

STANDARDS OF APPRENTICESHIP

SPONSORED BY: Columbus Sheet Metal Workers Apprenticeship, in cooperation with the Ohio State Apprenticeship Council staff office (OSAC).

Program ID #: OH007410002

Organization Address: Street Address or P.O. Box: 3031 Lamb Ave.
City: Columbus State: OH Zip Code: 43219
County: Franklin

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County(ies) of Jurisdiction: **Ohio:** Adams, Athens, Delaware, Fairfield, Fayette, Franklin, Gallia, Guernsey, Hocking, Jackson, Knox, Lawrence, Licking, Madison, Marion, Meigs, Morgan, Morrow, Muskingum, Noble, Perry, Pickaway, Pike, Ross, Scioto, Union, Vinton.

West Virginia: Cabell, Lincoln, Mingo, Wayne

Johnson,

Kentucky: Bath, Bell, Boyd, Breathitt, Carter, Elliot, Fleming, Floyd, Greenup, Harlan,

Knott, Knox, Lawrence, Leslie, Letcher, Lewis, Magoffin, Martin, Mason, Menifee, Morgan, Perry, Pike, Rowan, Whitley, Wolfe.

Apprenticeship Service Provider: Julie Mettler

Sponsor Type: Group, Joint

Union Work-Place: Yes Union Waiver: No

Union Name and Local Number: SMART Local #24



**Department of
Job & Family
Services**

ApprenticeOhio

Employment: Number of Employers: 23 Number of Employees: 11
Industry: NAICS #: 611513 NAICS Title: Apprenticeship Training

FOR THE OCCUPATION(S) OF:

RA Title	RA Trade	O*Net	Training Model	Interim Credentialing	Total # Journeyworkers
Sheet Metal Worker	0510	47-2211.00	TB	No	1197

CURRENT STATUS:

Program Registration Status: Full

Transaction Type: Full Standards Update

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DEFINITIONS

Agreement and Declaration of Trust: The document executed on July 1, 2020, as amended, by the same name establishing the JATC and the Columbus Sheet Metal Workers Apprenticeship.

Apprentice: A person of legal working age who meets the qualifications described in the Standards of Apprenticeship, has signed an Apprenticeship Agreement approved by OSAC with the JATC that provides for training and related instruction under the Standards of Apprenticeship, and who is registered with OSAC.

Apprenticeship Agreement: An individual written agreement between the JATC and an Apprentice, which provides that the Apprentice will receive training and work experience in accordance with these Standards of Apprenticeship. The agreement shall be signed by the JATC, the Apprentice, and, if the Apprentice is a minor, by a parent or guardian. It shall be valid only when an Apprentice is registered on Rapids and approved by OSAC.

Approving Agency or Registration Agency: The Ohio State Apprenticeship Council (OSAC), as recognized by the U.S. Department of Labor.

Collective Bargaining Agreement (CBA): The negotiated agreement between the Union and signatory Employers that sets forth the terms and conditions of employment.

Training Coordinator: The person designated and employed by the JATC to operate the apprenticeship program and oversee and train Apprentices in the activities outlined by these Standards of Apprenticeship.

Employers: The sole proprietorships, partnerships, corporations, or other forms of business organizations engaged in the sheet metal construction industry who employ Journeypersons and Apprentices coming under the jurisdiction of the Union, whether members of SMCCO or not, and who sign or are bound by an agreement requiring payment into the trust fund created by the Agreement and Declaration of Trust.

Field Representative: The person designated by OSAC or the U.S. Department of Labor, Office of Apprenticeship to service this program.

Journeyperson: An individual who meets a level of competency as recognized within the industry. Use of the term may also refer to a mentor, technician, specialist, or other skilled worker.

Joint Apprenticeship and Training Committee (JATC): A joint apprenticeship and training committee comprised of an equal number of representatives appointed by the SMART 24 (the Union) and by SMCCO (the Employer association) in whose name these Standards of Apprenticeship will be registered as stated in the Agreement and Declaration of Trust.

Parties to the Apprenticeship Agreement: The Apprentice (his/her parent or guardian, if the apprentice is a minor), OSAC and a duly authorized representative of the JATC. Except OSAC, all shall sign the Apprenticeship Agreement.

Plan Administrator: The Plan Administrator shall be selected by the JATC and shall be the agent of the Columbus Sheet Metal Workers Apprenticeship for all administration duties including finances.

Registered Apprenticeship Partners Information Data System (Rapids): The Federal system which provides

for the automated collection, retention, updating, retrieval, and summarization of information related to Apprentices and apprenticeship programs.

Sponsor: The entity that establishes and operates the apprenticeship program, a Joint Apprenticeship Training Committee (JATC) incorporating equal numbers of representatives from management and organized labor.

Standards of Apprenticeship: This entire document including all appendices and attachments hereto, and any future modifications or additions approved by OSAC.

SMCCO: The term “SMCCO” shall mean the Sheet Metal Contractors of Central Ohio, an incorporated association.

Union: The Local Union #24 of Sheet Metal, Air, Rail and Transportation (SMART 24).

Section 1: Program Administration

A. Structure of the Joint Apprenticeship and Training Committee (JATC)

- a. Members of the JATC shall be selected according to the Agreement and Declaration of Trust, Article III “Designation of Trustees.”
- b. Membership will be composed of an equal number of Employer representatives appointed by SMCCO and Union representatives appointed by SMART 24.
- c. Technical Assistance is available from OSAC, and they may be requested to advise the JATC.

B. Administrative Procedures

- a. The JATC will elect a Chairperson and a Secretary and will determine the time and place of regular meetings as set forth in the Agreement and Declaration of Trust.
- b. When, in any year, the Chairperson of the JATC is a representative of the Employer, the Secretary will be a representative of the Union, or vice versa.

C. Responsibilities of the Joint Apprenticeship and Training Committee (JATC)

- a. Cooperate in the selection of Apprentices as outlined in this program.
- b. Ensure that Apprentices have signed Apprenticeship Agreements and register the local Standards of Apprenticeship and Apprenticeship Agreements with the OSAC.
- c. Review and recommend apprenticeship activities in accordance with this program.
- d. Establish the minimum standards of related instruction (RI) and on-the-job training (OJT) required of Apprentices.
- e. Meet at least every three months to review records and progress of each Apprentice in training and recommend improvement or modification in training schedules, schooling and other training activities. Written minutes of the meetings will be kept.
- f. Determine the quality and quantity of experience on the job which Apprentices should have and make every effort toward their obtaining it.
- g. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- h. Arrange testing or evaluations for determining Apprentices’ progress in manipulative skills and technical knowledge.
- i. Maintain a record of all Apprentices, showing their education, on-the-job training records, and progress in learning the occupation.
- j. Determine the physical fitness of qualified applicants to perform the work of the occupation that may require a medical examination prior to their employment as Apprentices.

- k. Advise Apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- l. Notify the Apprentice, Union and Employers that Apprentices have successfully completed their apprenticeship program by sending a letter.
- m. Notify OSAC of all new Apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.
- n. Supervise all the provisions of the Standards of Apprenticeship and be responsible for the successful operation of the Standards. Cooperate with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship. Keep in constant touch with all parties concerned, including Apprentices, Employers, Union, Journeypersons and any others.

Section 2: Equal Opportunity Pledge

The recruitment, selection, employment, and training of Apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability. The JATC 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, Ohio Administrative Code (“O.A.C”) 5101:11, and the equal employment opportunity regulations of the State of Ohio.

Section 3: Applicant Requirements

- A. Physical:** Physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others.
- B. Age:** Minimum 17 years old, applicant must show proof similar to a birth certificate.
- C. Education:** High school graduate or equivalent in education are preferred. Points will be awarded at Office Interview upon receipt of proof of having received a high school diploma or a certificate of high school equivalence.
- D. Drug Test / Background Check:** Applicants must agree to take a drug test and a background check in accordance with the policy. Applicants will be required to take and pass a drug test before they are accepted as an Apprentice. Applicants will be required to submit an authorization for release of information background check form and will be held to the background check policy in Attachment F.
- E. Transportation:** Applicants are required to show a valid driver’s license and must have reliable transportation to remote job sites.
- F. Social Security Card:** Applicants must provide a valid SS card or other proof of eligibility to work in the United States.
- G. Apply:** The procedures for applying for enrollment are shown in Attachment C.
- H. Interview:** The interview procedure is outlined in Attachment E.

Section 4: Selection Procedures

The qualifications for apprenticeship in the program, and the procedures for selecting qualified applicants for enrollment, are shown in Attachment D.

An applicant who is registered in the Helmets to Hardhats program may be granted direct entry into the program, exempting him/her from the normal application process.*

An employee of a non-signatory Employer not qualifying as a Journeyperson when the Employer becomes signatory shall be evaluated by the JATC and indentured at the appropriate period of apprenticeship based on previous work experience and skill level.*

An applicant who is or has worked for a signatory or non-signatory Employer and who, of his or her own choosing, solicits membership as a Journeyperson and does not qualify as a Journeyperson may be evaluated by the JATC and indentured at the appropriate period of apprenticeship based on previous work experience and skill level.*

An individual who signs an authorization card during an organizing effort and has been employed by the Employer before the organizational effort commenced wherein fifty-one percent or more of the employees have signed authorization cards, whether or not the Employer becomes signatory, and is an employee of the non-signatory Employer in the JATC's jurisdiction and does not qualify as a Journeyperson, shall be evaluated and indentured by the JATC at the appropriate period of apprenticeship based on previous work experience and skill level.*

An applicant who graduated from a Technical Training School in any program providing a skill used by a Sheet Metal Worker may be granted direct entry into the program, exempting him/her from the normal application process. *

An applicant who has completed a SkillsUSA training program in any skill used by a Sheet Metal Worker may be granted direct entry into the program, exempting him/her from the normal application process. *

An applicant who successfully completed a recognized apprenticeship readiness program may be granted direct entry into the program, exempting him/her from the normal application process. *

An applicant who successfully completed the International Training Institute for the Sheet Metal and Air Conditioning Industry's SMART Heroes Program shall be granted direct entry into the program as a second-year apprentice, exempting him/her from the normal application process. *

If there is a recognized shortage of skilled workers in a particular facet of the Sheet Metal Industry, an applicant with experience in the recognized area of shortage may be granted direct entry into the program, exempting him/her from the normal application process. *

To transfer an Apprenticeship Agreement from another sheet metal registered apprenticeship program, the Apprentice and Sponsor must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based. The JATC must agree to accept a transfer and OSAC will be provided with all documentation necessary and/or required to verify that the transfer is justifiable according to Section 5. The transferring Apprentice must complete the application process in Attachment C and provide the JATC official documentation pertaining to their participation in the apprenticeship program from which they are transferring. The JATC will examine all documentation before granting permission to transfer and executing a new Apprenticeship Agreement. All such records shall become part of the JATC's permanent files. Upon notification by an Apprentice to the JATC of interest in transferring to another program, the JATC will provide a transcript of RI and OJT to the Apprentice.

**Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications can be waived.*

Section 5: Credit for Previous Experience

After an applicant is selected, he/she may request credit for previous experience. This can be done anytime during the application process and must be in writing. The applicant will provide proof (i.e., pay stubs and school records of RI) when requesting credit. When granting advanced credit toward program completion, specific criteria will be followed. The JATC will review previously acquired experience, training, skills, knowledge, and evaluate performance to determine eligibility and the amount of credit to be awarded, using an objective assessment method that is consistent, fair, and without discrimination. Each apprentice granted credit shall receive the wage of the period to which the credit advances him/her.

The maximum number of hours of credit for OJT will not exceed 3,000 (2 years) and no Apprenticeship Agreement will be for less than a minimum term of 3,000 hours of OJT (2 years), RI can be credited up to 50% with proper documentation, except for an Apprentice transferring from another registered sheet metal apprenticeship program. Complete credit vouchers with required documentation will accompany the Apprenticeship Agreement. All credit is subject to the approval of OSAC and all credit must be applied during the initial Apprentice registration.

RI credit for the 1st year can be given if the Apprentice passes the final test from the current 1st year apprenticeship class or an equivalent test (can include written, drafting, layout, welding and fabrication of a fitting).

RI credit for the 2nd year can be given if the Apprentice passes the final test from the current 2nd year apprenticeship class or an equivalent test (can include written, drafting, layout, welding and fabrication of a fitting).

Section 6: Apprenticeship Agreement

There shall be an individual Apprenticeship Agreement between the JATC and each Apprentice, entered into on a format prescribed by OSAC. Every Apprenticeship Agreement shall contain a clause incorporating these Standards of Apprenticeship as an integral component. Before consenting to the Apprenticeship Agreement, all parties shall review the form and the Standards of Apprenticeship, and shall discuss their meaning and intent.

The Apprenticeship Agreement will be reviewed for approval by OSAC. OSAC's approval of the Apprenticeship Agreement will constitute registration of the Apprentice. It shall be signed by a JATC representative and the Apprentice, and, if the Apprentice is a minor, by a parent or guardian. All parties to the Apprenticeship Agreement shall be given a copy of the approved Apprenticeship Agreement and these Standards of Apprenticeship.

Section 7: Term of Apprenticeship

The term of apprenticeship in the occupation of Sheet Metal Worker shall be a minimum of 1500 hours of OJT, and a minimum of 144 hours of RI, each 12 months over a 4-year period.

Section 8: Probationary Period

Each Apprentice shall be on probation for the first 1500 OJT hours. During the probationary period, the Apprenticeship Agreement may be cancelled by the JATC or the Apprentice without stated cause. At the

successful completion of the probationary period, all OJT and RI hours obtained during that period will be credited to the Apprentice toward his/her completion of the apprenticeship.

Section 9: Schedule of Work Processes (OJT)

Each Apprentice shall receive instruction and work experience in all aspects of the occupation as listed in the work process schedule, which is attached to, and made a part of, these Standards of Apprenticeship as Attachment B. To permit the flexibility necessary for normal business operation, work process activities need not occur in the order listed, nor do the scheduled hours in any activity need to be continuous. A record of work and training hours shall be maintained for every Apprentice.

Section 10: Related Technical Instruction (RI)

Each Apprentice shall be required to receive at least 624 hours of RI in subjects related to the occupation, amounting to 144 hours or more for each 12-month period as listed in the RI schedule which is attached to, and made a part of, these Standards of Apprenticeship as Attachment A. The Apprentice will not be compensated for hours spent in RI outside of regular working hours.

RI will be provided in-house by Columbus Sheet Metal Workers Apprenticeship. Training is held in a classroom, s/m shop, welding lab, computer lab, HVAC lab, and/or virtual classroom by qualified instructors. RI will include a mechanism to verify satisfactory understanding of the subject matter. Each Apprentice shall maintain a grade of sixty percent or better in order to advance to the next level of the apprenticeship.

RI is typically provided Monday-Friday 7:30 a.m. to 3:30 p.m. Those Apprentices currently enrolled in evening classes will finish their Apprenticeship Program on an evening class schedule. Additional evening classes may be offered and/or required from time to time. RI will be scheduled year-round according to the Apprentice's class rotation. Students will have access to a schedule, and the dates may change at any time to compensate for unseen complications, such as weather conditions or power outages. Instructors are encouraged to coordinate two field trips to Employer shops and/or job sites each year.

All apprenticeship instructors shall meet the state department of education's requirements for vocational-technical instructor in Ohio and/or be recognized as a subject matter expert, e.g., Journeyperson. The JATC will require the instructors to receive training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide RI. See Attachments G & H.

Section 11: Safety

Work and training activities shall be conducted in a safe environment. The JATC requires safety during OJT and RI. At each stage of his/her training, the Apprentice shall receive instruction in accident prevention and safe working conditions and practices. Such instruction shall be provided for both OJT and RI.

The JATC requires every new Apprentice to attend an OSHA-10 "Outreach Training" class. The JATC will regularly schedule OSHA-10 classes and all new Apprentices must attend. If the Apprentice does not complete the scheduled OSHA-10 class, they must attain the class on their own within 21 days, outside of the JATC, or be removed from any job. If any Apprentice is removed from a job because they do not have an OSHA-10, they must attain the class on their own within 14 days or they will be terminated from the program.

The Employer will ensure the safety of any and all Apprentices on their payroll during employment. If there are any safety concerns, the Employer will contact the JATC office so the concerns can be documented, and action can be taken if required.

The JATC will not knowingly let any Apprentice work or receive RI in any unsafe atmosphere.

Section 12: Supervision of Apprentices

For each Apprentice, one or more experienced sheet metal Journeyperson(s) shall be identified who will work with, supervise, and train him/her on a day-to-day basis. The program's Training Coordinator shall provide more general supervision of the Apprentice and see that he/she receives the work experience and related instruction outlined in these Standards of Apprenticeship. The sheet metal Journeyperson identified to supervise and train the Apprentice on a day-to-day basis shall submit an evaluation every 3 months to the JATC office or as requested by the Training Coordinator.

No Apprentice shall be allowed to work without sheet metal Journeyperson supervision.

Section 13: Ratio of Journeypersons to Apprentices

During all work activity involving an Apprentice, a numeric ratio will be maintained in the employment of Apprentices to Journeypersons which is consistent with proper supervision, training, safety, and continued employment.

All apprenticeship training shall comply with the following stipulations regarding the ratio of Apprentices to Journeypersons employed on the job site at the same time per the CBA, Article XI - Section 4.

Journeyperson to Apprentice Ratio	
Journeyperson	Apprentice
1	1
2-8	2
9-11	3
12-14	4
15-17	5
18-20	6
21-23	7
24-26	8
27-29	9
30-32	10
33-35	11
36-38	12
39-41	13
42-44	14
45-47	15
48-50	16

Section 14: Hours and Conditions of Work

Apprentices shall work the same hours and be subject to the same conditions as pertain to their Employer's non-Apprentice personnel in the same occupation. Work performed in excess of eight hours a day or forty hours a week will be credited toward the completion of apprenticeship on the basis of time actually spent on the job (rather than any multiple applied to wage rates).

Section 15: Wages

- a) A graduated wage schedule for Apprentices shall be established and maintained per the CBA, Article XI - Section 7. As of the date of approval of these Standards, the current wage schedule is:
- 1A \$16.77 RI 72 OJT 750
 - 1B \$18.44 RI 90 OJT 750
 - 2A \$20.12 RI 92 OJT 750
 - 2B \$21.80 RI 90 OJT 750
 - 3A \$23.47 RI 60 OJT 750
 - 3B \$25.15 RI 90 OJT 750
 - 4A \$26.82 RI 60 OJT 750
 - 4B \$28.50 RI 90 OJT 750
- b) Apprentices receiving credit for previous experience and passing the required examination shall be paid the full wage rate for the period they enter.
- c) Apprentices will be evaluated on a biannual basis. If they have performed satisfactorily in the RI and OJT, and maintained their record keeping, they will be advanced to the next rate of pay.

Section 16: Continuous Employment

The JATC intends and expects to provide each Apprentice continuous employment and will make its best efforts to keep all the Apprentices employed during the full term of apprenticeship. In the event of lack of work, Apprentices will be laid off in reverse order of year (1st, 2nd, 3rd, then 4th) within the Employer to which the Apprentice is assigned by the Training Coordinator. Laying off Apprentices in any other manner can be administered with prior approval of the JATC. Only the Training Coordinator will assign Apprentices to an Employer. Laid off Apprentices shall be reinstated before an additional Apprentice is employed.

When it is impossible for one Employer to provide the diversity of experience necessary to give an Apprentice all-around instruction in the trade, or otherwise fulfill obligations under the Apprenticeship Agreement, the JATC will transfer the Apprentice temporarily or permanently to another Employer.

Section 17: Disposition of Complaints

In case of disputes between the Employer and the Apprentice, either party has the right and privilege of an appeal to the JATC for such action and adjustment of such matters as they come within these Standards of Apprenticeship. The decision of the JATC shall be binding on all parties to the dispute. The contact information for the person with authority to receive, process, and make disposition of complaints is: The Training Coordinator at 3031 Lamb Avenue, Columbus Ohio 43219, (614) 471-3107.

Any party to an Apprenticeship Agreement may consult with OSAC at any time for interpretation of a disputed or unclear provision of these Standards of Apprenticeship, an Apprenticeship Agreement, or the relevant laws and regulations.

Section 18: Cancellation of Apprenticeship Agreement

During the specified period of probation, the Apprenticeship Agreement may be cancelled, without adverse impact on the JATC.

After the probationary period, the Apprenticeship Agreement may be cancelled at the request of the JATC upon good cause, due prior notice to the Apprentice, and a reasonable chance for corrective action. Upon suspension of the Apprenticeship Agreement or its cancellation, the JATC will provide verification of this action to the Apprentice and to OSAC.

Section 19: Periodic Evaluations

Each of the Apprentices' progress in the program shall be evaluated before each advancement-stage designated in the CBA, referenced in Section 15. The evaluation will be conducted by the Training Coordinator, considering attendance and achievement, both OJT and RI. If the Apprentice's progress is satisfactory, he/she will receive the wage increase designated by the CBA for the respective advancement stage. If progress is unsatisfactory, the Apprentice may be permitted to continue in a probationary status, and/or may be required to repeat the relevant learning and work activities. The results of progress evaluations shall be recorded.

Section 20: Certificate of Completion

Upon each Apprentice's satisfactory completion of the requirements of the apprenticeship program, the JATC shall recommend to OSAC that a state certificate of completion be awarded. Documentation of OJT and RI shall be on file and available on request.

Section 21: Records

The JATC shall keep a thorough record of each Apprentice's program participation, including the hours, the nature of apprentice activity in OJT and RI, as well as the results of progress evaluations.

The JATC shall, for five years, maintain each record of this kind and other records pertaining to the operation of the program, including but not limited to the documentation of the following: Apprentice recruitment, selection, job evaluations, assignments, layoffs, terminations, rates of pay and other compensation. All such records shall be made available upon request to OSAC and/or the U.S. Department of Labor.

Section 22: Reports

The JATC shall immediately report to OSAC any change in the status of an Apprentice (completion, resignation, or termination) or in the operation of the program.

Section 23: Registration of Program

These Standards of Apprenticeship shall be submitted to OSAC for approval and the JATC should resubmit every 5 years thereafter.

Section 24: Modifications, Cancellation and Deregistration

These Standards of Apprenticeship may be amended by the JATC at any time, subject to approval by OSAC. Such changes shall not apply to any existing Apprenticeship Agreement without the consent of all parties to the Apprenticeship Agreement, including the Apprentice. A copy of each amendment or modification adopted will be furnished to each Apprentice to whom the amendment or modification applies.

Cancellation and deregistration of the program may be effected voluntarily by a written request from the JATC or given reasonable cause by OSAC through formal deregistration proceedings in accordance with the provisions of O.A.C. 5101:11.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the JATC will notify each Apprentice of the cancellation and the effect of the same. This notification will conform to the requirements of Title 29, C.F.R. part 29.7.

Section 25: Collective Bargaining Agreement (CBA)

No provisions in these Standards of Apprenticeship will be construed as permitting violation of any applicable state or federal laws or regulations.

Nothing in these Standards of Apprenticeship will be interpreted as being inconsistent with an existing or subsequent CBA establishing higher standards. In the event of a conflict, the higher standards, whether in the Standards of Apprenticeship or the CBA, shall prevail.

Nothing in these Standards of Apprenticeship will be interpreted to interfere with or abridge management's rights as vested in them under the CBA.

Section 26: Obligation of Apprentice

Before an applicant signs an agreement to become an Apprentice, he/she will read and sign the following obligation and file it with the JATC:

"I, the undersigned, having made application to be enrolled as an apprentice with Columbus Sheet Metal Workers Apprenticeship, and having read the Standards of Apprenticeship formulated by the Joint Apprenticeship and Training Committee providing for training of Apprentices and understanding same and all conditions therein contained, do hereby agree to serve such time and perform such manual training and study such subjects as the committee may deem necessary for an Apprentice to become a sheet metal worker. It is understood that the Standards of Apprenticeship, attached hereto, and incorporated by reference herein, are part of this agreement as if expressly written herein."

Section 27: Rules Governing Apprentices (Student Handbook)

Apprentices will receive a copy of a student handbook outlining the rules of apprenticeship. Apprentices will agree to follow the rules in the handbook by signing a statement when they receive the handbook. Any revisions or modifications that are made to the handbook will be distributed to each Apprentice, who will sign an acknowledgement of receiving the same.

Apprentices failing to observe any rules shall be subject to dismissal or may be retained in their present wage bracket provisionally, at the discretion of the JATC.

Termination letters can be appealed in writing to the Training Coordinator, who will consult with the JATC to make a final decision. The JATC may ask Apprentices to present an appeal in person if they feel it would help to determine a resolution.

A written response of all appeals shall be sent from the JATC.

Section 28: Employment Rules (Supervisor Handbook)

All Employers will abide by these Standards of Apprenticeship and a supervisor handbook. The supervisor handbook will be supplied from the Training Coordinator upon request.

Attachment A

Related Instructional Training (RI)

		Hours
Core 1	Introduction to Your Apprenticeship	2
Core 1	Trade Overview	2
Core 1	Trade History	3
Core 1	Roles and Responsibilities	1.5
Core 1	Getting Along at Work	1.5
Core 1	Survival Skills	3
Core 1	Properties of Metals	3
Core 1	Hardware of the Craft	3
Core 1	Basic Trade Math (Note: Advanced math to be embedded where it applies)	21
Core 1	Sheet Metal Hand Tools	3
Core 1	Seams, Locks, and Edges	3
Core 1	Shop Procedures	6
Core 1	Shop Equipment and Safety	9
Core 1	Math Bend Allowances	3
Core 1	Basic Drafting & Blueprint Reading	23
Core 1	Basic Layout Principals	33
Core 1	OSHA-10	12

W1	Introduction to welding	0.5
W1	Safety	2.5
W1	Oxy-fuel gas cutting Module 1: safety, setup, operation	1.5
W1	Oxy-fuel gas cutting Module 2: straight cutting, bevel cutting, pierce cutting	1.5
W1	Smaw Module 2: safety, setup, operation, flat plate	3
W1	Smaw	6
W1	Gmaw Module 3: safety, setup, operation	3
W1	Gmaw	4
W1	Smaw/ Gmaw Test	2
	First Year Hours	156

(a) First Year Apprentice – 156 Hours

(b) Second Year Apprentice – 180 Hours

Core 2	Introduction to Your Apprenticeship	3
Core 2	Field Installation	24
Core 2	Job Cost	6
Core 2	Plan, Specs	24
Core 2	Architectural Principles/Alternative Materials	6
Core 2	Layout	18
Core 2	Safety	9
Core 2	Basic Trade Math (Note: Advanced math to be embedded where it applies)	30
Core 2	OSHA-30	36
W2	Gmaw	12
W2	Plasma arc cutting	6
W2	Smaw	6
	Second Year Hours	180

(c) Third Year Apprentice- 144 Hours

Gen 3	School Orientation	3
Gen 3	Labor History and Unionism	3
Gen 3	Math	12
	Field Installation, Fire Damper, Seismic Restraints, Louvers, Curbs & Flashings	6
Gen 3	Field Measuring and Sketching	6
Gen 3	Plans and Specs-Module 1: Overview to Construction Documents, Why Do Plans and Specifications Matter, How Are Plans and Specifications Used, Organizing Plans, Picture Behind a Set of Plans and Specs, The Construction Specifications Format	3
Gen 3	Plans and Specs-Module 2: Closer Look at Plans, How to Handle Plans, Drawings From Different Points of View, Using Coordinates to Understand Drawings, Detail Drawings and References	3
Gen 3	Plans and Specs-Module 3: Closer Look at Specifications, Specifications and the Construction Process, Organization of Specifications, Revisions of Plans and Specifications	3
Gen 3	Plans and Specs-Module 4: Types of Drawings and Their Components, Civil Drawings, Architectural Drawings, Structural Drawings, Mechanical Drawings, Electrical Drawings, Specialty Drawings in Sheet Metal Areas	12
Gen 3	Plans and Specs-Module 5: Overview of Shop Drawings, Production and Use of Shop Drawings, Information Found in Shop Drawings, Symbols and Abbreviations, Computer-Aided Design (CAD)	9
Gen 3	Plans and Specs-Module 6: Overview of the Control System, Types of Automatic Control Systems	3
Gen 3	Plans and Specs-Module 7: Project Management, Pre-Construction Meetings, Incomplete Information	3
Gen 3	Introduction to HVAC, The Job of the HVAC Technician, The HVAC Curriculum	3
HVAC 3	Systems and Components HVAC, HVAC Systems Heating Systems	3
HVAC 3	Systems and Components HVAC, Cooling Systems, Ventilation	3
HVAC 3	Heating HVAC, Heat Transfer, British Thermal Units, Heat Sources and Systems	3
HVAC 3	Heating HVAC, Piping, Installation and Startup	3
HVAC 3	Refrigeration HVAC, Introduction to Cooling, How Refrigerants Work, Components and Operation	3
HVAC 3	Refrigeration HVAC, Cycle On-Cycle Off, Heat Pumps, Chillers	3
HVAC 3	Refrigeration HVAC, Installation and Service, CFCs, Startup	3
HVAC 3	Understanding Electricity HVAC, Introduction to Electricity, Measuring, testing and electrical safety	6
HVAC 3	Understanding Automatic Control Systems HVAC, Introduction to Automatic Control Systems, Pneumatic Controls, Digital Control Systems	6
HVAC 3	Field Installation HVAC, Field Measurements, Penetration Layout, Installing Ductwork	9
HVAC 3	Field Installation HVAC, Hoisting and Rigging, Installing HVAC System, Retrofitting HVAC Systems	9
HVAC 3	Gas Tungsten Arc Welding (safety, set-up, and repairs)	3
W3	Operation of GTAW (deposit beads on flat plate)	9
W3	Operation of FCAW (DASH principle, flat plate, fillet and groove welds)	9
W3	Flux Core Arc Welding (safety, set-up, and repairs)	3
W3	Third Year Hours	144

(d) Fourth Year Apprentice- 144 Hours

Gen 4	School Orientation	3
Gen 4	Labor History and Unionism	3
Gen 4	Math	6
Gen 4	Foreman Training: Introduction, Self-Evaluation, Successful Foreman Attribute, Managing and Leading Others	6
Gen 4	Foreman Training Safety Culture Human Relations Professional Development	18
Gen 4	Project Management	18
Gen 4	Field and Shop Tricks of the Trade	6
HVAC 4	Heating and Refrigeration's Hands On- HVAC	9
HVAC 4	Plans and specifications- HVAC Pick-off/Take-off Lists Submittals Case Studies	6
HVAC 4	Load Calculation and Duct Design- HVAC Unit Size and Duct Configuration Concept	3
HVAC 4	Load Calculation and Duct Design	6
HVAC 4	Basic Tab HVAC Introduction to Tab Preparing for the Tab Job	6
HVAC 4	Basic Tab- HVAC Instruments Duct Leakage Testing	6
HVAC 4	Basic Tab- HVAC Fluid Flow Fans Centrifugal Pumps	6
HVAC 4	Commissioning HVAC The Commissioning Process Indoor Air Energy Retrofitting	6
HVAC 4	Project Management HVAC Introduction Manage the Work Manage the People	6
HVAC 4	Project Management- HVAC Make a Profit Closing Out a Project How to become a Project Manager	6
W4	Welding Introduction to AWS certifications	3
W4	D9.1 and D1.1 fit up and practice weld SMAW GMAW	18
W4	Weld Final Test	3
W4	Fourth Year Hours	144

Related Technical Instruction (RI)..... 624

Attachment B

Work Schedule (OJT)

General Sheet Metal (Layout).....	1000
Machinery Operation (Shears, Brakes, and Others)	800
Operation of Hand Tools (Snips, Hammers, Dividers, and Others)	800
Sheet Metal Erection and/or Shop Fabrication.....	1000
Welding & Soldering.....	800
Exhaust and Blow Pipe Work.....	200
Blue Print Reading and Sketching.....	600
Roofing, Spouting, Gutters, Cornices and Skylights.....	200
Ventilation and Air Conditioning.....	200
Forced Air Furnace Work and Servicing.....	200
Warm Air Heating	200
TOTAL HOURS.....	6,000

Attachment C

The Application Process

- 1) Applicants must fill out the online application at www.csmwa.org/app . Notices will be sent to outreach groups at least each quarter, more often if possible. Applications will be accepted anytime and anywhere with Internet access. Applicants can schedule an appointment to do the application at the JATC office during regular business hours.
- 2) During the on-line application, applicants will completely read the Standards of Apprenticeship and ask questions until they are understood. Questions are answered by office staff at (614) 471-3107 or office@csmwa.org.
- 3) During the on-line application, applicants will sign the “Statement of Understanding.”
- 4) During the on-line application, applicants will sign a paper stating that they do not take illegal drugs and will be tested.
- 5) Applicants will provide the JATC office a copy of documentation as stated in Section 3 prior to being accepted into the program.
- 6) Applicants will be scheduled for the next testing date. Columbus State Community College will administer a dexterity test and the Ramsay test quarterly at the JATC office.
- 7) Applicants will receive information for when they are scheduled for an interview.
- 8) A separate file will be kept for each person in the database “totaltrack.org.” The file will be kept in numerical order corresponding to the applicant’s number in the registration process and the Apprentice database. The file of each applicant shall be kept for a minimum period of five years.
- 9) In the event an applicant, after filling out the application and reading the Standards of Apprenticeship, refuses to proceed, their application will be kept, but de-activated, and the reason will be noted in the applicant’s file.

Attachment D

The Selection Process

- 1) Applicants must apply online as described in Standards of Apprenticeship Attachment C.
- 2) Applicants will be scheduled for the next testing date. Columbus State Community College will administer a dexterity test and the Ramsay test quarterly at the JATC office.
- 3) Personal interview will be scheduled in order of test scores—highest to lowest—with the JATC members or a committee designated by the trustees.
- 4) Points will be entered into totaltrack.org, the Apprentice database. Totaltrack.org will compile a list of qualified applicants for entrance by ranking. The JATC office will sign up new Apprentices in order of the highest score to the lowest and will place Apprentices with the best suited Employer as soon as possible. There is one list of applicants sorted by score with a 2-year history. The JATC will decide how many Apprentices to take in, and how often, as the job market demands change.
- 5) Applicants shall be notified of their status after interview/testing by mail and a copy will be retained in the applicant file. The applicant position changes as people are accepted, leave, are removed or when new people are interviewed and are added to the list.
- 6) When the JATC office brings in the next applicant for an apprenticeship they will follow this procedure.
 - a) Contact the applicant and confirm they are still interested. (If not remove from list.) Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If the applicant cannot be reached by telephone, his or her name will be passed and notice sent to his or her address by U.S. mail and email to determine if the applicant is still interested. If no response is received within fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one notice will be mailed and emailed.
 - b) Fill out Apprenticeship Agreement and Union application completely.
 - c) Collect required dues for SMART 24.
 - d) Read and sign drug policy and obligation statement.
 - e) New Apprentices will be offered a copy of the Standards of Apprenticeship, after the Apprentice signs the apprentice obligation and a student handbook.
 - f) When the Apprenticeship Agreements have been registered and approved by OSAC, copies will be distributed upon request to the Apprentice, the Employer, the Union, the Apprentice file and one retained in a master Apprenticeship agreement file.
 - g) Fill out a work referral and send to Employer, referral is to be given to company representative by the Apprentice before starting work.

Attachment E

The Interview Process

1. Office interviews are to be finished after the personal interview by the JATC office staff as much as is possible. The Scores will be recorded in the totaltrack.org database.
2. Personal interviews will be scheduled at least once a quarter or as often as the JATC designates.
3. Interviews will be scheduled in order of test scores—highest to lowest. No person will be skipped for any reason, unless it is by mutual agreement between the applicant and the JATC. The applicant will only be permitted to interview once unless the JATC feels there is a compelling reason to re-interview. If the applicant is re-interviewing, the newest interview score will be used, whether it is a higher or a lower score.
4. Applicants will be asked the same questions as outlined in this attachment. Interviewers can ask follow up questions to encourage the applicant to expand on or to clarify their answers.
5. Office Interview
 - a. **Education / Military**
 - i. Give 10 points for diploma or equivalent only, Give 20 points for diploma and transcript.
 - ii. Give 5 points (Max 20) for each algebra or higher-level math class (even high school). (must show transcript or documentation—need C or better to receive full points.)
 - iii. Give 10 points (Max 20) for any trade related year at a career center. (must show documentation, transcript or certificate.)
 - iv. Give 5 points (Max 20) for each year of college completed (less points for partial). (must show transcripts/diploma.)
 - v. Give 10 points (Max 20) for each year in active duty- must show DD214.
 - b. **Experience**
 - i. Give 5 points (Max 10) for each year of steady work in any career (Must have resume or list on application.)
 - ii. Give 15 points (Max 30) for each year of work in any trade related career including construction jobs. Welding, Drafting, Field, and Shop, or work in other construction trade or union—must show documentation.
 - iii. Give up to 30 points (Max 30) if currently a member of SMART 24 as a Pre-Apprentice. Must have good evaluation from work and school.
 - iv. Give 10 points (Max 30) for each year as a member of SMART 24 as a specialty worker such as a Classified or Siding/Decking worker. Must have a recommendation from a union representative showing work history.

6. Personal Interview

READ THIS: “This is a four-year apprenticeship, and you will work a regular job and go to school five (5) weeks a year. The attendance requirements are strict. Three (3) missed days from work or school will result in cancellation of your apprenticeship.”

ASK/ANSWER ALL QUESTIONS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Do you have anything to add or say before we are finished?

Name of Applicant: _____ Date: _____

Applicant Number: _____

Personal Interview	Possible	Actual
████████████████████	██	
██████		
████████████████████	██	
██████		
████████████████████	██	
██████		
████████████████	██	
<i>Comments:</i>		

Remarks:

Print Interviewer Name: _____

Name of Applicant: _____ Date: _____

Applicant Number: _____

Total Office Interview Points		
Total Personal Interview Points		
Total Test Points		

Attachment F

Background Check Policy

The Columbus Sheet Metal Workers Apprenticeship (“CSMWA-JATC”) has a strong commitment to providing a safe and secure workplace and learning environment for its Apprentices and to establishing programs promoting high standards of health and safety. The purpose of this policy is to set forth the JATC’s policy regarding background checks for applicants and to provide practical procedures for its administration.

All applicants for apprenticeship or pre-apprenticeship will be asked on the Application Form if they have ever been convicted of a felony. If an applicant has been convicted of a felony, he or she will be provided an opportunity to provide an explanation on the Application Form. A previous felony conviction does not automatically disqualify an applicant from hiring. If it is found through the application process or in any other manner that an apprentice or applicant has falsely responded regarding felony convictions on his or her Application Form, that applicant or apprentice will be denied admission or removed from the pre-apprentice or apprenticeship program immediately upon discovery of such falsification, regardless of how long the individual has been enrolled in the apprenticeship program.

Applicants for apprenticeship or pre-apprenticeship will be required to undergo the Parkersburg-Marietta Contractors and Trades Educational and Development Fund (“PMCTEDF”) School Background Check Package when they have become one of the top candidates on the list for admission to the apprenticeship program and/or prior to being hired as a pre-apprentice. All offers for employment made to an applicant are conditional upon the satisfactory completion of a background check. The offer of employment remains contingent in circumstances where an individual begins working for an employer prior to the JATC’s receipt of the result of the background check, and a newly employed Apprentice or pre-apprentice will be removed under the terms of this policy for failure to satisfactorily complete a background check. The School Background Check Package involves a seven-year national check for felonies and misdemeanors and an unrestricted check for registration as a registered sex offender. All costs for undergoing the background check will be borne by the JATC.

Before undergoing the background check, the applicant will complete the Authorization for Release of Information Background Check Consent Form and the Background Request Form. Copies of these forms are attached hereto and incorporated herein. The applicant will also be given a copy of this Policy and the Summary of Rights under the Fair Credit Reporting Act attached hereto. The results of the background check are good for five years, so an apprentice will not be required by the JATC to submit to another background check once he or she has received a clear status. However, an Apprentice may be required to submit to additional background checks by signatory Employers as a condition precedent to being placed with an Employer or on a particular project. Such additional testing is outside the scope of this policy.

A clear check indicates that the background data is in compliance with the guidelines established by the PMCTEDF. If the results of the background check come back as something other than clear, it will be indicated as decisional by PMCTEDF, and the Trustees will review the report to make a decision regarding hiring. When reviewing the results and making a decision, the Trustees will consider the nature and gravity of the offense and the time that has passed since the conviction and/or completion of the sentence. If the results are indicated as decisional by PMCTEDF, the JATC shall immediately provide a complete copy of the report to the Applicant.

An applicant who receives decisional results that he or she would like to appeal must notify the Training Coordinator in writing of the appeal within forty-eight hours of his or her receipt of the results. An applicant who wishes to appeal may provide documentation regarding why he or she believes that the results of the background check were inaccurate. The JATC Trustees will conduct a review of the appeal and additional documentation submitted by the applicant and make a final decision. Failure to timely request an appeal will cause the initial determination on the results of the background check to become final.

Attachment G

Instructors and Training

Instructor	DOE *	Teaching Duties	Training **
Larry Grove	Journeyman	1 st year & Welding	iTi (2017-2022)
Mary Bentler	Journeyman	2 nd year	iTi (2009-2022)
Brian Huston	Journeyman	Welding & AWS	iTi (2007-2022)
Dane Clark	Journeyman	Full-time Instructor/Mentor	iTi (2019-2022)
Zack Riley	Journeyman	Welding	iTi (2016-2022)
Carl Hileman	Journeyman	1-4 year & Welding	iTi (2010-2022)
Sam Schaffer ***	Journeyman	1-4 year & Safety	iTi (2003-2022)
Nicholas Young	Journeyman	2nd & 3rd Year	iTi (2021-2022)
McKenzie Quinn	Journeyman	Welding	iTi (2022-2022)
Rick McMillen	Journeyman	Architectural	iTi (2020-2022)
Dennis Smith	Journeyman	Welding	iTi (2020-2022)
Trae Starker	Journeyman	Indoor Air Quality Testing/Balancing	iTi (2021-2022)

* State department of education's requirements for vocational-technical instructor in Ohio and/or be recognized as a subject matter expert (SME). Journeyman is our SME.

** iTi is the International Training Institute; The iTi courses are intended to equip journeymen with basic teaching skills. The program concentrates entirely upon the planning and teaching of sheet metal lessons for apprentices and journeypersons. It does this with a blend of theory and practice, by applying principles of teaching and learning to the preparation of written lesson plans, by teaching those plans, and by critiquing and self-analyzing the teaching. Three lesson planning and teaching assignments are utilized in this process, progressively challenging to foster growth in teaching proficiency. The goals of the Instructor Development Programs are: contribute to the instructors' commitment for apprentice and journeyperson training; help instructors apply iTi Apprenticeship Curriculum resources and materials; help instructors develop and document an individual career plan that identifies and documents relevant personal instructional and training history; assist instructors in meeting the qualifications for a Bachelor's Degree in Labor Education.

*** Instructor earned a Bachelor's Degree in Labor Education from National Labor College.

Attachment H

CSCC Agreement

DocuSign Envelope ID: 9900ADCE-0620-40BE-ABFA-7105437BEC6E

**AGREEMENT
BETWEEN
COLUMBUS STATE COMMUNITY COLLEGE
AND
COLUMBUS SHEET METAL WORKERS APPRENTICESHIP**

PURPOSE STATEMENT

This Agreement ("Agreement") is between Columbus State Community College, a state community college district, ("College") 550 East Spring Street, Columbus, Ohio 43215, and COLUMBUS SHEET METAL WORKERS APPRENTICESHIP (CSMWA) ("Partner"), 3031 Lamb Ave., Columbus, OH 43219, (CSMWA), a 501(c)(5) Trust Fund.

College pursuant to Ohio Revised Code (R.C.) Chapter 3358 is empowered to do all things necessary for the proper maintenance, successful and continuous operation of the College.

WHEREAS, the College has developed an approved Associate of Applied Science Program to meet the career needs of skilled tradespeople in Central Ohio. The technical coursework required by this degree pathway is very closely paralleled by that coursework currently delivered by the Partner; and

WHEREAS, Partner represents and certifies that it has the authority to do business in the State of Ohio and to enter into this agreement; and

WHEREAS, The College has worked with Partner to develop a curriculum to provide apprentice and journeyman skilled tradespeople with the opportunity to complete an Associate of Applied Science; and

NOW, THEREFORE, in consideration of the mutual promises and obligations contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Partner and the College (collectively, the "Parties") agree as follows:

ARTICLE 1: NATURE OF AGREEMENT

- 1.1 College enters into this Agreement in reliance upon Partner's representations that it has the necessary expertise and experience to perform its obligations. Partner warrants that it possesses the necessary expertise and experience to perform its obligations.
- 1.2 Partner affirms that it has all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and that all are current. If at any time during the term of this Agreement Partner, for any reason, becomes disqualified from conducting business in the State of Ohio, Partner will immediately notify College in writing and will immediately cease performance of the Work.
- 1.3 Partner's employees shall perform the services to be rendered under this Agreement. The Partner shall not hire, supervise or pay any assistants to Partner in its performance of services under this Agreement without express written approval by the College. In the event Partner employs any assistants or employees, same are bound fully by all the Agreement's provisions to the extent applicable.
- 1.4 College shall not be required to provide any training to Partner to enable it to perform services.
- 1.5 It is expressly agreed by the parties that none of the rights, duties and obligations herein shall be binding on either party if award of this Agreement would be contrary to the terms of R.C. Chapter 102 (Ohio Ethics statute) or the College's policies and procedures.

ARTICLE 2: RESPONSIBILITIES

CSCC Legal Office
Contract Template 7/2018

Page 1 of 12

The parties signing below are duly authorized officers of their respective entities.

**COLUMBUS SHEET METAL WORKERS
APPRENTICESHIP**

Steve Allen, Administrator/Coordinator
3031 Lamb Ave.

Columbus, OH 43219

By 

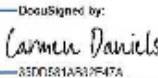
Printed Name Steve Allen

Title Admin./ Training Coordinator

Date 10/20/2022

COLUMBUS SHEET METAL WORKERS
APPRENTICESHIP

Columbus State Community College
550 East Spring Street
Columbus, OH 43215

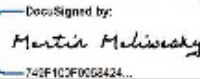
DocuSigned by:
By 

Printed Name Carmen Daniels

Title Dean

Date 10/20/2022

Columbus State Community College

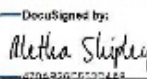
DocuSigned by:
By 

Printed Name Martin Maliwesky

Title SVP - Academic Affairs

Date 10/20/2022

Columbus State Community College

DocuSigned by:
By 

Printed Name Aletha Shipley

Title SVP/CFO

Date 10/20/2022

Columbus State Community College

SIGNATURES

Attestation by the following sponsor organization: Columbus Sheet Metal Workers Apprenticeship.

The sponsor submits these standards, to obtain or renew registration for the apprenticeship program described herein, and affirms that in operating said program, it shall adhere to all rules under division 5101:11 of the Ohio Administrative Code.

Name of sponsor's authorized representative: Steven Allen

Title: Administrator/Training Coordinator

Signature: St Allen Date: 9/8/23

Attestation of review (where applicable) by work-place union representative:

Name of union representative: Jeff Hunley

Title: SMART Local 24 Business Representative

Signature: Jeff Hunley Date: 9/11/2023

Approval and registration by the Ohio State Apprenticeship Council staff office (OSAC)

Name of OSAC's authorized representative: Holly Endicott

Title: Program Administrator

Signature: Holly Endicott Date: 9/20/2023