

# STANDARDS OF APPRENTICESHIP

DEVELOPED BY

*Scott and White Memorial Hospital,  
Scott, Sherwood and Brindley Foundation*

FOR THE OCCUPATIONS OF

## Laboratory Animal Technician I

RAIS CODE: 1112CB O\*NET/SOC CODE: 31-9096-00

APPROVED BY

Approved by the  
United States Department of Labor  
Office of Apprenticeship



Program Number: TX008060003

Registration Date: June 16, 2006

Approved By: \_\_\_\_\_  
Dennis Goodson, Texas State Director

## TABLE OF CONTENTS

		Page
Foreword .....		ii
Definitions .....		iii
SECTION I.	Program Administration .....	1
SECTION II.	Equal Opportunity Pledge .....	3
SECTION III	Qualifications for Apprenticeship .....	3
SECTION IV	Selection of Apprentices .....	4
SECTION V	Apprenticeship Agreement .....	4
SECTION VI	Ratio of Apprentices to Journeyworkers .....	5
SECTION VII	Term of Apprenticeship .....	5
SECTION VIII	Probationary Period .....	5
SECTION IX	Hours of Work .....	6
SECTION X	Apprentice Wage Progression .....	6
SECTION XI	Credit for Previous Experience .....	7
SECTION XII	Work Experience .....	7
SECTION XIII	Related Instruction .....	7
SECTION XIV	Safety and Health Training .....	8
SECTION XV	Supervision of Apprentices .....	9
SECTION XVI	Records and Examinations .....	9
SECTION XVII	Maintenance of Records .....	10
SECTION XVIII	Certificate of Completion of Apprenticeship .....	10
SECTION XIX.	Notice to Registration Agency .....	10
SECTION XX	Cancellation and Deregistration .....	10
SECTION XXI	Amendments and Modifications .....	11
SECTION XXII	Adjusting Differences/Complaint Procedure .....	11
SECTION XXIII	Transfer of Training Obligations .....	13
SECTION XXIV	Responsibilities of the Apprentice .....	13
SECTION XXV	Consultants .....	14
SECTION XXVI	Signature Page Adopting Apprenticeship Standards .....	15

Appendix A - Work Processes and Related Instruction Outline

Appendix B - Apprenticeship Agreement

## **FOREWORD**

These Scott and White Memorial Hospital, Scott, Sherwood, and Brindley Foundation Apprenticeship and Training Committee Apprenticeship Standards have as their objective, the training of Laboratory Animal Technicians skilled in all phases of the industry. The Scott and White Apprenticeship Advisory Committee recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these Apprenticeship Standards. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Bureau of Apprenticeship and Training, as a basis from which Joint Apprenticeship and Training committees (JATC) can work to establish an apprenticeship training program that meets the particular needs of the area.

## **DEFINITIONS**

**APPRENTICE:** Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the local Joint Apprenticeship and Training Committee (JATC) providing for training and related instruction under these Standards, and who is registered with the Registration Agency.

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and the Joint Apprenticeship and Training Committee setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

**CERTIFICATE OF COMPLETION OF APPRENTICESHIP:** The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

**EMPLOYER:** Generally, an employer means any person or organization covered by a collective bargaining agreement who employs an apprentice under these apprenticeship standards.

**EMPLOYER ACCEPTANCE AGREEMENT:** The written agreement between the sponsoring organization and the individual employer wishing to participate in the apprenticeship program under which these standards are registered.

**JOURNEYWORKER:** A recognized level of competency as recognized within the industry. Use of the term may also refer to a mentor, technician, specialist or other skilled worker.

or

An individual who has documented sufficient skills and knowledge of a trade, craft or occupation, either through formal apprenticeship or through practical on-the-job experience, and formal training. This individual is recognized by his/her employer as being fully qualified to perform the work of the trade, craft or occupation.

**O\*NET-SOC CODE:** The Occupational Information Network (O\*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O\*NET classification, which replaces the DOT, uses an 8-digit O\*NET-SOC code. Use of the SOC classification as a basis for the O\*NET codes ensures that O\*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

**ON-THE-JOB LEARNING (OJL)**: Tasks learned on the job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

**PROGRAM SPONSOR**: The local Joint Apprenticeship and Training Committee in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

**REGISTERED APPRENTICESHIP INFORMATION SYSTEM (RAIS)**: The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

**REGISTRATION AGENCY**: U.S. Department of Labor, Office of Apprenticeship

**RELATED INSTRUCTION**: An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to his/her occupation.

**STANDARDS OF APPRENTICESHIP**: This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

**SUPERVISOR OF APPRENTICE(S)**: An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

## **SECTION I. - PROGRAM ADMINISTRATION**

### **Structure of the Joint Apprenticeship and Training Committee (JATC)**

- A. In order to ensure continuous activity, progress and success with the operation and maintenance of this apprenticeship program at the local level the S&W Apprenticeship Advisory Committee (SWAAC) is established as the Joint Apprenticeship and Training committee (JATC).
- B. Members of the S&W Apprenticeship Advisory Committee (SWAAC) will be selected by the groups they represent. Membership will be representative of the following entities;
  - Scott and White, Associate Executive Director of Research and Education
  - Temple College, Chair of Biotechnology Department
  - Temple College, Director Apprenticeship/Internships
  - Scott and White, Principal Investigator
  - Scott and White, 2-3 Research Mentors
- C. Technical Assistance -- such as that from the U.S. Department of Labor, Bureau of Apprenticeship and Training, State Apprenticeship Agencies, and vocational schools may be requested to advise the S&W Apprenticeship Advisory Committee.

### **Administrative Procedures:**

- A. The S&W Apprenticeship Advisory Committee will elect a Chairperson and a Secretary, and will determine the time and place of regular meetings which will take place at least annually.
- B. The Chairperson and Secretary will have the power to vote on all questions affecting apprenticeship.
- C. The Chairperson and Secretary of the Apprenticeship Committee should rotate among members of the committee.

### **Responsibilities of the S&W Apprenticeship Advisory Committee:**

- A. Cooperate in the selection of apprentices as outlined in this program.

- B. Ensure that apprentices are under written Apprenticeship Agreements and register the local apprenticeship standards and agreements with the appropriate Registration Agency.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish the minimum standards of education and experience 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 meeting will be kept.
- F. Determine the quality and quantity of experience on the job which apprentices should have and to make every effort toward their obtaining it.
- G. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- H. Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- I. Maintain a record of all apprentices, showing their education, experience, 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. Certify to management that apprentices have successfully completed their apprenticeship program.
- M. Notify the appropriate Registration Agency 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 local standards and be responsible, in general, for the successful operation of the standards by performing the duties here, listed by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned; apprentices, employers and journeyworkers.
- O. Keeping the Standards under study with respect to their applicability to the changing needs of the Laboratory Animal Technician field and to its effectiveness as a guide, making such recommended changes for improvement as studies indicate.
- P. Responsibilities of the committee (as listed above) may be delegated to the Apprenticeship Project Coordinator with summary reports to SWAAC.

**SECTION II. - EQUAL OPPORTUNITY PLEDGE – Title 29 CFR 29.5(b)(20) and 30.3(b)**

The recruitment, selection, employment, and training of apprentices during their apprenticeship, will be without discrimination because of race, color, religion, national origin, or sex. The SWAAC 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 (CFR), Part 30, as amended.

**SECTION III. - QUALIFICATIONS FOR APPRENTICESHIP – Title 29 CFR 29.5(b)(10)**

Applicants will meet the following minimum qualifications:

A. Age

Apprentices must not be less than 18 years of age. Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.

B. Education

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants may be subject to a physical agility or fitness test, or screened for the current illegal use of drugs or both on acceptance into the program and prior to being employed.

**SECTION IV. - SELECTION OF APPRENTICES – Title 29 CFR 30.5**

Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these Standards (Appendix D).

**SECTION V. - APPRENTICESHIP AGREEMENT – Title 29 CFR 29.5(b)(11)**

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written apprenticeship agreement (Appendix B) signed by the Apprenticeship Coordinator and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the S&W Apprenticeship Advisory Committee, the Registration Agency, and the employer.

An additional copy of the Apprenticeship Agreement will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards, the S&W

Apprenticeship Advisory Committee written rules and policies, and the Apprenticeship Agreement.

The Registration Agency will be advised promptly of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

**SECTION VI. - RATIO OF APPRENTICES TO JOURNEYWORKERS- Title 29 CFR 29.5(b)(7)**

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers is established by the sponsor. The ratio for peer-mentor to apprentice will be no greater than 1 – 4 on any given shift.

**SECTION VII. - TERM OF APPRENTICESHIP – Title 29 CFR 29.5(b)(2)**

The term of the occupation will be competency based on one year, on-the-job learning (OJL) attainment of 2000 hours supplemented by the required hours of related instruction as stated on the Sample Work Processes and Related Instruction Outlines (Appendix A). Full credit will be given for the probationary period.

**SECTION VIII. - PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(19)**

All applicants selected for apprenticeship will serve a probationary period of not less than the 90 days, 500 hours of OJL.

During the probationary period either the apprentice or S&W Apprenticeship Advisory Committee may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the S&W Apprenticeship Advisory Committee for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In

such cases, S&W Apprenticeship Advisory Committee will provide written notice to the apprentice and to the Registration Agency of the final action taken.

### **SECTION IX. - HOURS OF WORK**

Apprentices will generally work the same hours as journeyworkers, except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until the required number of hours of training are accrued.

### **SECTION X. - APPRENTICE WAGE PROGRESSION – Title 29 CFR 29.5(b)(5)**

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyworker status, the Apprenticeship Coordinator and Mentor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the Apprenticeship Coordinator and Mentor will be guided by the work experience and related instruction records and reports.

Typically, the progressive wage schedule will be an increasing percentage of the journeyworker wage rate as established by Scott and White. The percentages that will be applied to the applicable journeyworker rate are shown on the attached Sample Work Processes and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

### **SECTION XI. - CREDIT FOR PREVIOUS EXPERIENCE – Title 29 CFR 29.5(b)(12) and 30.4(c)(8)**

The S&W Apprenticeship Advisory Committee may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the S&W Apprenticeship Advisory Committee must submit the request at the time of application and furnish such records, affidavits, and other

documents to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the S&W Apprenticeship Advisory Committee during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of advanced standing will be uniformly applied to all apprentices.

## **SECTION XII. - WORK EXPERIENCE – Title 29 CFR 29.5(b)(3) and 30.8**

During the apprenticeship the apprentice will receive such OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the departmental supervisor of apprentice(s).

## **SECTION XIII. - RELATED INSTRUCTION – Title 29 CFR 29.5(b)(4)**

During each segment of training each apprentice is required to participate in coursework related to the job as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will include no less than 146 hours of related instruction for the Laboratory Animal Technician I, II for each year of the apprenticeship. Apprentices agree to take such courses as the S&W Apprenticeship Advisory Committee deems advisable. The Apprenticeship Coordinator will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational school or other schools that can furnish related instruction; the apprentice may be required to take an alternate form of instruction that meets the approval of the S&W Apprenticeship Advisory Committee and Registration Agency.

Apprentices will be paid for hours spent attending related instruction classes.

If applicable, the S&W Apprenticeship Advisory Committee will inform each apprentice of the availability of college credit through Temple College.

Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being

advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJL) training without due cause, the S&W Apprenticeship Advisory Committee will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The Apprenticeship Coordinator will monitor and document the apprentice's progress in related instruction classes.

The S&W Apprenticeship Advisory Committee will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored.

#### **SECTION XIV. - SAFETY AND HEALTH TRAINING – Title 29 CFR 29.5(b)(9)**

All apprentices will receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or State Standards that have been found to be at least as effective as the Federal Standards.

Apprentices will be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

#### **SECTION XV. - SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b)(14)**

The employer will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the employer and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of apprentice(s) designated by the employer will, with the advice and assistance of the Apprenticeship Coordinator, be responsible for the apprentice's work assignments ensuring the apprentice is working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the Mentor and Apprenticeship Coordinator.

No apprentice will be allowed to work without direct journeyworker supervision.

## **SECTION XVI. - RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b)(6)**

Each apprentice may be responsible for maintaining a record of his/her work experience/training on the job and in related instruction and for having this record verified by his/her supervisor every two weeks. The apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the S&W Apprenticeship Advisory Committee/Apprenticeship Coordinator. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by and the property of the S&W Apprenticeship Advisory Committee/Apprenticeship Coordinator. This record will be included in each apprentice's record file maintained by the Apprenticeship Coordinator.

Before each period of advancement, or at any other time when conditions warrant, the Apprenticeship Coordinator, under the direction of the S&W Apprenticeship Advisory Committee, will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the S&W Apprenticeship Advisory Committee may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the S&W Apprenticeship Advisory Committee will request the employer to initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the S&W Apprenticeship Advisory Committee will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

## **SECTION XVII. - MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(22)**

The Apprenticeship Coordinator will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request to the Registration Agency.

**SECTION XVII. - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 29 CFR 29.5(b)(15)**

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the S&W Apprenticeship Advisory Committee will so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

**SECTION XIX. - NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.5(b)(18)**

The Registration Agency will be notified promptly of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

**SECTION XX. - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(17)**

These Standards will, upon adoption by the S&W Apprenticeship Advisory Committee be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

S&W Apprenticeship Advisory Committee reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by the Registration Agency for failure of the S&W Apprenticeship Advisory Committee to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the S&W Apprenticeship Advisory Committee/Apprenticeship Coordinator will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR Part 29.7.

**SECTION XXI. - AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b)(17)**

These Standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the S&W Apprenticeship Advisory Committee for approval and will then be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

**SECTION XXII. - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE - Title 29 CFR 29.5(b)(21) and 30(11)**

The S&W Apprenticeship Advisory Committee will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

**Title 29 CFR 29.5 (b)(21)**

The S&W Apprenticeship Advisory Committee will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The S&W Apprenticeship Advisory Committee will make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is:

Dr. Lee Ogburn-Russell  
Scott and White Memorial Hospital  
2401 South 31<sup>st</sup>  
Temple Texas, 76508.

## **Title 29 CFR 30.11**

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the S&W Apprenticeship Advisory Committee.

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than one hundred eighty (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

Complaints of harassment in the apprenticeship program may be filed and processed under Title 29, CFR, Part 30, and the procedures as set forth above.

The S&W Apprenticeship Advisory Committee will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

## **SECTION XXIII. - TRANSFER OF TRAINING OBLIGATION - Title 29 CFR 29.5(13)**

The S&W Apprenticeship Advisory Committee/Apprenticeship Coordinator may transfer an apprentice, with his/her consent, from one employer to another to provide continuous employment and to assure the apprentice more complete on-the-job learning experience in all aspects of the occupation.

If an employer is unable to fulfill its training obligation (*due to lack of work or failure to conform to these Standards*) the S&W Apprenticeship Advisory Committee/Apprenticeship Coordinator will move the affected apprentice(s) to other participating employers.

## **SECTION XXIV. - RESPONSIBILITIES OF THE APPRENTICE**

Apprentices, having read these Standards formulated by the S&W Apprenticeship Advisory Committee and signed an Apprenticeship Agreement with the Committee, agree to all the terms and conditions contained therein and agree to abide by the Committee's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Committee may deem necessary to become a skilled Laboratory Animal Technician I, II.

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the S&W Apprenticeship Advisory Committee and the employer in accordance with the provisions of these Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer, union and the S&W Apprenticeship Advisory Committee.
- C. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Standards.
- D. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the S&W Apprenticeship Advisory Committee.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.
- F. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the S&W Apprenticeship Advisory Committee.
- G. The apprentice will be provided with a copy of the written rules and policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

## **SECTION XXV. – TECHNICAL ASSISTANCE**

Technical Assistance such as that from the U.S. Department of Labor, Bureau of Apprenticeship and Training, State Apprenticeship Agencies, and vocational schools—maybe requested to advise the S&W Apprenticeship Advisory Committee.

The S&W Apprenticeship Advisory Committee is encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of their training program.

**SECTION XXVI. - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:**

**The Scott and White Apprenticeship Advisory Committee hereby adopts these Standards of Apprenticeship on**

**this \_\_\_\_\_ Day of \_\_\_\_\_, 2006.**

**REPRESENTING THE Scott and White Apprenticeship Advisory Committee:**

\_\_\_\_\_  
**Signature of Scott and White**

\_\_\_\_\_  
**Signature of Temple College**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Printed Name**

## Appendix A

### OCCUPATION SCHEDULE FOR: Laboratory Animal Technician I

O\*NET/SOC CODE: 31-9096.00

RAIS CODE: 1112CB

**This schedule is attached to and a part of these Standards for the above identified occupation.**

#### 1. TERM OF APPRENTICESHIP

The term of the occupation shall be one year with an OJL attainment of 2000 hours supplemented by 146-182 hours of related instruction.

#### 2. RATIO OF APPRENTICES TO JOURNEYWORKERS

The ratio for peer-mentor to apprentice will be no greater than 1 journey worker to 4 apprentices on any given shift.

#### 3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate of \$10.30.

##### **1 Year Term :**

3 months / 500 hours = 90%

3 months / 500 hours = 95%

6 months / 1000 hours = 97%

#### 4. SCHEDULE OF WORK EXPERIENCE (See attached Occupation Schedule)

JATCs may modify to the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

#### 5. SCHEDULE OF RELATED INSTRUCTION (See attached Course Outline)

## Appendix A

### **WORK PROCESSES AND RELATED INSTRUCTION OUTLINE**

#### **Laboratory Animal Technician I**

**Occupational Description:** Provides quality animal care and transportation through the effective use of facilities, environment controls and animal husbandry techniques; Performs quality animal husbandry and animal experimental procedures; Assists in the operation and management of the S&W Research Animal Facility; Is aware of and follows safety procedures applicable to care of and experiments with research animals

**Hazards:** OSHA Category 1: Tasks that involve exposure to blood, body fluids, tissues, and other potentially infectious materials; Is subject to animal allergens and biohazardous chemicals.

**Term: Competency Based (2000 Minimum Hours)**

**On-The-Job Learning:** The following competency areas have been identified to lend focus and direction to the professional development of the Laboratory Animal Technician I. The apprentice will attain a basic level of mastery across all competency areas before receiving certification. Basic mastery will be represented by the apprentices being able to articulate their learning with each competency area and demonstrate that they have successfully integrated all the competencies in their work. The order in which the apprentices learn will be determined by the flow of work on-the-job and will not necessarily be in the order listed. Times allotted to these various processes are estimated for the average apprentice to learn each phase of the occupation and demonstrate competency. They are intended only as a guide to indicate the quality of training being provided and the ability of apprentice to absorb this training in an average amount of time.

<u>COMPETENCIES</u>	<u>APPROXIMATE HOURS</u>
<p><b>A. Knowledge of basic principle and technical skills required to provide quality animal husbandry and health care in conventionally housed animals.</b></p> <ul style="list-style-type: none"> <li>• Sanitizes cages and accessories according to SOP</li> <li>• Proper handling and restraining techniques</li> <li>• Feeds, waters and houses for animal models</li> <li>• Appropriate transportation techniques for different animal models.</li> </ul>	<u>1000</u>
<p><b>B. Knowledge of basic principles and technical skills required to provide quality animal husbandry and health care in specially housed animal models, including <u>biohazard and immunocompromised</u> animal models.</b></p> <ul style="list-style-type: none"> <li>• Sanitizes cages and accessories according to SOP</li> <li>• Proper handling and restraining techniques</li> <li>• Feeds, waters and houses animal models</li> <li>• Appropriate transportation techniques for different animal models</li> </ul>	<u>200</u>
<p><b>C. Observes Standard Operating Procedures (SOP) for performance of protocols and management of research animals.</b></p> <ul style="list-style-type: none"> <li>• Prepares and administers special diets according to SOP protocol</li> <li>• Observes, identifies, and reports animals with signs of pain or unhealthiness.</li> <li>• Prepares and administers medications according to SOP</li> <li>• Weighs animals in a consistent manner according to protocol.</li> </ul>	<u>400</u>
<p><b>D. Demonstrate proper use and maintenance of equipment Equipment.</b></p> <ul style="list-style-type: none"> <li>• Performs routine cleaning and calibration of equipment <ul style="list-style-type: none"> <li>○ Autoclave</li> <li>○ Cage washer</li> <li>○ Bottle filler</li> <li>○ Scales &amp; Balances</li> <li>○ Laminar Flow Biological Hoods</li> </ul> </li> </ul>	<u>200</u>
<p><b>E. Documentation, Communication and Problem solving</b></p> <ul style="list-style-type: none"> <li>• Completes daily and weekly animal census with 99% accuracy,</li> <li>• Files documents in appropriate locations</li> <li>• Correctly and consistently inputs animal health data into electronic form</li> </ul>	<u>100</u>

**F. Observes Safe and Compliant Practices** 40

- Disposes specimens and laboratory waste in accordance with SOP, regulatory agencies and protocol requirements
- Demonstrate consistent and appropriate hand-washing techniques
- Use of protective equipment, chemical showers, eye wash stations and fire extinguishers
- Knowledge of Animal facility's chemical hygiene plan and location of MSDS sheets.
- Knowledge of handling procedures and precautions for chemical, biological and radiological materials.

**G. Demonstrate ethical and responsible conduct in all Animal Research Laboratory related activities.** 60

**TOTAL HOURS** 2000

Related instruction courses supplement the on-the-job learning and lists courses that provide technical ability. The following are courses suggested to be completed during the term of the apprenticeship.

<b><u>SCHEDULE OF RELATED INSTRUCTION</u></b>	<b><u>HOURS</u></b>
A. <b><u>Introduction to Biotechnology</u></b> Perform basic laboratory skills of pipetting, weighing and preparing solutions, identify various career opportunities and practice laboratory safety	<u>48</u>
B. <b><u>Laboratory Animal Care/Husbandry I</u></b> Survey of common management practices and care of laboratory animals in a clinical setting. Review of common diseases of laboratory animals encountered in research. Apply appropriate sanitation and disease prevention techniques; utilize appropriate medication procedures; implement knowledge of nutrition, reproduction and behavior of laboratory animals in clinical setting; and recognize common disease pathophysiology.	<u>66</u>
C. <b><u>Laboratory Animal/Medical Terminology</u></b> Analysis of common medical/veterinary terms. (Structural Organization of the body, Word structure, Prefixes, Suffixes, Positional and directional terms, Planes of the body, Body cavities)	<u>16</u>
D. <b><u>Technical Mathematics I</u></b> Review of mathematical functions including fractions, decimals, measurement, scientific notation, percentages, proportions, perimeters, areas, volumes of geometric figures and problem solving techniques.	<u>16</u>
<b>TOTAL</b>	<b><u>146 hours</u></b>