapons on any school property or during any activity is strictly prohibited and will result in disciplinary action and may result in termination from the apprenticeship program.

## CONTACT INFORMATION

- The pre-apprentice is responsible for maintaining current contact information on file with the Mid Coast Construction Academy (MCA) office and instructors, and with the sponsor employer at all times. Notification of only your instructor does not remove your responsibility to update the office.
- The pre-apprentice must update the MCA of any changes to your address/phone information. The following methods will be accepted: Address/Phone Update Form, or by calling the MCA directly.
- Correspondence via mail is the primary method used to contact the apprentice particularly for orientation, graduation, etc. Calls, texts, emails, or the remind app may be used for last minute cancellation of class due to weather or instructor issues. The apprenticeship program does not accept responsibility for any returned or lost mail due to the failure of a pre-apprentice to maintain updated contact information with the office.

## DRIVER'S LICENSE & PARKING

- Pre-apprentices will only drive and park themselves based on policies lined out within their respective districts.
- A pre-apprentice is required to notify the Training Director immediately if their license is suspended.
- A pre-apprentice without insurance will not be allowed to park in the school/training facility parking lot.
- All vehicles parked on the MCA property must be parked in a designated parking space. Vehicles that are not parked appropriately may be subjected to towing at the owners' expense.

## ETHICS VIOLATIONS

Ethics violations are grounds for disciplinary action and possibly termination from the program. Ethics violations include but are not limited to:

- Stealing
- Signing in for another apprentice
- Complete or intentional disregard for safety policies and procedures to include tool/equipment modifications, horseplay, dismantling safety devices or failure to immediately adhere instructor safety guidelines
- CHEATING—Unauthorized use of notes, formulas, books or other reference material during testing, quizzes or examinations and/or any other form of cheating may subject the apprentice to immediate removal from class and repeating the year in its entirety or the cancellation of his/her apprenticeship agreement.
- Any obscene or profane act to include language, sexual humor on any school property or during any activity.
- Any attire, activity or communication appearing to be gang related on any school property to include field trips, etc.
- False reporting of hours on monthly work process reports.

## HARASSMENT

MCA does not tolerate any form of harassment. People are the foundation of our success, and all our people must be treated fairly, respectfully and with dignity. Verbal/physical harassment or threat of bodily injury to any fellow apprentice, instructor, staff member on any school property during any activity is strictly prohibited and will result in being called before the committee and possibly termination from the apprenticeship program.

## TIME COMMITMENTS

While enrolled in this program, pre-apprenticeship program students commit to up to 360 contact hours of learning. Classes are held Monday through Friday from 8:00 am to 10:00 am. All students must:

- Attend work and training as agreed as long as fit to do so.
- Advise the instructor and/or employer of sickness or absence.

## CLASS ATTENDANCE

- Each pre-apprentice must attend all classes of related instruction as required by the committee. Pre-apprentices must sign in THEMSELVES on the attendance sheet. If you do not sign the attendance sheet you are considered absent regardless of circumstances. You are responsible for signing into class yourself. It is essentially like clocking in for a job.
- Pre-apprentices must notify their instructor prior to any missed class day. If it is a last-minute emergency, then they need to contact the instructor the next day.
- Any absence, caused by a notification not reaching the pre-apprentice because of incorrect address or phone number information, will be considered as an unexcused absence. Refer to change of address policy.
- Four (4) unexcused absences (or 12 contact hours) are permitted per school year. It is the responsibility of the apprentice/pre-apprentice to track his/her own absences.
- Consideration for excusing an absence will be given ONLY if the following conditions exist:
  - The apprentice/pre-apprentices hospitalized.
  - Death in the immediate family. If either one of these exceptions apply, the apprentice must provide legible and specific documentation to the MCA immediately for approval. The MCA is solely authorized to excuse absences. The documentation must pertain to the date(s) in question.
- Documentation received over 30 days after the absence will not be accepted.
- If an absence is excused it will not count against you for disciplinary action, however, it will remain an absence on your record.
- If the apprentice has accrued more than four (4) unexcused absences during the school year, he/she will be called before the committee and may be terminated from the pre-apprenticeship program. If this occurs, the pre-apprentice has the right to appeal and may continue to work and attend school.
- If a pre-apprentice has approved documentation for his/her absence, the documentation along with the Absence Excusal Request Form must be completed and submitted to the MCA.
- No phone calls will be accepted for any excusals.

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## MAKEUP TIME

Makeup time will reduce absence hour totals. Warnings will be issued for 12 hours absent and 20 hours absent. The latter will require the apprentice to appear before the committee to explain their absences and continue program enrollment with a sponsor employer representative.

- If the absence is school related (EXCUSED) the apprentice must notify their ISD contact to have a school-related excuse issued to the MCA Office AND arrange makeup of time missed with an instructor as soon as they return to class. **Students should always make arrangements with the instructor to check out books or get necessary copies and stay up with the curricula through communication with the instructor.** If absences were due to school related activities as verified by company letterhead or email to the instructor and submitted to the MCA office the pre-apprentice is NOT responsible for

paying the instructor and makeup times unless the apprentice fails to attend the day of the scheduled makeup, at which time the apprentice will pay the instructor for 1 hour of pay not to exceed \$30.00 at the next scheduled class date. (Late entry is treated as a school-related absence).

- If the absence is NOT school related (UNEXCUSED) the pre-apprentice must makeup ALL missed time with their current trade instructor during the school year **if possible**. Makeups will be arranged by the instructor and scheduled at their convenience. All makeup fees not to exceed \$30.00 per hour if scheduled on a Friday or Saturday, outside the normal school year or through an instructor other than their current instructor will be payable to the instructor unless arranged by the MCA staff.
- Any NCCER instructor certified for the appropriate curricula may provide makeup instruction to a pre-apprentice. Module written tests may be proctored by any certified NCCER proctor, coordinator, administrator, or ATS representative as per NCCER guidelines. Makeups will include homework assignments, quizzes, module written and performance tests, midterms and final exams.
- Full completion of curricula, OJT hours and submittal of all required documentation is necessary to fully graduate the MCA Apprenticeship Program and be submitted for a Department of Labor Apprenticeship Completion Certificate. **AN APPRENTICE/PRE-APPRENTICE MAY NOT BE ALLOWED INTO THE NEXT TRAINING LEVEL IF:**
  - 1 missed module for curricula levels containing 6 modules or less outstanding
  - 2 missed modules for curricula levels 7-10 modules is outstanding
  - 3 missed modules for curricula levels containing 11 or more modules outstanding
- All modules MUST be made up prior to completing the next year. Pre-apprentices failing to complete all modules per level by the following school year end MAY NOT BE ALLOWED TO MOVE TO THE NEXT TRAINING LEVEL. If this occurs a pre-apprentice must makeup time with a certified NCCER Craft Instructor for their trade to return to active enrollment status in the normal school year session. The pre-apprentice will remain eligible with the DOL as long as makeup tests are being provided to the MCA Office in a timely fashion from a certified NCCER craft instructor.
- If the apprentice/pre-apprentices absent from class on a test day, the test must be made up and completed BEFORE the next scheduled class meeting (make up tests shall not interfere with on the job training or class time). Missed exam make-ups must be taken either at the MCA or the ABC office and completed by 4:30 p.m. within one business week. If the apprentice/pre-apprentice fails to make up the test BEFORE the deadline, he/she will receive a zero (0) grade for the test missed.
- Quiz and homework make ups are at the discretion of the assigned instructor.
- Class participation points are not permitted to be made up.

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#### CLASS CANCELLATION OR INSTRUCTOR NO SHOW:

- If an instructor cancels class (for weather emergencies only), they will contact you by cell or home phone number and set a rescheduled date at the next class meeting. If you are not notified by the instructor, please contact the MCA office and leave a message on the answering machine if a staff member does not answer.

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#### TARDINESS

- An apprentice/pre-apprentice who is tardy more than 30 minutes or who leaves class without permission before class is excused will be considered absent for the class.
- If you acquire more than six (6) tardies during the school year, may be summoned before the MCA Apprenticeship Committee.

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#### ORIENTATION

- All pre-apprentices must attend at the beginning of every new school year of any currently offered program.
- Failure to attend can cause the apprentice to be removed from enrollment, deregistered from Department of Labor, and ineligible to attend the current school year.

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#### GENERAL WORK POLICY

- All apprentices shall be indentured to the MCA Committee
- Pre-apprentices shall not work out of the jurisdiction of the Apprenticeship and Training Committee without prior permission from his/her assigned committee.

## GRADING POLICY

- Semester grades are issued according to the following scale:
  - A: 90 - 100
  - B: 80 - 89
  - C: 75 - 79
  - Scores of 74 and below for the entire school year are considered failing and will subject the apprentice to repeating the year or to the cancellation of his/her apprenticeship agreement.
- THE FINAL GRADE FOR THE YEAR WILL BE THE AVERAGE OF THE FIRST AND SECOND SEMESTER GRADES
- The grading system is as follows:
  - 35% Quizzes
  - 60% Exams
  - % Homework and Participation (Reference Class Attendance for additional information)

## STUDENT CLASSROOM RESPONSIBILITIES

Teachers are strongly encouraged NOT to teach the test, making the student:

- Responsible for completing all lesson material and homework.
- Responsible for understanding the content of all lesson material, even if it was not covered by your instructor.
- Responsible to ask any questions and to clarify the content of all lesson materials.
- Responsible to present themselves in a professional manner while attending classes.

Cell phones and pagers are not permitted in class.

## COMPLETION OF APPRENTICESHIP/GRADUATION REQUIREMENTS

- Must have received a 75% or higher cumulative G.P.A.
- Must have completed at least 8,000 OJT Hours.
  - Hours earned BEFORE acceptance into the apprenticeship program can be applied with proper documentation.
- Must have successfully completed the craft certification exams. As an apprentice, it is your responsibility to submit a copy of your test result to the MCA immediately following the examination process.
  - Regardless if apprentice has completed his/her 8,000 OJT Hours, successful completion of the exam must be completed by June 30th of the last year of apprenticeship or the apprentice will be removed from the job and will not be permitted to work.
  - If the Exam is not completed within 6 months of the last day of the final semester of the school year, this will result in termination from the apprenticeship program.

## APPRENTICE HANDBOOK VIOLATION FORM

This form may be issued for any of the following apprentice handbook violations:

- Conduct
- Attendance
  - Individual, 1<sup>st</sup> warning (12 hours)
  - Individual and sponsor, 2<sup>nd</sup> warning (20 hours)
  - Tardies
- Failure to maintain satisfactory grades



Pre-Apprentices will sign and be provided a copy. However, if the pre-apprentice is unavailable for a signature a copy will be maintained by the instructor and the MCA office and sent to the pre-apprentice and school district.

## APPEARANCE BEFORE THE JOINT APPRENTICESHIP COMMITTEE

- Pre-Apprentices will be subject to call before the Apprenticeship Committee for instructions concerning apprenticeship procedure or for disciplinary action.
- If a pre-apprentice is called to appear before the committee (for any reason) and fails to appear as summoned, he/she may incur one (1) absence in addition to any committee action taken which may include termination from work and/or the apprenticeship program.
- Disciplinary action may be taken by the Committee for any, and not limited to, the following infractions:
  - Failure to attend school regularly.
  - Failure to maintain satisfactory grades. An apprentice will be summoned to appear when his/her cumulative G.P.A. is below 75% for the entire school year.
  - Failure to conduct one's self in a dignified or businesslike manner.
  - Failure to appear in response to notification.
  - Failure to accept mail sent out by the Committee.
  - Failure to adhere to the Industry's Safety and Dress Codes.
  - Failure to appear for dispatch when unemployed.
  - Failure to adhere to the Committee's Policies and Procedures.
  - Quitting school, suspension or expulsion from school.
  - Use of alcohol or non-prescription drugs, as outlined under Alcohol and Drug Use herein.
  - NOTE: The Joint Apprenticeship Committee will not condone moonlighting in the industry, theft of material, or any violation of the law. Such violations, including the above, may subject the apprentice to discipline up to and including suspension and/or termination from the apprenticeship program.

## DISCIPLINARY ACTION

If a pre-apprentice is in violation of any of the policies contained herein, he/she will be subject to disciplinary action by the Apprenticeship Committee, on a case by case basis. The following is a list of the standard disciplinary actions taken for Policy Guide violations:

- Removal from class for the remainder of the year.
- The pre-apprentice may have to repeat the year in its entirety. All repeating pre-apprentices must maintain a grade point average of at least 80%.
- Removal from the program. Pre-apprentices should note that repeated appearances before the Apprenticeship Committee for policy violations may result in removal from the program.

## RIGHT OF APPEAL

A pre-apprentice who has been removed from the program has the right to appeal his/her termination. The appeal process follows.

- The pre-apprentice must submit their written appeal to the MCA within 2 weeks of termination.
- Upon receipt of the written appeal, the termination will be put on hold. The committee will summon the apprentice to appear at the next committee meeting to discuss the appeal.
- If denied by the committee, the apprentice has 30 days to file their written appeal with the Department of Labor.

## COUNSELING

Any concerns about your performance or training should be raised with your instructor, who will help you access whatever resources you need to help you succeed. In the event that your instructor is unable to help, you will be referred to the MCA Apprenticeship Director who may escalate an issue to the Apprenticeship Committee.

## STATE LICENSING AND CONTINUING EDUCATION

MCA Apprenticeship Program operates under the federal system.

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### CONTINUING EDUCATION

- Electrical apprentices are exempt from continuing education classes because the MCA is a registered apprenticeship program with the Texas Department of Licensing and Regulation. However, to be registered as an attending apprentice, you must provide the MCA Apprenticeship Director with your apprentice license number.
- Plumbing apprentices may request an enrollment letter for Texas State Board of Plumbing Examiners.

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### APPLICATION AND RENEWAL OF YOUR APPRENTICE LICENSES

- State licensing authorities set their policies. You could lose the right to use hours obtained inside or out of a federal apprenticeship program towards state licensing if you have not applied for your apprentice license or performed work under an expired license. **YOU ARE RESPONSIBLE FOR KNOWING THE STATE RULES.**
- New laws and regulations take effect every day. The MCA will do our best to notify you of new rules and regulations. However, the best person to keep an eye out for you IS YOU. It is a good practice to ask for a letterhead with the total hours you worked, your job function and the master craft professional's (electrician, plumber, etc.) information that oversaw your work for any craft trade you performed. If you think just because your current trade is not licensable, remember things can always change.

### RELATED DOCUMENTS

- MCA Mission Statement
- MCA Code of Conduct
- Frequently Asked Questions regarding Apprenticeship Programs published by the Department of Labor
- Various MCA Policies
- Briefing Prior to Interview

Pre-Apprenticeship and Apprenticeship programs are required to meet a range of state and federal legal obligations which are presumed in this Code. It is the responsibility of each organization to ensure they are meeting these legal obligations. These obligations may include corporations law, rules of incorporation of Mid Coast Construction Academy's, privacy legislation, equal opportunity, occupational Health and Safety legislation, financial and accounting standards, anti-discrimination legislation and other codes of ethics.

### RAISING A BUSINESS CONDUCT CONCERN

Complaints referred to the MCA Board in connection with the Code will be heard firstly and finally by the Board and no appeals will be considered. Should a matter be before some other jurisdiction the Board will not precede with the matter until it is fully heard in that other jurisdiction.

### POTENTIAL COMPLAINTS

A complainant might include:

- member of the public
- industry stakeholder
- government department
- apprentice, parent/guardian, teacher, school, RTO, GTO
- employer
- an MCA staff member
- another Mid Coast Construction Academy student
- another person or organization

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**DAY TO DAY OR OPERATIONAL COMPLAINTS ADDRESSED TO THE MID COAST CONSTRUCTION ACADEMY WILL BE REQUIRED TO:**

- be provided in writing;
- identify the complainant and the issue to be addressed;
- where possible contain substantiating information.
- be directed to the Apprenticeship Director who may escalate a matter to the Apprenticeship Committee. Any policy or procedure inquiry will be directed to the Apprenticeship Director **ONLY** and no written or verbal communication to any non-apprenticeship staff can supersede the Apprenticeship Director to ensure the integrity of the policies are being met.

Complaints about the Apprenticeship Director will be submitted in writing, presented to the ABC Texas Mid Coast Chapter President who will then meet with the Apprenticeship Committee and Apprenticeship Director to determine the merits of the complaint and may choose to take corrective action. The Apprenticeship Committee may take action upon a review of the merits of the complaint/inquiry.

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**EQUAL OPPORTUNITY**

Any apprentice or applicant for Apprenticeship (or agent on their behalf) who believes that they have been discriminated against on the basis of race, color, religion, national origin or sex with regard to apprenticeship, or that the equal opportunity standards have not been followed, has 180 days from the date of the alleged discrimination to register a complaint. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards. Complaints may be registered with the MCA Office, the U.S. Dept. of Labor, Office of Apprenticeship, the Registration Agency if other than the Office of Apprenticeship or the Equal Opportunity Commission (EOC) at the following local, state or federal addresses.

Dept. Of Labor: Office of Apprenticeship  
Julian Oviedo  
10127 Morocco  
San Antonio, TX 78216

Associated Builders & Contractors, Inc. - Texas Mid Coast  
Kristi Stevenson  
1408 N Ben Jordan  
Victoria, TX 77901

Federal Office: Field Office EEOC:  
U.S. Equal Employment Opportunity Commission  
131 M Street, NE  
Washington, DC 20507

U.S. Equal Employment Opportunity Commission  
Travis Hicks  
Legacy Oaks, Building A  
5410 Fredericksburg Road, #200  
San Antonio TX 78229

**COMPLAINT PROCESS**

In every case the complainant will be given written confirmation of receipt of a properly documented complaint.

On receipt of a complaint the Apprenticeship Director will assess the merits of the matter and prepare a report for the next meeting of the Board of Trustees recommending that the complaint be addressed, investigated or dismissed. Where a matter is deemed critical the Executive Director may call an extraordinary meeting of the Board.

Following advice from the Board the Apprenticeship Director will continue with an investigation and/or write to the complainant outlining the Board's decision.

The Apprenticeship Director may be directed to further investigate a matter which could involve interviewing the parties, taking statements from witnesses and conducting enquiries necessary to provide facts for the Board's consideration.

The materials collected will be presented to the Board for consideration. Students against whom complaints are made will be provided with copies of the complaint and invited to address the Board to present their case and answer any questions the Board may have.

The Board may direct the Apprenticeship Director to engage and independent third party with the requisite expertise (particularly in the area of disputes and complaints settlement) to guide and assist the Board.

#### WRITTEN COMPLAINTS CAN BE ADDRESSED TO:

MCA Board  
c/o MCA Apprenticeship Director  
1408 N Ben Jordan  
Victoria, TX 77901  
Tel: 361-572-0299 Fax: 361-572-4653 Email: [admin@mcacademy.org](mailto:admin@mcacademy.org)

#### BREACHES OF THE CODE

Where a breach of the Code or a complaint against a student is upheld the Board may take any of the following actions.

**WARNING:** The Board will contact the member concerned warning them of the deemed inappropriate action/s and provide offers of assistance to improve the problem practice.

**IMPROVEMENT:** As above the Board will contact the member concerning the issue of complaint, offer assistance but also require that evidence of improvement be provided in a set timeframe.

**SUSPENSION:** Where a member fails to act to rectify or improve their practice the Board may suspend the member for a period – suspension would involve loss of all studentship entitlements (for a set period of time)

**EXPULSION & NAMING:** Where the breach of the Code is deemed sufficiently serious the Board may contact the member concerned informing them that as of a certain date they are no longer a member of the Mid Coast Construction Academy and that the MCA website and other publications will note that they are no longer a member of MCA.

#### ACKNOWLEDGEMENT AND AGREEMENT

Student Name Printed		Student Signature	
Date of Birth		Social Security Number	
Craft:		Sponsor Employer (Apprentices only):	