STANDARDS OF APPRENTICESHIP
FOR THE TRADE OF
HEATING, VENTILATION, AIR CONDITIONING
AND REFRIGERATION TECHNICIAN
D.O.T. 637.261-014

formulated by
THE HEATING AND AIR CONDITIONING
CONTRACTORS OF MARYLAND

P.O. Box 730, Severna Park, MD 21146

Formerly:
THE CENTRAL MARYLAND CHAPTER OF THE
AIR CONDITIONING CONTRACTORS OF AMERICA

125 Industry Lane, Forest Hill, MD 21050
410-879-9696

in cooperation and registered with
THE MARYLAND APPRENTICESHIP AND TRAINING COUNCIL
DEPARTMENT OF LABOR LICENSING AND REGULATION
DIVISION OF LABOR AND INDUSTRY
501 St. Paul Place Room 1100
Baltimore, Maryland 21202-2272

AND

U.S. DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING
EMPLOYMENT AND TRAINING ADMINISTRATION

SUBMITTED - MAY, 1996
PREFACE

Recognizing the technological changes, new material and methods used in the present day Refrigeration, Heating and Air Conditioning Industry, and realizing the need for more qualified, better trained mechanics, with the ability to solve today's advanced mechanical problems within the Refrigeration, Heating and Air Conditioning Industry and that this in turn will benefit the worker, the employer, and the public, and THE HEATING AND AIR CONDITIONING CONTRACTORS OF MARYLAND has resolved to establish and provide the necessary administration to maintain the standards for an effective Apprenticeship Program in cooperation with the Maryland Apprenticeship and Training Council.

These Standards of Apprenticeship shall cover the Trade of Heating, Ventilation, Air Conditioning and Refrigeration Technician.

DEFINITIONS:

The following terms and definitions as used herein shall be construed as follows:

A. "Apprentice" shall mean an individual at least 16 years of age who has signed an Apprenticeship Agreement with the sponsor to learn a skilled trade as outlined in these Standards of Apprenticeship and who is registered with the "Registration Agency".

B. "Apprenticeship Agreement" shall mean a written agreement between the sponsor and an individual employed to learn a skilled trade (and if he/she is a minor, his parent or guardian). A duly authorized official of the sponsor and the individual shall both sign the Apprenticeship Agreement. The Agreement, approved by the Apprenticeship Committee and signed by the Chairperson, shall be registered with the "Registration Agency".

The Apprenticeship Agreement shall contain a statement covering the terms and conditions of employment and training, a statement of the trade to be learned, a schedule of the trade's work experience and a requirement that the Apprentice attend classes in subjects related to his/her trade.

C. "Committee" shall mean the Apprenticeship Committee organized under these Standards.

D. "Employer" shall mean the Company, individual or partnership, participating under these Standards.

E. "Federal purposes" shall mean a Federal contract, grant, agreement or arrangement dealing with the apprenticeship, and Federal financial or other assistance, benefit, privilege, contribution, allowance, exemption, preference or right pertaining to apprenticeship.

F. "Journeyman" shall mean a person who has completed a registered apprenticeship in a craft or who has completed the equivalent of an apprenticeship in length and content of work experience and all other requirements in the apprenticeship standards for a craft which has
worker's classified as journeyman in an apprenticeable occupation.

G. "On-the-job training" shall mean the segment of apprenticeship which can be obtained only on the job site.

H. "Probationary period" shall mean the period of time in an apprenticeship indenture in which in part to the apprenticeship agreement may cancel the indenture without cause.

I. "Registration Agency" shall mean the Maryland Apprenticeship and Training Council.

J. "Related instruction" shall mean an organization and systematic form of instruction designed to provide knowledge of the theoretical and technical subjects related to the trade.

K. "Sponsor" shall mean The Heating and Air Conditioning Contractors of Maryland in whose name or title the program is or is to be registered, irrespective of whether the entity is an employer.

L. "Standards of Apprenticeship" shall mean this entire document, including these definitions.

M. "State purposes" shall mean a State contract, grant, agreement or arrangement dealing with the apprenticeship, and State financial or other assistance, benefit, privilege, contribution, allowance, exemption, preference or right pertaining to apprenticeship.

N. "Supervisor of Apprentices" shall mean an individual designated by the employer to perform the duties outlined in the Standard of Apprenticeship, who shall work in cooperation with the Apprenticeship Committee.

STANDARDS OF APPRENTICESHIP POLICY

On and after the date these Standards of Apprenticeship are duly executed, it shall be the policy of the Sponsor and the Committee that all Apprentices employed in the Trade covered herein shall be governed by the Terms of these Standards of Apprenticeship.

APPRENTICESHIP COMMITTEE ORGANIZATION

1. The administrative body under these Standards shall be THE HEATING AND AIR CONDITIONING CONTRACTORS OF MARYLAND Apprenticeship and Training Committee.

2. The Committee shall consist of at least five members appointed by the President.

3. From this Committee shall be chosen a Chairperson and a Secretary. The Chairperson and the Secretary shall have the right of voice and vote on all matters coming before the Committee.

4. The Committee shall meet at least once each month during the school term. The date,
time and place of regular meetings of the Committee shall be determined by the Committee.

5. Three members of the Committee shall be deemed necessary for the transaction of the official business of the Committee.

6. The Committee shall establish such additional rules and regulations governing its administrative procedure as may be required from time to time. All revisions, additions or changes to these Standards shall be submitted for registration to the "Registration Agency" and shall then become a part of the Apprenticeship Standards. Any modification or revision of these Standards shall not alter effective Apprenticeship Agreements without the consent of all parties concerned.

DUTIES OF THE APPRENTICESHIP COMMITTEE

The duties of the Apprenticeship Committee include, but are not limited to:

1. Elect a Chairperson, a Secretary and other officers as it deems advisable and fix their duties and terms of office.

2. Adopt rules and regulations for the conduct of the Committee's affairs.

3. Hold regular meetings and record the minutes of each meeting.

4. Supervise the administration and enforcement of the standards.

5. Recruit and select applicants in accordance with the program's approved selection procedure and affirmative action plan.

6. Maintain records for 5 years of all persons applying for the program indicating whether or not the applicant
   a. completed the application process;
   b. met the program qualifications;
   c. was placed on the eligibility list; and
   d. was indentured.

7. Evaluate prior experience and training of qualified applications to determine advanced credit to be granted.

8. Provide each participating employer with the program's apprenticeship standards.

9. Enter into an agreement with each employer, stating that the employer agrees to adhere to the program's registered standards and affirmative action plan.

10. Submit a copy of the executed employer acceptance agreement for each participating employer to the Maryland Apprenticeship and Training Council.

11. Refer applicants who have been selected for the apprenticeship program only to
employers who have signed an agreement with the Committee.

12. Enter into an apprenticeship agreement clearly stating hours, wage scale, work processes and responsibilities of the Committee and the apprentice with each apprentice.

13. Review each agreement and submit 6 signed agreements, typed or in ink, to the Maryland Apprenticeship and Training Council.

14. Maintain a registered agreement for each apprentice and provide each apprentice with a registered agreement.

15. Ensure that all apprentices are provided continuous employment insofar as possible.

16. Advise apprentices that if laid-off they should report to the Committee for re-assignment.

17. Monitor attendance at related instruction, and classroom performance of apprentices and instructors.

18. Ensure that all apprentices receive all-round diversified training in all job processes of the craft.

19. Establish and maintain a record system for each apprentice's work experience (hours worked, wage paid) and attendance and performance at related instruction.

20. Investigate the training provided to apprentices and take appropriate action if deficiencies are found.

21. Determine when apprentices have satisfactorily completed their on-the-job training and related instruction.

22. Submit evidence of satisfactory completion of each apprentice to the Maryland Apprenticeship and Training Council and recommend issuance of a state certificate of completion.

23. Administer appropriate discipline to any apprentice who fails to fulfill his/her obligation on the job or in related instruction.

24. Review apprenticeship standards periodically and adopt changes subject to the approval of the Maryland Apprenticeship and Training Council.

THE TERM OF APPRENTICESHIP

The term of Apprenticeship shall be 8,000 hours (4 years) of work experience as indicated for the trade, plus a minimum of one hundred sixty (160) hours of related instruction for each year of the term of Apprenticeship.

Each apprentice employed under these Standards shall be trained in all branches of the Trade necessary to qualify him/her as a journeyperson.
MINIMUM QUALIFICATIONS FOR ALL APPRENTICE-APPLICANTS

1. Applicant must be at least 16 years of age.

2. Applicant should be high school graduates, but a 9th grade or higher education will be considered.

3. Must be physically fit to perform the work of the trade. A physical examination will be required.

4. Must have adequate means of transportation to individual job sites.

5. Must provide trade tools as required by employer.

APPLICATION FOR APPRENTICESHIP

Application for Apprenticeship under these standards shall be filed with the Apprenticeship Committee on application blanks furnished by the Committee. All applications must be filled out completely and signed by the applicant.

THE OBLIGATION OF THE SPONSOR

The sponsor agrees that the Apprentice will be worked under such conditions as will result in normal advancement. He/she will require the apprentice to attend related training classes. He/she will require the Apprentice to make satisfactory progress in both on-the-job training, as well as the related and technical studies. The sponsor also agrees that the Apprentice will not be employed in a manner that may be considered by the Committee to be in conflict with these standards.

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination based on political or religious opinion or affiliation, marital status, race, color, creed, national origin, sex, or age, unless sex or age constitutes a bona fide occupational qualification, or the physical or mental disability of a qualified individual with a disability. The Heating and Air Conditioning Contractors of Maryland 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, and the Maryland State Plan for Equal Employment Opportunity in Apprenticeship and Training.

The Heating and Air Conditioning Contractors of Maryland will, prior to the selection and concurrent employment of five (5) or more apprentices, submit to the Maryland Apprenticeship and Training Council an Affirmative Action Plan for approval in accordance with 05 and 06 of the Maryland State Plan for Equal Employment Opportunity in Apprenticeship and Training.
OBLIGATIONS OF THE APPRENTICE

After making application for Apprenticeship under these Standards through the Apprenticeship Committee and having read the rules and Standards formulated by the Committee providing for his/her training, and understanding the same, and all conditions herein, the Apprentice agrees to serve such time and perform such on-the-job training, as well as technical and related subjects to his/her Trade, as the Committee may deem necessary to become a skilled craftsperson.

PROBATIONARY PERIOD

All Apprentices employed in conformity with these Standards shall be subject to the probationary period not to exceed five hundred (500) hours or three (3) months. During the probationary period the Apprenticeship Agreement may be cancelled by either party to the Agreement without the formality of a hearing. The registration agency shall be notified of all such cancellations.

If the Agreement is terminated after completing the probationary period, the employer shall immediately notify the Committee in writing, giving the name of the Apprentice, the reason for discharge and the "Registration Agency" shall be notified by the Committee. The Committee shall grant the apprentice the opportunity to take corrective action before the termination of his/her apprenticeship.

APPRENTICE REGISTRATION

The Apprentice (and his/her parents, or guardian, when he/she is a minor) shall sign an Apprenticeship Agreement which shall be signed the Apprenticeship Committee. This Agreement shall be filed with the Heating and Air Conditioning Contractors of Maryland Apprenticeship Committee and registered with the Maryland Apprenticeship and Training Council.

Every Apprenticeship Agreement entered into under these Standards shall contain the provisions shown in the sample Agreement attached to the Standards and a special clause making the terms and conditions of the Standards a part of the Apprenticeship Agreement. The following shall receive copies of the registered Apprenticeship Agreement:

The Apprenticeship Committee
The Employer
The Apprentice
The Registration Agency
The local area office of BAT-USDL

All six (6), or seven (7) if for a veteran eligible for Department of Veterans Affairs education benefits, copies shall be forwarded to The Maryland Apprenticeship and Training Council for registration and distribution.

No person shall be considered a bona fide apprentice until he/she is registered with the Maryland Apprenticeship and Training Council. Registered apprentices shall constitute the only class of workers employed to learn the occupation(s) covered under these standards.
CANCELLATION OR TERMINATION OF APPRENTICESHIP AGREEMENTS

The Sponsor shall immediately and in all instances, notify the Maryland Apprenticeship and Training Council, in writing, stating reasons for the cancellation of an apprenticeship agreement.

ADJUSTING DIFFERENCES

Either the Sponsor or the apprentice may consult with the representative of the Maryland Apprenticeship and Training Council should differences of opinion arise in the interpretation of any provision of these standards.

CERTIFICATION OF COMPLETION OF APPRENTICESHIP

In order to be eligible to be awarded a Certificate of Completion of Apprenticeship, an apprentice must successfully complete both the required related instruction and on-the-job training while in the employ of and under the supervision of a registered apprenticeship program Sponsor.

Under the terms of the apprenticeship, the Sponsor shall advise the Maryland Apprenticeship and Training Council, in writing, attesting to the satisfactory completion of the apprenticeship accordance with the standards and the date upon which it was completed, and request that a Certificate of Completion of Apprenticeship be issued by the Maryland Apprenticeship and Training Council for award to the apprentice.

Whenever Federal, State or local license or certification is required to work or practice in an occupation, the Sponsor shall provide the Maryland Apprenticeship and Training Council written evidence that the apprentice has attained the required license or certificate prior to the completion of apprenticeship.

RELATED CLASSROOM INSTRUCTION

Each Apprentice registered under these Standards shall be given a minimum of one hundred sixty (160) hours per year of technical and related subjects, and shall be required to pass a satisfactory examination of such subject before being granted a Certificate of Completion.

Attendance at related instruction class shall not be considered as hours worked when given outside of regular working hours, and the Apprentice shall not be paid for attendance at related instruction classes. Where classes are not available through the local school, other organized trade, industrial, or correspondence courses of equivalent value may be approved by the Committee. (See Appendix C)

SUPERVISION OF APPRENTICES

During the entire term of Apprenticeship, the Apprentice shall be under the jurisdiction and control of the Apprenticeship Committee and the Committee shall have the authority to protect the Apprentice's welfare, also to instruct, direct, and discipline at all times. Each
employer shall designate a member of his/her staff (superintendent, foreman, etc.) who shall be responsible for the Supervision of the Apprentices' on the job training. As the Supervisor of the Apprentices, he/she shall be responsible for seeing that the Apprentice is trained in all branches of the trade and shall sign the Apprentices' work record and shall grade the Apprentices' progress on the job.

RATIO OF APPRENTICES OF JOURNEYPERSONS

No more apprentices will be employed than can be properly trained and afforded reasonable opportunity for future employment in the trade.

a. To insure proper training, the number of Apprentices shall not exceed one (1) Apprentice to every three (3) Journeypersons regularly employed at the trade, except

b. Sponsors employing at least one (1) Journeyperson but less than three (3) Journeypersons, would be allowed one (1) Apprentice to the trade.

Further, the Sponsor may not have registered more apprentices than permitted in the Sponsor's approved and registered standards of apprenticeship. Apprentices deployed on the Sponsor's premises and at each individual job site away from the Sponsor's premises shall be deployed in accordance with the Sponsor's approved ratio of apprentices to journeypersons provided that the first apprentice may be deployed at a job site immediately after the first journeyperson at a job site.

LAY-OFF OF APPRENTICES

In the event of a lay-off of Journeypersons, Apprentices shall be laid off in the same ratio as to the Journeypersons and in the same order as they were hired. Furloughed Apprentices shall be rehired before any new Apprentices are hired, and in the same order they were laid off.

HOURS OF WORK

The hours of work for Apprentices and the conditions associated therewith shall be the same as those for the Journeypersons. The Apprentice shall not be required to work such hours as would interfere with his/her attendance at related training classes except in cases of emergency in which case the Committee shall be notified of the circumstances.

WAGES FOR APPRENTICES

A progressively-increasing schedule of wages to be paid Apprentices on satisfactory progress shall be included in the appendices for each trade. The Apprentice wage rate shall be expressed in percentages of the Journeyperson hourly rate. The journeyperson's hourly rate for each trade included in this program shall be the average Journeyperson's hourly rate for the participating employers and shall be stated in dollars and cents. (See Appendix B)

a. Nothing in this program shall be construed as preventing the employer from granting reasonable advancement ahead of schedule to Apprentices who have demonstrated unusual progress.
b. The employer should ascertain if any of his/her activities are covered by the Fair Labor Standards Act. Employees in covered activities, including Apprentices, must be paid time and one half for all hours worked over 40 hours per week.

c. Any modification of wage progression or Journeyperson wage shall be promptly submitted to the Council for its approval.

**SCHEDULE OF MAJOR WORK EXPERIENCES**

Apprentices shall be provided training and work experience in the trade in which indentured under these standards and in accordance with the schedule of major work experiences as outlined in the respective appendix for the trade. (See Appendix A)

**CREDIT FOR PREVIOUS EXPERIENCE**

Apprentices who receive credit for previous experience shall be paid the rate for the period to which such credit advances them. Credit for previous experience will be granted after evaluation by the Apprenticeship Committee. Apprentices may transfer between employers who are members of the sponsoring group only when proper application is made to and approved by the Committee.

Credit can be up to fifty percent (50%) for practical experience, related instruction or both and the registration agency notified, in writing, of such credit if it is not shown on the Apprenticeship Agreement. In order for a specific apprentice to obtain credit for more than 50% of these requirements, the sponsor shall:

1. Send a written request to the Council detailing why the credit should be granted:
   and
2. Obtain the explicit written approval of the Council to grant the credit to the apprentice.

Apprentices will also be granted credit for related technical training received upon submission of satisfactory proof to the Apprenticeship Committee.

**CONSULTANTS**

Representatives of the Registration Agency and the BAT - USDL shall serve as Consultants to the Committee. The Committee may request other interested agencies or organizations to designate a representative to serve as a consultant. Consultants will be asked to participate, without vote, in conferences on special problems related to Apprenticeship which affect the agencies that they represent.

**AMENDMENTS TO THESE STANDARDS**

These Apprenticeship Standards shall not be revised except by a two-thirds vote of the Committee and then only upon thirty (30) days notice in writing to all members of the Committee of the proposed changes. The Registration Agency must concur in and register all revisions.
Modifications shall not alter Apprenticeship agreements in effect without the consent of all parties concerned. The Council will be given the name and address of the appropriate authority designated by the Heating and Air Conditioning Contractors of Maryland to receive process and make disposition of complaints.

**OFFICIAL APPROVAL AND REGISTRATION AGENCY**

Before becoming operative, these Standards must have the official approval of the Heating and Air Conditioning Contractors of Maryland’s Apprenticeship Committee, and the Maryland Apprenticeship and Training Council.

The Maryland Apprenticeship and Training Council, Department of Labor, Licensing and Regulation is recognized by the Bureau of Apprenticeship and Training, U. S. Department of Labor, as the appropriate registration agency, for Federal purposes, for Apprenticeship programs in the State of Maryland.

**SAFETY CLAUSE**

Each Apprentice shall be provided with initial indoctrination and instruction in order to enable him/her to perform his/her work in a safe manner. Initial indoctrination shall include instruction relative to pertinent company safety regulations, reporting of accidents, and availability of first aid and medical facilities.

The employer shall at all times exercise reasonable precaution for the health and safety of the Apprentices engaged in the performance of the work herein after described as work processes. He/she shall comply with either the occupational safety and health standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State standards that have been found to be at least as effective as the Federal standards.

As an integral part of this training program, the Apprenticeship Supervisor and/or Instructor shall provide competent training and instruction pertaining to safe work habits to keep the Apprentice informed of methods necessary to perform all phases of the work in a proper and safe manner.

**LAWS AND REGULATIONS**

No provision of this program shall be construed as permitting the violation of any State or Federal law or regulations.

The Heating and Air Conditioning Contractors of Maryland will record and maintain all record concerning the Apprentices as required by the Maryland Apprenticeship and Training Council and other applicable laws.

Any Council member, the Director of Apprenticeship and/or his/her designee shall have the right to visit any job site where Apprentice(s) may be employed and Apprentice(s) related instruction classes are in session in order to determine compliance with Apprenticeship Standards.
INACTIVE PROGRAM STATUS

If a registered program Sponsor has no registered apprentices involved in an on-the-job training or related instruction activity for a 1-year period, the Council shall place the program in inactive status and notify the Sponsor of the inactive status.

a. A Sponsor may reactivate an inactive program within a 1-year period after placement in an inactive status by registering a new apprentice.

b. After 1 year in the inactive status, the program may be reactivated by the Council only after review of the standards, work processes and related instruction to ensure they are current with industry practices.
These Standards of Apprenticeship and Training are accepted for the Heating and Air Conditioning Contractors of Maryland.

by: ____________________________
   W. Robert Chason
   Chairperson, Apprenticeship and Training Committee

Jerry Lazaras
Secretary, Apprenticeship and Training Committee

Richard Foard
President
Central Maryland Chapter of the Air Conditioning Contractors of America
now the Heating and Air Conditioning Contractors of Maryland

Marie Anderson
Executive Director
Central Maryland Chapter of the Air Conditioning Contractors of America
now the Heating and Air Conditioning Contractors of Maryland

Apprenticeship and Training Committee
   Chairperson - W. Robert Chason
   Secretary - Jerry Lazarus
   Members - Richard Foard
            William Turlington
            Dan Williams
            Glenn Conklin
            Kenneth Blevins

Program registered as incorporating the basic standards recommended by the Maryland Apprenticeship and Training Council.

By: ____________________________ Date __________
   Director
   Maryland Apprenticeship and Training Program
INSTRUCTIONS FOR COMPLETING THE EMPLOYER ACCEPTANCE AGREEMENT – SUPPLEMENTAL FORM

1. Fill out company name, address, telephone and fax numbers. Your company # will be filled in by the Apprenticeship and Training Council.

2. Fill out the date you are filling out this form.

3. Fill out the total number of journeyperson. Count all company employees with a journeyman or master license, including the owner and managers, if applicable. Of your total journeyperson, fill out the number of minority and female company employees holding a journeyperson or master license.

4. Fill out the total number of employees your company has enrolled in the Heating & A/C Contractors of Maryland HVACR apprenticeship program (do not count employees who are auditing the program). Of this total, fill out the total number of minority and female employees.

5. Figuring the average journeyperson’s wage rate:
   a. Count the number of service and/or installation mechanics you have with four or more years experience. Do not include your foremen, supervisory personnel or journeymen with many years of experience in the total figure.
   b. Add up the hourly wages of the above journeypersons.
   c. Divide the total hourly wages paid by the number of journeypersons. This equals the average journeyperson’s wage rate. This figure should be at least double the current minimum wage.

When you enter this figure on the supplemental form it means that you are agreeing to pay your apprentice at least the following minimum rates:

First 1,000 hours of training – 50% of your average journeyman wage rate
Second 1,000 hours of training – 55% of your average journeyman wage rate
Third 1,000 hours of training – 60% of your average journeyman wage rate
Fourth 1,000 hours of training – 70% of your average journeyman wage rate
Fifth 1,000 hours of training – 75% of your average journeyman wage rate
Sixth 1,000 hours of training – 80% of your average journeyman wage rate
Seventh 1,000 hours of training – 85% of your average journeyman wage rate
Eighth 1,000 hours of training – 90% of your average journeyman wage rate

Each year you will be required to update this supplemental agreement so it reflects any changes that have been made during the year with regards to a minimum wage.

Sign and date the Supplemental Form and return the original form to the Heating & A/C Contractors of Maryland office at P. O. Box 730, Severna Park, MD 21146.
EMPLOYER ACCEPTANCE AGREEMENT

THIS AGREEMENT, entered into on this __________ day of ___________, 20___ by and between the

Heating & Air Conditioning Contractors of Maryland, Inc. # 2033

APPRENTICESHIP COMMITTEE, registered and existing under and by virtue of the laws of the State of Maryland, hereinafter referred to as "THE COMMITTEE," and

________________________ # __________, a contractor/subcontractor,

hereinafter referred to as "THE PARTICIPATING EMPLOYER."

WITNESSETH

WHEREAS, THE COMMITTEE agrees to represent the Heating & Air Conditioning Contractors of Maryland, Inc.

Messrs. ___________, SPONSOR, in carrying out the objectives of the Apprenticeship program; and

WHEREAS, ____________________________ having received an approved copy

of the APPRENTICESHIP STANDARDS, and concurring in the advantages of a uniform program for the development of Apprenticeship, does hereby

request acceptance as a PARTICIPATING EMPLOYER.

NOW, THEREFORE, in consideration of the premises, THE COMMITTEE agrees to accept the undersigned as a PARTICIPATING EMPLOYER,

under the provisions of the Group Non-Joint Apprenticeship Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked for good cause by the Maryland Apprenticeship and Training Council.

IT IS AGREED BETWEEN THE PARTIES, AS FOLLOWS:

1. THE APPRENTICESHIP COMMITTEE agrees to:
   a. Recruit, select and refer applicants who have been duly processed according to the approved selection procedure;
   b. Register those apprentices selected and employed;
   c. Advise PARTICIPATING EMPLOYER of any future amendments to the Apprenticeship program;
   d. Maintain adequate records to ascertain compliance with rules and regulations;
   e. Inform PARTICIPATING EMPLOYER as to the progress of their apprentice(s);
   f. Submit a copy of this executed agreement to the Maryland Apprenticeship and Training Council.

2. THE PARTICIPATING EMPLOYER agrees to:
   a. Employ and train apprentices in accordance with the rules, regulations and decisions of THE APPRENTICESHIP COMMITTEE, as
      established and operated under said Standards, and to conduct, operate and administer its responsibility to the Apprenticeship program in
      conformity with the Maryland State Plan for Equal Employment Opportunity in Apprenticeship;
   b. Advise THE APPRENTICESHIP COMMITTEE of its desire for apprentices and accept for employment apprentices who have been referred
      by THE COMMITTEE;
   c. Maintain records as THE COMMITTEE may require, and inform THE COMMITTEE as to the progress of the apprentice(s), on the job;
   d. Meet all financial obligations to THE APPRENTICESHIP COMMITTEE, for each apprentice indentured; and
   e. Forward information as to the journeyperson and apprentice composition and average journeyperson's wage rate, to THE COMMITTEE,
      as required.

IN WITNESS WHEREOF, THE APPRENTICESHIP COMMITTEE and THE PARTICIPATING EMPLOYER, have caused these presents to be

executed in their behalf, on the day and year first above written.

THE APPRENTICESHIP COMMITTEE

By ______________________  ______________________

(SIGNATURE)  (TITLE)

THE PARTICIPATING EMPLOYER

By ______________________  ______________________

(SIGNATURE)  (TITLE)

__________________________________  ______________________

(COMPANY ADDRESS)  (CITY, STATE)  (ZIP)

A copy of this agreement shall be submitted to the Maryland Apprenticeship and Training Council for their records immediately upon signing hereof.

_____ MD Council  _____ B.A.T.  _____ Sponsor  _____ Participating Employer

(Revised: 11/03)
EMPLOYER ACCEPTANCE AGREEMENT SUPPLEMENTAL FORM

Heating & Air Conditioning Contractors of Maryland, Inc. MATC # 2033
(Sponsor/Association Name)

This form is to be completed and attached to the Employer Acceptance Agreement when requested by the Apprenticeship Committee or by the Maryland Apprenticeship and Training Council.

PARTICIPATING EMPLOYER:

Company Name: ___________________________ #
Address: ___________________________________
___________________________________________
Telephone: __________________________ Fax: __________________________

As of ________________________, we employ the following number of persons in the occupation of:

____________________ (List each occupation on a separate sheet.)

____ journeypersons, of which ____ are minority and ________ are female.

____ total apprentices, of which ____ are registered with __________________________
(Name of Sponsor/Association)

and of which ________ of those are minority and ________ are female.

Our current average journeyworker’s wage rate for this occupation is $__________ per hour.

SUBMITTED BY:

_________________________ (Employer’s Signature)

_________________________ (Sponsor/Association’s Signature)

_________________________ (Typed or Printed Name)

_________________________ (Typed or Printed Name)

_________________________ (Title)

_________________________ (Title)

_________________________ (Date Signed)

_________________________ (Date Signed)

_________________________ MD Council

_________________________ B.A.T.

_________________________ Sponsor

_________________________ Participating Employer

(Revised: 11/03)
October 22, 2018

Dear [Name]

Your employee, [Name], is enrolled in the HACC of MD Apprenticeship Program. A copy of the Apprenticeship Standards is enclosed for your review. Also, enclosed are forms that need to be filled out and signed, as required by the State of Maryland’s Apprenticeship and Training Council:

- **The Employer Acceptance Agreement.** This should be filled out and signed by the company’s principal and returned to the Chapter office.

- **The Employer Acceptance Agreement - Supplement Form.** This form should be filled out, signed by the company principal and the apprentice’s supervisor and returned to the Chapter office. Instructions for computing your company’s average journeyman’s wage rate are included with this form.

You only need to submit one Employer Acceptance Agreement and Employer Acceptance Agreement - Supplement Form even if you have more than one apprentice. **Your employee cannot be registered with the State of Maryland as an Apprentice in training until we have received the Employer Acceptance Agreement and Supplement Form. It is very important that you return these forms as early as possible.**

Also enclosed is a sample Employer/Apprentice Agreement. If you choose to use this form, it should be kept in the apprentice’s personnel file at the employer’s office. This form should not be returned to the Chapter office.

Apprentices will be supplied with On-The-Job Training forms that need to be filled out each month and sent to the Chapter office. The apprentice’s supervisor should fill out the bottom portion of this form, sign it each month and verify that it has been mailed to the Chapter office.

These forms must be mailed back to our office, the State requires original signatures. Thanks for your cooperation and your support of this program. If you have any questions, please call me. I have also enclosed a membership brochure and our speaker series information if you are interested in joining our association.

Sincerely,

**Stephanie Anderson**

Stephanie Anderson  
Executive Director

Enclosures  
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