

PATTERN
STANDARDS OF APPRENTICESHIP

FOR

IOWA-NEBRASKA EQUIPMENT DEALERS
ASSOCIATION, INC.



**Farm Equipment
Mechanic I
(Technician)**

Salesperson, Parts

Developed in Cooperation with the



U. S. DEPARTMENT OF LABOR

OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES

BUREAU OF APPRENTICESHIP AND TRAINING

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DEFINITIONS AS USED HEREIN

Pattern Standards	-	this entire document.
Sponsor	-	Iowa-Nebraska Equipment Dealers Association, Inc.
Participating Employer Agreement	-	The apprenticeship standards (this document) to which each individual participating employer is signatory.
Employer	-	the firm by whom the apprentice is employed under these Standards of Apprenticeship. Each employer participating in the Iowa-Nebraska Equipment Dealers Association Apprenticeship Program shall be signatory to the program standards by way of the Participating Employer Agreement.
Apprentice	-	a person who has agreed to work and learn a recognized trade in accordance with the terms and conditions of these Standards, requiring actual work experience on the job supplemented by instruction of appropriate related trade theory.
Apprenticeship Agreement	-	the written apprenticeship agreement between the apprentice and the employer, and includes these Standards.
Supervisor of Apprentices	-	the person designated by the Employer who has been assigned the responsibility to perform the duties in the Standards of Apprenticeship.
Registration Agency	-	the Bureau of Apprenticeship and Training, United States Department of labor.

PREFACE

These Standards of Apprenticeship have, as their objective, the training of skilled individuals to a level of competency necessary to become highly skilled workers in the apprenticed occupation(s). The sponsor recognizes that a well developed program of work experience and related instruction is required to produce and certify these skilled workers.

This recognition has resulted in the development of an apprenticeship program which meets or exceeds the standards established by the U.S. Department of Labor's Bureau of Apprenticeship and Training.

The purpose of this program is three-fold:

1. To afford the opportunity to student-learners and others to become recognized as highly skilled trades workers in the occupations of farm equipment mechanic and parts salesperson, if they will apply themselves to learn the occupation;
2. To develop, promote, and safeguard the sponsor's and employer's high standards of craftsmanship; and
3. To develop a collaborating partnership between the Iowa-Nebraska Equipment Dealers Association and Northeast Iowa Community College, in accordance with the Bureau of Apprenticeship and Training, U.S. Department of Labor, by offering an opportunity to selected student-learners to exercise and hone their skills in a real-world work environment by affording them the opportunity to receive approximately 10 to 20 hours work experience per week while attending high school or college. This will provide invaluable experience and preliminary technical preparation for the student to ultimately become a successful skilled trades worker.

This agreement with Northeast IA. Community College Ag. Equip. Technology Program, Dept. of Labor & the sponsoring dealership for this apprenticeship program may be accomplished with 1 or more of these options.

1. Accelerated: The student has met the minimum credits for graduation and would be eligible for early graduation & enrolled in the Ag Equipment Technology courses.
2. Participation in NICC courses that will lead to Ag. Equip. Technology Program degree.
3. Participation in courses at a participating Community College which will transfer towards an Ag. Equip. Technology Program degree.

To best serve the interests of the apprentice, the employer, and the community, the

Iowa-Nebraska Equipment Dealers Association has developed these apprenticeship and training standards for participating employers.

I. QUALIFICATIONS

Applicants shall:

1. Be at least 16 years of age.
2. Be physically able to perform the essential duties of the trade.
3. Have sufficient educational background to perform the work of the trade.

II. EQUAL OPPORTUNITY

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, or occupationally irrelevant physical requirements. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, as amended.

III. AFFIRMATIVE ACTION PLAN

Each employer employing five (5) or more apprentices is required to develop and adopt an Affirmative Action Plan.

IV. SELECTION OF APPRENTICES

Selection of apprentices shall be conducted by the participating employer in cooperation with the educational complex, following any applicable Affirmative Action Plan and Selection Procedure.

V. APPRENTICESHIP AGREEMENT

The apprentice, and parent or guardian if a minor, shall enter into a written agreement with the employer. Each Apprenticeship Agreement shall be registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor.

VI. NOTICE TO THE REGISTRATION AGENCY

The Bureau of Apprenticeship and Training shall be notified of all new registrations, suspensions, cancellations, or completions.

VII. PROBATIONARY PERIOD

A probationary period of ninety (90) days shall allow the apprentice time to ensure that the type of work is to his or her liking, and the employer to determine whether a candidate is

suited to the work. Full credit toward the apprenticeship term will be given to those who successfully complete the probationary period.

During this period, either the apprentice or the employer may terminate the apprenticeship agreement, without cause.

After completion of the probationary period, the agreement may be canceled at the request of the apprentice, or may be suspended, canceled or terminated by the employer for reasonable cause with due notice to the apprentice and a reasonable opportunity for corrective action.

VIII. CREDIT FOR PREVIOUS EXPERIENCE

Apprentices may be granted advanced standing or credit for previously acquired experience, training, or skills. Credit shall be applied to all applicants equally, with commensurate wages for any progression step so granted.

IX. TERM OF APPRENTICESHIP

The terms of apprenticeship for farm equipment mechanic and parts salesperson shall be a period of three (3) years of reasonably continuous employment and training on the job, supplemented by the required hours of related instruction.

Apprentices who, by unusual aptitude, previous experience, or education, achieve the desired level of competence in less time than designated, may be advanced to the next higher period of training, or if applicable, to completion of apprenticeship.

X. APPRENTICESHIP WAGE PROGRESSION

Upon satisfactory progression of work skills and related training, apprentices will be paid a progressively increasing schedule of wages based on a percentage of the individual employer's current skilled trade worker wage rate for that occupation. The apprentice wage progression will be specified in each individual employer's participating agreement.

(Sample format)

0 – 1000 hours	_____ %	3000 – 4000 hours	_____ %
1000 – 2000 hours	_____ %	4000 – 5000 hours	_____ %
2000 – 3000 hours	_____ %	5000 – 6000 hours	_____ %

Our current skilled trades worker wage rate is \$_____ per hour.

Apprentices who display unsatisfactory progress through lack of application, failure to pass related subjects, or dubious work habits, may be held at the same level for an extended period, or set back in training.

An apprentice shall be paid no less than the Federal minimum wage.

XI. CERTIFICATE OF COMPLETION OF APPRENTICESHIP

Apprentices who successfully complete training shall be awarded a Certificate of Completion of Apprenticeship from the Bureau of Apprenticeship and Training upon request by the employer.

XII. RATIO OF APPRENTICES TO SKILLED TRADES WORKERS

One (1) apprentice may be employed in each shop or department employing a qualified skilled trades worker and one (1) additional apprentice for each one (1) additional skilled trades worker regularly employed.

XIII. WORK PROCESSES

Each apprentice shall be given work experience as outlined in the work schedule attached to these standards. (Attachment B)

XIV. RELATED INSTRUCTION

Student-learners shall be engaged in curriculum studies developed by Northeast Iowa Community College. An outline of related instruction curriculum for the apprenticed occupation shall be attached. Each apprentice shall receive a recommended minimum of 82 credit hours of training. (Attachment C)

Time spent in related instruction shall not be considered as hours of work unless the apprentice is required to attend classes during regular working hours, except as otherwise provided by State law.

XV. SAFETY

The employer shall comply with the provisions of the Fair Labor Standards Act, and to the applicable Federal or State Child Labor Laws, in the employment and training of apprentices. (Attachment E)

Apprentices shall be provided with initial and continuous safety instruction, and the employer shall ensure that apprentices are trained in facilities that are in compliance with all applicable state and federal laws and regulations.

XVI. SUPERVISION OF APPRENTICES

The employer shall assure that apprentices are under the supervision of competent and qualified skilled trades workers on the job, so as to ensure their safety and training in all phases of the work.

XVII. HOURS OF WORK

Apprentices shall work during the same hours as the skilled trades workers employed in the trade doing comparable work.

XVIII. PROGRESS EVALUATION

The employer will periodically evaluate and maintain records of the progress of the apprentice for competence and comprehension of tasks learned, prior to advancement to the next phase of the training, and whenever the employer deems such examination necessary to evaluate progress.

XIX. RECORDS

All records pertaining to apprenticeship, including applications and a description of the selection process, must be retained by the employer for at least five years and made available to the registration agency upon request. (Attachment F)

XX. REGISTRATION OF STANDARDS

These Standards of Apprenticeship will, upon adoption by the sponsor, be promptly registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training.

XXI. AMENDMENTS OR MODIFICATIONS

These Standards may be amended at any time by the sponsor, provided that the amendment or modification adopted does not alter any agreement in force at the time of such modification or amendment without the consent of the apprentice involved. Said modification or amendment shall be submitted to the Bureau of Apprenticeship and Training for approval, prior to being placed into effect.

XXII. CANCELLATION AND DEREGISTRATION

This program may be canceled upon the voluntary action of the sponsor, by the sponsor's request for cancellation of the registration.

The program may also be deregistered for reasonable cause by the Bureau of Apprenticeship and Training, U.S. Department of Labor, as outlined in Title 29 CFR Part 29.7

Within 15 days of the cancellation or deregistration of the program, the sponsor will inform each apprentice of the effect of such action. This notification will conform to the requirements of Title 29 CFR Part 29.7.

XXIII. COMPLAINTS

Complaints relative to the equal opportunity standards with respect to apprenticeship application or selection in the operation of this apprenticeship program should be addressed to:

Apprenticeship Coordinator
Iowa-Nebraska Equip. Dealers Assoc.
1311-50th Street
West Des Moines, Iowa 50266

Iowa State Director
Bureau of Apprenticeship & Training
210 Walnut Street, Rm. 715
Des Moines, Iowa 50309

(and/or)

XXIV. APPROVAL AND ADOPTION

The Apprenticeship Standards and attachments hereto are hereby approved and adopted by the sponsor as the policy and program of training of apprentices.

Iowa-Nebraska Equipment Dealers Association, Inc.

BY: _____

TITLE: _____

DATE: _____

U.S. Department of Labor, Bureau of Apprenticeship and Training

BY: _____

TITLE: State Director, Iowa _____

DATE: _____

Apprenticeship Agreement



ETA_671.dot

WORK PROCESS SCHEDULE

OCCUPATION: FARM EQUIPMENT MECHANIC I (Technician)
DOT CODE: 624.281-010 RAIS: 0187 O*NET/SOC: 49-3041.00

The term of apprenticeship for the above named classification shall be 3 years, (approximately 6000 hours) of reasonably continuous employment.

The Apprentice shall receive instructions and experience in all processes of the trade or craft to be learned in accordance with the following schedule:

<u>PROCESS:</u>	<u>APPROX.HOURS</u>
Parts System	50
Repair Manuals and References	200
Assembly, Repair & Servicing	
Tillage Equipment	200
Harvesting Equipment	200
Tractors	200
Power Trains	
Tractors	750
Combine	250
Other	100
Engines	
Valve & Cylinder Head	750
Cylinder and Crankshaft	1000
Cooling System	250
Hydraulics	
Pump Service	200
Valve and Actuator repair	250
Troubleshooting	300
Electrical Systems	
Generating Circuits	200
Starting Systems	100
Lighting Circuits	100
Monitoring/Warning Circuits	200
Test Equipment, Computer & Calibrations	500
Heating & Air Conditioning	200
Total Hours	<u>6000</u>

WORK PROCESS SCHEDULE

OCCUPATION: SALESPERSON, PARTS**DOT CODE: 279.357-062****RAIS: 0753****O*NET/SOC: 41-2022.00**

The term of apprenticeship for the above named classification shall be 3 years, (approximately 6000 hours) of reasonably continuous employment.

The Apprentice shall receive instructions and experience in all processes of the trade or craft to be learned in accordance with the following schedule:

<u>PROCESS:</u>	<u>APPROX.HOURS</u>
1. Operating Forklift to Unload Freight	(TBD)
2. Checking in Parts Orders	↓
3. Delivering Parts to Service Technician	
4. Pricing Parts on Service Orders	↓
5. Pricing Parts on Customer Orders	
6. Stocking Parts on Shelves From Orders	↓
7. Checking & Returning Parts	
8. Entering Parts Orders on Computer System	↓
9. Taking Inventory in Parts Bins	
10. Prepare Parts Orders for Shipping to Customers	↓
11. Preparing & Picking Parts Orders from Service Technicians	
12. Preparing & Picking Parts Orders From Customers	↓
13. Arranging & Picking Parts Displays on Showroom Floor	
14. Assist Customers in Determining Parts Requirements	↓
15. Assist Service Technicians in Determining Parts Requirements	

16. Prepare Stock Orders & Special Orders	↓
17. Understand Principles of Parts Turnover & Financial ratios	↓
18. Proper Telephone Techniques	
19. Handling Difficult Customers	↓
Total Hours	6,000

RELATED INSTRUCTION OUTLINE

(for the occupation of)

SALESPERSON, PARTS

In accordance with the registered program Standards, each apprentice shall participate in theoretical Related Instruction for a minimum of 144 hours per year, for each year of their apprenticeship, in the areas and subjects listed below: (82 credit hours total)

1st Semester

Orientation & Intro to Parts Industry
Auto Assemblies
Telephone Selling
Catalog Systems
Consumer Problems
Oral Communications

2nd Semester

Ticket Writing & Pricing
Counter Sales
Small Business Accounting
Business Math

3rd Semester

Inventory Control
Customer Service/Service Writer
Applied Writing
Earth & Its Environment

4th Semester

Parts Management
Keyboarding I
Emergency Care
Life Planning

RELATED INSTRUCTION OUTLINE

(for the occupation of)

FARM EQUIPMENT MECHANIC I (TECHNICIAN)

In accordance with the registered program Standards, each apprentice shall participate in theoretical Related Instruction for a minimum of 144 hours per year, for each year of their apprenticeship, in the areas and subjects listed below: (82 credit hours total)

Fall Semester / First Year

Intro. To mechanical Fundamentals
Principles of Electrical Systems
Hydraulics I
Communication in the workplace
*Math/Science Elective

Spring Semester / First Year

Engine tune-up / Multi-cylinder theory
Principles of power trains
Agricultural equip. technology Occ. Exp. I
First Aid / CPR
Shop welding

Summer Semester / First Year

Engine principles & overhaul procedures
Painting
Psychology of human relations

Fall Semester / Second Year

Intro. To microprocessor controlled comp.
Combine and implement repair & adjustment
Farm equipment air conditioning
Hydraulics II
Agriculture equip. technology Occ. Exp. II
Job seeking skills

Spring Semester / Second Year

Diesel systems
Advanced equip. repair
Intro. To data processing **or**
Software applications

*General education elective

Sequence of Classes

Term	Number	Course Name	Credits
1	07:016	Intro to Mechanical Fundamentals	5.5
1	07:019	Principles of Electrical Systems	6.0
1	07:020	Hydraulics 1	2.0
1	xx:1xx	Math/Science Elective	3.0
1	14:1xx	Communication Elective	3.0
		Term Total	19.5
2	07:021	Engine Tune-up/Multicylinder Theory	3.0
2	07:022	Principles of Power Trains	6.0
2	07:803	Agricultural Equip Technology Occup Exp I	4.0
2	98:025	Shop Welding	1.0
2	56:016	First Aid/CPR	0.5
		Term Total	14.5
3	07:024	Engine Principles & Overhaul Procedures	10.0
3	07:026	Painting	1.0
3	82:101	Psychology of Human Relations	3.0
		Term Total	14.0
4	07:027	Intro to Microprocessor Controlled Comp.	1.5
4	07:028	Combine and Implement Repair and Adjustment	3.5

4	07:029	Farm Equipment Air Conditioning	3.0
4	07:030	Hydraulics II	3.0
4	07:804	Agriculture Equip Technology Occup Exp II	4.0
4	56:019	Job Seeking Skills	1.0
		Term Total	16.0
5	07:033	Diesel Systems	6.0
5	07:034	Advanced Tractor & Equipment Repair	6.0
5	xx:1xx	Computer Education Elective	3.0
5	xx:1xx	General Education Elective	3.0
		Term Total	18.0
		Program Total	82.0

PARTICIPATING EMPLOYER AGREEMENT

The below named firm, a member of the Iowa-Nebraska Equipment Dealers Association, has elected to train Farm Equipment Mechanic I (Technician) and/or Parts Salesperson Apprentices in accordance with the Pattern Standards of Apprenticeship as adopted by the Iowa-Nebraska Equipment Dealers Association.

WAGE PROGRESSION SCHEDULE FOR: FARM EQUIPMENT MECHANIC I (TECHNICIAN)

Upon satisfactory progression of work skills and related training, apprentices will be paid a progressively increasing schedule of wages based on a percentage of the current skilled worker wage rate.

0 – 1000 hours	_____%	3000 – 4000 hours	_____%
1000 – 2000 hours	_____%	4000 – 5000 hours	_____%
2000 – 3000 hours	_____%	5000 – 6000 hours	_____%

Our current skilled trades worker wage rate is \$_____ per hour.

Our total employee force in the trade indicated above consists of ___ skilled trade workers.

WAGE PROGRESSION SCHEDULE FOR: PARTS SALESPERSON

Upon satisfactory progression of work skills and related training, apprentices will be paid a progressively increasing schedule of wages based on a percentage of the current skilled worker wage rate.

0 – 1000 hours	_____%	3000 – 4000 hours	_____%
1000 – 2000 hours	_____%	4000 – 5000 hours	_____%
2000 – 3000 hours	_____%	5000 – 6000 hours	_____%

Our current skilled trades worker wage rate is \$_____ per hour.

Our total employee force in the trade indicated above consists of ___ skilled trade workers.

EMPLOYER: _____

BY: _____

TITLE: _____

DATE: _____

IOWA-NEBRASKA EQUIPMENT DEALERS ASSOCIATION, INC.:

BY: _____

TITLE: Executive Vice-President _____

DATE: July 2, 2004 _____

Registered as part of the National Apprenticeship Program in accordance with the Basic Standards of Apprenticeship established by the Secretary of Labor.

BY: _____

Terrence Benewich

Regional Director, Office of Apprenticeship Training, Employer and Labor Services

Registration Number: _____

Registration Date: _____

Iowa Child Labor Law

92.9 Instruction and training permitted.

The provisions of sections 92.8 and 92.10 shall not apply to pupils working under an instructor in an industrial arts department in the public schools of the state or under an instructor in a school shop, or industrial plant, or in a course of vocational education approved by the board for vocational education, or to apprentices provided they are employed under all of the following conditions:

1. The apprentice is employed in a craft recognized as an apprenticeable trade.
2. The work of the apprentice in the occupations declared particularly hazardous is incidental to the apprentice's training.
3. The work is intermittent and for short periods of time and is under the direct and close supervision of a journeyman as a necessary part of apprentice training.
4. The apprentice is registered by the bureau of apprenticeship and training of the United States Department of Labor as employed in accordance with the standards established by that department.

Exemptions from Certain HOs for Apprentices and Student-Learners

Hazardous Occupations Orders Nos. 5, 8, 10, 12, 14, 16, and 17 contain exemptions for 16- and 17-year-old apprentices and student-learners provided they are employed under the following conditions:

Apprentices:

1. the apprentice is employed in a craft recognized as an apprenticeable trade;
2. the work of the apprentice in the occupations declared particularly hazardous is incidental to his or her training;
3. such work is intermittent and for short periods of time and is under the direct and close supervision of a journeyman as a necessary part of such apprentice training; and
4. the apprentice is registered by the Bureau of Apprenticeship and Training of the U.S. Department of Labor as employed in accordance with the standards established by that Bureau, or is registered by a State agency as employed in accordance with the standards of the State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, or is employed under a written apprenticeship agreement and conditions which are found by the Secretary of Labor to conform substantially with such Federal or State standards.

Student-Learners:

1. the student-learner is enrolled in a course of study and training in a cooperative vocational training program under a recognized State or local educational authority or in a course of study in a substantially similar program conducted by a private school; and
2. such student-learner is employed under a written agreement, which provides:
 - a. that the work of the student-learner in the occupations declared particularly hazardous shall be incidental to the training,
 - b. that such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person,
 - c. that safety instruction shall be given by the school and correlated by the employer with on-the-job training, and
 - d. that a schedule of organized and progressive work processes to be performed on the job shall have been prepared.

Each such written agreement shall contain the name of the student-learner, and shall be signed by the employer and the school coordinator or principal. Copies of each agreement shall be kept on file by both the school and the employer. This exemption for the employment of student-learners may be revoked in any individual situation where it is found that reasonable precautions have not been observed for the safety of minors employed thereunder.

A high school graduate may be employed in an occupation in which training has been completed as provided in this paragraph as a student-learner, even though the youth is not yet 18 years of age.

Although the regulations do not provide definitions of the terms *intermittent* and *short periods of time*, the Wage and Hour Division interprets those terms to mean that an apprentice or student-learner may not be the principal operator of prohibited machinery. He or she must work under the close supervision of a fully qualified and experienced adult, such as a journeyman. Further, the duties assigned the minor may not be such that he or she is constantly operating the prohibited machinery during the work shift, but only doing so as part of the training experience. This would preclude an apprentice or student-learner from being a production worker, responsible for performing a significant portion of the workday operating prohibited machinery or performing prohibited tasks. The Wage and Hour Division considers the continuous performance of otherwise prohibited work that exceeds one hour a day to be more than *intermittent* and more than for *short periods of time*. The Wage and Hour Division also considers the performance of otherwise prohibited work which totals more than 20% of the student-learner's work shift to be more than for *short periods of time*.

The regulations do not define the term *direct and close supervision*. The Wage and Hour Division's interpretation of *direct and close supervision* as it applies to apprentices and student-learners is based on guidance received from the Bureau of Apprenticeship and Training (BAT) which is part of the U.S. Department of Labor's Employment and Training Administration. BAT establishes ratios governing the number of journeymen and apprentices that may be employed on the job site in order to ensure worker safety and that the apprentices receive both proper training and supervision. BAT has advised the Wage and Hour Division that the most widely used ratio is one apprentice for the first journeyman on-site, and one apprentice for every three additional journeymen thereafter. The Wage and Hour Division considers the requirement of *direct and close supervision* to be met when there is one journeyman or experienced adult working with the first apprentice/student-learner onsite, and at least three journeymen or experienced adults working alongside each additional apprentice/student-learner. Of course, the requirement for *direct and close supervision* applies only during the periods when the apprentice/student-learner is actually performing work that would otherwise be prohibited by the HO.