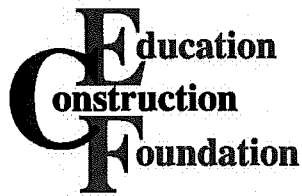




Hawaii Chapter



Rules and Regulations For Correspondence Courses

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Introduction

The mission of the Associated Builders & Contractors is to provide training to all workers in Hawaii whose goal is to be the best in the industry. Because of our unique geographical situation, it is not always possible to provide classroom instruction to all workers. To solve this problem, we are offering self-taught courses via correspondence.

This method of instruction requires more responsibility on the part of the apprentice and the employer. The responsibilities are outlined here.

Employer's Responsibilities

Company Apprenticeship Coordinator (CAC)

Correspondence apprenticeship courses require a high level of commitment from the employer. Because there are no organized classes and no instructor, the employer will be called upon to take up some of these responsibilities.

The employer will provide a person to coordinate the testing and progress of the apprentice. This person is the designated Company Apprenticeship Coordinator (CAC). This person may be an office employee or a supervisor. The CAC will be responsible for testing the apprentice and submitting each test, On the Job Training (OJT) forms to the ABC office in a timely manner. The CAC will also be responsible for test security.

The CAC will receive the tests from the ABC Office, and inform the apprentice that it has arrived. When the apprentice comes in to take the test, the Coordinator will provide a secure area for the apprentice to take the test, and proctor the exam, making sure that the apprentice does not use the book or any notes to complete the test. Once the test is completed, the Coordinator will collect the test from the apprentice and return them to the ABC office by fax.

The ABC Office will return a score sheet to the coordinator, who may allow the apprentice to review the scores.

Apprentice Responsibilities

The apprentice must take the tests in a timely manner. Tests may be taken during working or non-working hours, at the determination of the employer.

The apprentice must be prepared for the tests, and must read each module thoroughly and completely. Apprentices who have not read the book will not pass the tests.

ABC's Responsibilities

Testing Procedure

ABC will provide to both the CAC and the apprentice a schedule of testing along with the tests. The suggested schedule for taking tests is one test every 2 weeks. All tests must be passed for the apprentice to progress.

Removal from the Apprenticeship Program

Refusal to take tests, submit OJTs or becoming more than three months delinquent on either despite reminders and warnings, constitutes a breach of the Apprenticeship Agreement. Apprentices who consistently miss deadlines for tests and OJTs will be cancelled from the program.

An employer who is consistently late returning the completed tests and OJTs to the ABC office will also be considered in breach of the Agreement to Train Apprentices, and will no longer be allowed to register new apprentices.

Questions About Material

If the apprentice has a question about the material, or has trouble understanding the material in the book, he or she may call the ABC office for help. The ABC Apprenticeship Coordinator will put the apprentice in contact with the ABC instructor who is currently teaching the material. The instructor will be able to help the apprentice over the phone.

Apprentice Employment

Correspondence Apprentices enjoy the same status as other ABC Apprentices. If any apprentice is laid off from work, he or she **does not lose apprenticeship status** with the Associated Builders and Contractors. Testing will be done directly with the apprentice, and the ABC Apprenticeship Coordinator will refer the apprentice to other employers for work.

Transferring to Classroom Training

If the apprentice becomes available to start attending ABC Apprenticeship classes, the apprentice may start class during the module after the last one completed by correspondence. Passing the tests demonstrates knowledge of the material, and no credit will be lost if transferring to classroom training occurs.

ABC Standards and Rules and Regulations

Please refer to the ABC Standards and Rules and Regulations for a full outline of the requirements of apprenticeship. This document refers only to correspondence training, and does not describe the full requirements of ABC Apprenticeship.