



Montana Department of
LABOR & INDUSTRY



PRE-APPRENTICESHIP STANDARDS

FOR

CARPENTER

Formulated by

The Youth-Build Helena Grant - Pre-Apprenticeship Partnership
In Conjunction With
The Career Training Institute

Registered and Certified With

MONTANA REGISTERED APPRENTICESHIP

WORKFORCE SERVICES DIVISION

MONTANA DEPARTMENT OF LABOR AND INDUSTRY

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Certification Number: 004

Original Certification Date: September 1, 2011

Apprenticeship and Training Program

By: 

TITLE: STATE DIRECTOR

Revised by Michael Tommerup 1/1/2020

PURPOSE: *To provide individuals enrolled in the Youth Build Helena Pre-Apprenticeship Program an avenue for structured, industry approved training in the occupation of general carpentry that may lead to a formal Registered Apprenticeship and other career opportunities upon successful completion of the pre-apprenticeship training program.*

DEFINITIONS

PRE-APPRENTICE: shall mean a participant/student who has agreed to and signed an active Pre-Apprentice agreement with the Sponsor (Career Training Institute) and the Montana Apprenticeship and Training Program, Department of Labor and Industry that may lead to a formal registered apprenticeship upon completion.

PRE-APPRENTICESHIP: shall mean a combination of industry- approved entry level on-the-job training hours and related instruction specific to an apprenticeable occupation. Successful completion of an approved pre-apprenticeship training program will likely enhance the probability of the transition to registered apprenticeship or an opportunity for employment in the industry above an entry level position.

APPROVING AGENCY: shall mean the Apprenticeship and Training Program, Workforce Services Division, and Montana Department of Labor and Industry.

SUPERVISOR OF PRE-APPRENTICESHIP STUDENTS: shall be the person (s) designated to perform the duties as outlined in these standards.

PRE-APPRENTICESHIP AGREEMENT: shall mean a written agreement between the pre-apprentice, the sponsor and the Program.

APPROVED SPONSOR: shall mean an approved party (s) that has agreed to train pre-apprentices in various skills in specific apprentice-able occupations, using industry standards in the work experience process and credible related training that has been agreed upon by all three (3) signatory parties.

CREDIT FOR PRE-APPRENTICE STUDENTS: Pre-apprentice graduates may receive credit towards a registered apprenticeship program as a future employer deems appropriate upon review of the training curriculum and demonstrated skills. The credit shall not exceed 50% of the time required for completion of the registered apprenticeship program.

STANDARDS OF PRE-APPRENTICESHIP: shall mean the requirements set forth in this agreement:

SECTION 1 TERM OF PRE-APPRENTICESHIP

The maximum number of hours a pre-apprentice shall complete is approximately 312 hours of work experience of related instruction in the applicable trade and area of study as stated in the attached "Trade and Education Schedules, Appendix's A and B." The pre-apprentice will qualify for a certificate of completion if a minimum of 85 percent of the 312 maximum hours are completed (265 hours minimum).

SECTION 2 SUPERVISION OF PRE-APPRENTICES

The pre-apprentice shall be under the general supervision of a mentor/ supervisor (s) whose duty it shall be to ensure that the pre-apprentice student receives the adequate safety training required by the occupation, work experience outlined in Appendix B and satisfactorily complete the related instruction requirements as stated in Appendix A of these Standards.

SECTION 3 RE-INSPECTIONS

Continued recognition of this pre-apprenticeship program by the registration agency is subject to periodic evaluation by a representative of the Montana Apprenticeship and Training Program, Montana Department of Labor and Industry.

SECTION 4 NON-DISCRIMINATION CLAUSE

In the selection of participants, the sponsoring party (s) shall comply with the established and approved anti-discrimination practices on the basis of age, race; color; religion; national origin; or sex.

SECTION 5 SAFETY

The sponsor (s) shall instruct the pre-apprentice in safe and healthful work practices and shall ensure that the pre-apprentice is trained in a safe and healthy work environment as required by the occupation.

SECTION 6 RECORD KEEPING

Records of the pre-apprentice's work experience and completion of related instruction requirements as stated in these standards, shall be maintained by the approved sponsoring party (s) and provided to the Registration Agency upon request prior to the issuance of a certificate of completion.

**Appendix A - Supplemental and Related Instruction Schedule for: Carpenter
Developed and Approved for the Youth Build Helena Pre-Apprenticeship Partnership
Program.**

This course of study for this Pre-Apprenticeship Program will be provided by Career Training Institute in agreement with the Montana Apprenticeship and Training Program, Department of Labor and Industry. The intent of the course of study is to provide the pre-apprentice industry approved technical instruction which would allow for a transition into a registered apprenticeship program and/or to employment in occupations related to the construction industry.

This schedule includes but is not limited to the following course of study:

Course Title: Carpentry
Length of Program: 27 Weeks

Course Title

OSHA Ten	
First Aid/CPR	
Basic Safety (Construction Site Safety Orientation)	
Introduction to Construction Math	
Introduction to Hand Tools	
Introduction to Power Tools	
Introduction to Construction Drawings	
Introduction to Basic Rigging	
Basic Communication Skills	
Basic Employability Skills	
Introduction to Material Handling	108 Hours

APRIL - JUNE

Course Title

Concrete Forms	
Framing – Frame Floors, Walls/Partitions, Ceilings, and Roofs	
Roofing – Apply Roofing Underlayments and Shingles	
Exterior Doors and Windows Install	
Siding and Exterior Trim Install	102 Hours

JULY - SEPTEMBER

Course Title

Insulation Install	
Drywall Install	
Interior Doors and Trim Install	
Cabinet Install	
Perform Minor Repairs and Problem Solving	102 Hours

Total Related Instruction Hours	312 Hours
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Work Experience Outline- Appendix B On-The-Job-Training Schedule for: Carpenter

During the term of Pre-Apprenticeship, the Pre-Apprentice shall receive such instructions and experience in all branches of the trade as necessary to develop practical and skilled work practices based on industry and occupational standards. The major work processes in which the Pre-Apprentice will be train are as follows, but not necessarily in the order given. The Pre-Apprentice will perform such other duties in the shop and on-site as are commonly related to the industry and occupation.

- A. LAYOUT – Batter-boards, plate layout, blue print reading, identify locations from prints (partitions, doors, and windows).
- B. FORM BUILDING – Calculate required materials, Construct or set forms, strip forms.
- C. FRAMING – Frame floors, frame walls/partitions, frame ceilings, frame roofs.
- D. EXTERIOR FINISHING – Exterior trim and siding install, exterior door install, window install.
- E. INTERIOR FINISHING – Interior door install, door trim install, base trim install, window trim install, hard surface flooring install, install door and window hardware.
- F. CARE AND USE OF TOOLS AND WOODWORKING MACHINERY
- G. CABINET INSTALLATION
- H. DRYWALL INSTALLATION
- I. ROOFING – Install drip edge, underlayment, and shingles.
- J. SAFETY – accident prevention, safety training, OSHA-10, scaffolding safety, ladder safety and use and rigging.

TOTAL HOURS - 312

Note: The Sponsoring parties to this training agreement will be responsible for the safety, supervision and welfare of the Youth Build Helena Program participants at all time while in training, which includes the class room, the training labs and while working on site at the housing project. The Sponsoring parties are also responsible for the supervision prescribed by state and federal child labor laws for participants under the age of 18.

NOTIFICATION TO CERTIFYING AGENCY

The Registration Agency shall be advised of all pre-apprentice registrations, completions, cancellations and suspensions of Pre-Apprenticeship Agreements by the sponsors to the agreement.

Parties to this agreement reserve the right to cancel the agreement with a 30-day written notification to all agreement participants.

This is a written confirmation of conditions agreed upon regarding pre-apprentices enrolled by Youth Build (Career Training Institute) while performing training in the Helena, MT area.

The Montana State Apprenticeship and Training Program, Montana Department of Labor and Industry (hereafter referred to as the Program) will grant Youth Build Helena the Pre-Apprenticeship Program (hereafter referred to as the Sponsor) approval to train pre-apprentices in the field of the general carpentry under the following conditions:

1. Approval is limited to work being performed by the sponsor in the Helena, MT area. (hereafter referred to as the Project.)
2. All pre-apprentice/participants enrolled by the Sponsor on the Project will be officially registered in accordance with these Standards of Pre-Apprenticeship for Carpentry, developed by the Program.

APPRENTICESHIP AND TRAINING PROGRAM
MONTANA DEPARTMENT OF LABOR AND INDUSTRY



SIGNATURE
Jay Reardon

State Director
TITLE

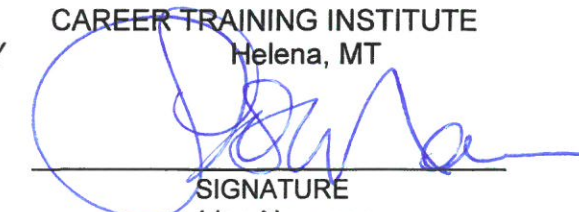
01/30/2020
DATE



Signature
Michael Tommerup

YouthBuild Construction Trainer
TITLE

CAREER TRAINING INSTITUTE
Helena, MT



SIGNATURE
Lisa Newman

Program Director
TITLE

1/30/2020
DATE

1/30/2020
DATE