



# Plumbing Industry Professional Education Apprenticeship Program

## Policies & Procedures

651 Danville Drive, Suite 100, Orlando, FL. 32825  
Phone: (407) 628-2070  
[pipe@abccf.org](mailto:pipe@abccf.org)

### **Apprentice Qualifications to Attend the Program**

1. Applicants must be at least 17 years of age if a High School graduate who has completed training as a student learner in the trade a per Florida Statute 450.161.
2. Applicant must be in good health and physically able to perform all phases of the work.
3. Applicant must have dependable transportation.
4. Applicant must be employed full time in the field of Plumbing.

### **Application and Registration**

To begin the program, an Orange Technical College Form must be completed and submitted to the apprenticeship office. Orientation is held once a year at the beginning of every school year. For more information on the registration dates, times, and location please call the apprenticeship office at (407) 628-2070 or email [pipe@abccf.org](mailto:pipe@abccf.org).

### **Credit for Experience and/or Knowledge in the Trade**

Credit for apprentices requesting OJT credit for previous work experience must provide written proof of previous experience from employers on company letterhead prior to starting the program.

An apprentice may advance up to two (2) years in Related Instruction only if the following conditions are met:

1. Application for advancement is submitted when apprentice is enrolling in the program at the beginning of the school year.
2. Apprentice can document a minimum of 2000 hours of on-the-job training in the trade per year level being advanced. (1 year - 2000 hours documented, 2 years - 4000 hours documented)
3. Application for advancement is made by the sponsoring company of the interested apprentice on company stationery. The request should state the qualifications of the apprentice for advancement and the willingness of the sponsoring company to adjust the pay of the apprentice in the event the required examination is passed.
4. The apprentice wishing to advance a year must take the placement test given by the Apprenticeship Committee. The grade received on this test must meet the Apprenticeship Committee's minimum recommendation for advancement.

### **Advancement Requirements**

1. Pay a fee of \$125 per year level for each advancement placement test being administered.
2. **Pass advancement test for each year with an 80% or better.** One (1) unsuccessful grade ends the testing process and disqualifies advancement.

### **Related Instruction and OJT Training**

#### **Training Attendance Policy**

An Apprentice is expected to attend all classes in which they are registered. Apprentices are allowed three (3) absences per semester. When an apprentice has reached their allowable absences, they may be requested to appear before the Apprenticeship Committee to discuss the absences. Excessive absences may lead to the apprentice being withdrawn and deregistered from the program. If a student is late 4 times it will be equivalent to 1 absence.

### **Make-Up work Policy**

When an apprentice misses a scheduled class night, all assignments and tests must be made-up within one (1) week of the absence. It is the responsibility of the apprentice to request the make-up work from their instructor.

### **Related Instruction Grading Criteria**

Hands-on labs are graded on a Pass/Fail basis

The grading scale is as follows:

90% - 100% = A

80% - 89% = B

70% - 79% = C

Below 70% = F

A final minimum grade of 70% is required for passing to the next year level.

### **OJT Procedures and Grading Policy**

Each apprentice is responsible for their on-the-job training (OJT) reports. OJT report forms are available from the apprenticeship office.

#### **OJT Procedures:**

1. Properly complete an OJT form monthly by the 10<sup>th</sup>, following the month that is being reported. (i.e.: Fill in all information necessary; total hours, and obtain all required signatures).
2. It is also the responsibility of the apprentice to ensure that their OJT report is submitted to the designated location at their campus or emailed to the apprenticeship office at [pipe@abccf.org](mailto:pipe@abccf.org) no later than the 15<sup>th</sup> of the month, as it will then be considered late. Reports filled out incorrectly or without a supervisor's signature will be returned to the apprentice.

**NOTE:** OJT sheets must be submitted to the apprenticeship office each month during training, including the summer months when school is not in session. You may email them to the Apprenticeship Coordinator at the apprenticeship office.

If these reports are late, the apprentice may be called before the Apprenticeship Committee and may receive an incomplete for that portion of their on-the-job training. If an apprentice does not comply with regulations concerning OJT reports, it could result in delayed wage increases or deregistration from the program.

A minimum of 8000 OJT hours must be earned to complete the OJT portion of your training. Any apprentice who completes their 8000 OJT hours before the end of their final level of apprenticeship **MUST** continue turning OJT reports to formally complete the registered apprenticeship program. Failure to do so will result in deregistration of the apprentice from the program.

### **Grades**

Grades will be received at the end of each semester, and the apprentice and sponsoring company will each receive a copy.

### Wages

To determine the average wage rate of entry-level journey persons in the plumbing trade, the Apprenticeship Committee conducts a wage rate survey of the sponsoring companies participating in the apprenticeship training program. The apprentice wage is based on a percentage of the surveyed wage rate and the apprentice's time in the program. The wage progression is based on every 1000 hours of OJT completed (approximately six (6) month intervals), beginning at 50% of the surveyed wage and increasing by 5% for every 1000 hours of OJT the apprentice successfully completes. The calculated average establishes the minimum hourly wage.

0 – 1000 Hours	50 %
1001 – 2000 Hours	55 %
2001 – 3000 Hours	60 %
3001 – 4000 Hours	65 %
4001 – 5000 Hours	70 %
5001 – 6000 Hours	75 %
6001 – 7000 Hours	80 %
7001 – 8000 Hours	85 %

The sponsoring company may pay more, but not less than this amount. If the sponsoring company is paying more than the minimum amount determined from the wage survey, the apprentice is not automatically entitled to the wage increase.

### Recognition

At the end of each training year, the records of each apprentice will be reviewed. All apprentices who have met the criteria and passed their year level will be given a Certificate of Completion. The Apprenticeship Committee will also select apprentices for the following awards:

- Highest Grade Point Average
- Perfect Attendance
- Golden Hardhat Award- (For students with good attendance, good grades, great attitude, and overall good performance)

### Discipline

1. The apprenticeship program is an adult education program. No disciplinary problems are expected. Should problems occur, the Apprenticeship Committee will handle the problems in a prompt manner.
2. Orange Technical College has a Code of Student Conduct that the Apprenticeship Committee adopted and enforces. This is available at:  
[https://www.ocps.net/departments/public\\_relations/publications/code\\_of\\_student\\_conduct\\_and\\_parent\\_guide](https://www.ocps.net/departments/public_relations/publications/code_of_student_conduct_and_parent_guide). All apprentices will abide by the rules and regulations set forth by the school in addition to the rules of the Apprenticeship Committee.
3. Any apprentice or student enrolled in the apprenticeship training program found to have committed, or participated in any misconduct will be subject to disciplinary action determined by the Apprenticeship Committee. Examples of possible infractions include:
  - 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 or property.

- Possession, consumption or sale of controlled substances, alcoholic beverages, or firearms while participating in training or training related activities, on or near the training facility to include parking areas. Any person found to be in violation of this will be immediately terminated from the program.
- Disorderly, lewd, or indecent conduct.
- Smoking in unauthorized areas.
- Termination from sponsoring company.

All misconduct charges will be brought before the Apprenticeship Committee. The apprentice may appeal the decision in accordance with the Appeal policy. (See below)

### **Standards**

The Standards of Apprenticeship for the Plumbing Industry Professional Education GNJ Program are readily available for all apprentices to review. Apprentices can access these Standards at any time while participating in the program.

### **Appeal Policy**

An apprentice may appeal any adverse decision to the Apprenticeship Committee. The appeal must be in writing to the committee within 30 days. The committee shall have the right to ask the apprentice and the apprentice's sponsoring company to appear in person. The Apprenticeship Committee will have full authority to supervise the enforcement of the program's Standards. Its decision will be final and binding on the sponsoring company and the apprentice. The Registration Agency is available to receive, investigate, and resolve any complaints the apprentice has about the apprentice training program in which the apprentice is registered. Apprentices may contact the Apprenticeship Coordinator for information and assistance with submitting grievances before the committee.

The apprentice and his sponsoring company shall be notified by the program within five (5) business days of the date of any proposed adverse action, with stated opportunity to the apprentice during such period for corrective action. 6A-23.004(2) (t, u) FAC

### **Safety and Safety Practices**

**Policy Statement:** The apprenticeship program is committed to providing the best possible training conditions for all its apprentices. To accomplish this, the sponsoring companies will comply with all current occupational health, safety, and environmental laws.

**Personal Safety Responsibility:** Every apprentice in training has a personal responsibility to safety. In addition to your own personal behavior, if you see a situation that creates a hazard or unsafe condition, correct it, or report it. When in training as an apprentice, you will not be required or permitted to:

- Operate power tools, hand tools, or equipment that you have not been trained to use safely.
- Train under unsafe conditions.
- Operate machinery that is not in a mechanically sound condition or does not meet Federal, State, or local safety requirements.

**\*\* All apprentices are expected to wear proper PPE for related instruction and OJT \*\***

**General Safety Rules:**

1. No matter how slight, report all injuries.
2. Clothing - Wear appropriate clothing.
3. Housekeeping - Keep classrooms, labs, and jobsites clean and free of hazards.

**Basic Safety Notes**

1. A safe environment and safe practices shall be the constant responsibility of all students and instructors.
2. No job is so important, no order so urgent that we cannot take time to perform the job safely.
3. Plumbing Industry Professional Education's policy is to provide a safe working environment, safe and proper equipment and materials, and to insist upon safe practices at all times.
4. The safety and health of the student and instructor are the priority. Every effort will be made for injury prevention, fire prevention and protection, and health preservation.
5. Every safety and health precaution must be practiced to protect life, senses, and/or limbs.

**General Safety Rules**

- A. Safety protective devices and clothing must be worn when required.
- B. Wear appropriate clothing and shoes (NEVER ENTER A LAB AREA BAREFOOT OR WEARING FLIP FLOPS) and avoid wearing finger rings when working with mechanical equipment or electrical circuits.
- C. Exercise care in all lifting operations. Always apply the following rules:
  1. Never attempt to lift heavy objects over your head.
  2. Don't lift anything too heavy to handle.
  3. Lift with your legs, not with your back.
  4. Obtain help with heavy or bulky objects.
  5. Clear the pathway before moving an object.
  6. Use rolling equipment whenever possible.
  7. Avoid contact with sharp edges, sharp fins, etc.
- D. Horseplay, running, playing, and other such activities are not permitted in shop/lab or classroom areas.
- E. Always follow safety rules applicable to shop/lab areas.
- F. Proper housekeeping is crucial to shop/lab safety. Each student should make an effort to correct any problem they see or bring it to the instructor's attention. Most accidents in the school system result from poor housekeeping and carelessness. Observe the following rules:
  1. Beware of damp and wet floors. Oil, grease, or any liquid spilled must be cleaned immediately.
  2. Clean up trash. Keep walkways, aisles, stairways, and exits clean and clear at all times.
  3. Store materials in their proper place. Place heavier objects low in storage areas where they will be easily handled and less likely to fall and cause injury.
  4. Place damp and/or oily rags in proper receptacles. Use a broom and pan to pick up loose and broken glass.
  5. Keep doors and drawers closed to prevent someone from bumping into them and becoming injured.

- G. Never attempt to use any machine without instruction on the proper operation and safety precautions to observe. Always, when operating machinery, be aware of the hazards and observe a safe working environment.
- H. Keep tools clean and in proper operating condition. Use the correct tool for the job. When the job is completed, return all tools to the proper storage locations.

**Evacuation:** In an emergency situation, move at once in an orderly manner to the exits as directed by your instructor.

**In Case of an Accident:** Report all accidents, no matter how slight, for immediate attention.

**Good Safety Attitudes:** For safety to be effective, everyone must participate. Safety can never be thought of as “IT’S NOT MY JOB.”

WARN a fellow student of unsafe conditions.

NOTIFY the instructor of unsafe conditions.

CORRECT any unsafe condition that you can.

RESEARCH and ask about safety rules before proceeding on a job.

DEMAND protection.

WEAR safety devices.

The greatest burden in improving the safety record lies with each individual. Many types of protection devices can be used, laws can be passed, and safety campaigns can be waged but these are of little use if a person is careless. You must constantly be aware of your surroundings to protect yourself and others. You must not do things blindly by routine but think and pay attention to what is being done. THERE IS NO SUBSTITUTE FOR VIGILANCE. Safety for yourself and those near you must be your first consideration – AT ALL TIMES.

Safe work attitudes and environment save time, material, money, and suffering. If you see or know of any unsafe condition, or if there is a safety hazard or anyone working in an unsafe manner, report it to the instructor IMMEDIATELY. Know your job and the proper way to do it – work carefully – follow accepted work practices – think safety – are safety conscious at all times.

Safety first and at all times: Think, Act, and Talk Safety. Remember safety is YOUR RESPONSIBILITY!

### **If you become UNEMPLOYED:**

An apprentice who is laid off or terminated from their employment is to contact the Apprenticeship Coordinator immediately at (407) 628-2070 or [pipe@abccf.org](mailto:pipe@abccf.org). The apprenticeship office may provide the apprentice with a list of potential sponsoring companies. If unable to find a new sponsoring company within 30 days of no employment, the apprentice may be deregistered from the program. Securing employment is the responsibility of the apprentice. Apprentices who continue their training have a much better chance of being placed with a new sponsoring company.

### **Changing Employment/Sponsorships**

Apprentices are not permitted to change sponsoring companies without permission from the Apprenticeship Committee. Apprentices desiring to change sponsoring companies must complete a “Letter of Concurrence” form which may be obtained from the Apprenticeship Coordinator at (407)

628-2070 or [pipe@abccf.org](mailto:pipe@abccf.org). It is the responsibility of the apprentice to ensure this form is completed prior to changing sponsoring companies.

### **VA Benefits**

The apprenticeship program is approved by the Veterans Administration and eligible veterans participating in the apprenticeship program may qualify for benefits. Once the apprentice is indentured with the State of Florida, the apprentice may fill out appropriate VA Forms to apply for benefits.

The apprentice is to complete the VA forms and return them with a copy of their Certificate of Discharge (DD form 214) to the Apprenticeship Coordinator who will forward the form, together with the blue copy of the Apprenticeship Agreement to the VA Office.

Note: Once their application is accepted by the VA office, it will be the responsibility of the apprentice to contact the VA, if there are any questions or problems.

### **Change of Address/Email Address/Phone Number**

Change of address, email address, and/or phone number must be reported to the Apprenticeship Coordinator at (407) 628-2070 or [pipe@abccf.org](mailto:pipe@abccf.org) at all times during the apprenticeship training.

### **Equal Opportunity in Apprenticeship**

It is the policy of this chapter to provide equal training opportunity in full compliance with the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, provisions of the Rehabilitation Act of 1973, the Veterans Readjustment of 1974, Title 29 of the Code of Federal Regulations, Part 30, as amended, the Bureau of Apprenticeship 38C-16 and 446 Florida Statutes, Presidential Executive Orders and the regulations of the office of Federal Contract Compliance Programs. This provides for equal employment without regard to race, color, religion, sex, national origin, marital status, age, disability, and veteran status.



### **Your Support Team**

Please feel free to call us anytime for assistance, concerns, issues, etc.

**PIPE Apprenticeship Office**  
**PIPE Apprenticeship Coordinator**  
**Kathie Blackwell**  
**Phone: 407-628-2070**  
**Email: [pipe@abccf.org](mailto:pipe@abccf.org)**

**Authorized Administrator**  
**ABC CF CEO**  
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