

nefba
Northeast Florida Builders Association
APPRENTICESHIP

Learn. Grow. Connect. Lead.

**Established 1974
Jacksonville, Florida**

NEFBA Apprenticeship Policies & Guidelines 2026-2027

**Northeast Florida Builders Association
Apprenticeship Program
4932 Sunbeam Road
Jacksonville, FL 32257
O: (904) 421-0296 F: (904) 721-3372**



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APPRENTICESHIP EXECUTIVE BOARD PURPOSE

The trades committees are comprised of participating employers and industry leaders that play the role of counselors, deans and mentors for each apprentice. The committee members ensure that all parties adhere to the program standards.

EXECUTIVE COMMITTEE MEMBERS

Tim Conlan, Executive Board Chairman
T Conlan Roofing LLC

Tim Mosley
The Haskell Company

Matt Carlton, Carpentry Chairman
Carlton Construction

Lane Nelson
Abercrombie

Jimmy Depetris, HVAC Chairman
Thermodyne Services

Gene Rover
B&G Plumbing & Mechanical

David Harp, Electrical Chairman
IMC Construction Group

Billy Quillen
Air Solutions

Scott Wood, Plumbing Chairman
C.W. Wood Plumbing

Billy-Dale Tyson
Auld & White Constructors

Janie Ade
Arlington Fuel Oil Company

Keith Ward
Thomas May Construction

Ryan Johnson
American Electrical Contracting

APPRENTICESHIP ADMINISTRATIVE STAFF DIRECTORY

Main Apprenticeship

(904) 421-0296

apprenticeship@nefba.com

Christina Thomas
Chief Workforce Education Officer
cthomas@nefba.com
(904) 421-0297

Charlie Libretto
Apprenticeship Training Director
clibretto@nefba.com
(904) 725-5293

Tatum Ellison
Workforce Development Training Manager
tellison@nefba.com
(904) 503-4704

Rachael Burke
Apprenticeship Training Manager
rburke@nefba.com
(904) 717-9249

Corey Buchanan
Director of Education Facilities Operations
& Safety Training
cbuchanan@nefba.com
(904) 717-9253

Aimee Newton
Apprenticeship Training Coordinator
anewton@nefba.com
(904) 421-0292

MISSION STATEMENT

For over 50 years, NEFBA has offered a high-quality construction apprenticeship program to provide career development as a pathway to high-wage high-demand careers in the construction industry to meet the needs of our local economy and enhance the quality of life in our community.

HISTORICAL STATEMENT

Apprentice training has been a major focus of the Northeast Florida Builders Association for 53 years. When the NEFBA construction-training program began in September 1973, classes were offered in the electrical and plumbing trades. By the time the first class of 15 graduated in 1976, carpentry, sheet metal, roofing, and heating and air-conditioning were also offered. The first graduation was held three years after the first class was formed because some students in the initial class were able to complete the four-year program in three years, receiving credit for experience and/or training. By 1976, NEFBA's training program was the largest program under the sponsorship of the National Association of Home Builders Manpower and Training Department with 190 apprentices enrolled. Carmel Morris of Allstate Electrical Contractors was the original chairman and has been dubbed the Godfather of NEFBA's apprenticeship program for his early involvement.

APPEAL PROCESS

Termination for violations of apprenticeship standards may be appealed within 10 days of receiving the termination letter by contacting (904) 421-0296 or emailing apprenticeship@nefba.com.

The apprenticeship program reserves the right to revoke or deny the opportunity for appeal in cases where program leadership determines that an appeal is not warranted, based on the severity of the violation, the circumstances involved or other factors deemed relevant.

ATTENDANCE POLICY

- **There are NO excused absences. Every absence is an occurrence regardless of the reason for absence.**
- To meet FLDOE Standards of Apprenticeship, each class shall meet the required time, 3 hours, unless notified otherwise and must have a minimum of 144 trade-related instructional hours each year. Absences will reset at the beginning of each training year.
- **3 unexcused tardies will result in 1 absence.**
 - Apprentices arriving to class between 6:15-6:30 will be marked tardy.
 - Apprentices arriving to class at 6:31 or after will be marked absent.
 - Apprentices who continuously arrive between 6:15 and 6:30 are subject to Disciplinary Procedures by Instructor and/or Apprenticeship Staff.
 - Apprentices leaving class before being dismissed by instructors will be marked absent.
- **3 absences will result in an automatic probation.**
- **4 absences will result in automatic termination with the right to appeal for reinstatement by the Apprenticeship Executive Committee.**
- **5th absence ahead of scheduled appeal will result in a forfeit of the right to appeal.**

2 nd absence	Email to apprentice warning that next absence is probation.
3 rd absence	Letter sent to apprentice and employer that apprentice is on probation.
4 th absence	Termination letter sent to apprentice and employer (10 days given to file written appeal)

CANCELLATION OF CLASS

In the event a class session should be canceled due to emergency or inclement weather, apprentices will be notified by email, phone and/or text message. Weather days are built into the school calendar to ensure at least 144 hours of the state required RTI (Related Trade Instruction) are met each year.

COMMUNICATION

Email notifications are the primary means of communication between apprenticeship staff, apprentices, and sponsoring employers. **It is the responsibility of the apprentice to notify the apprenticeship staff of changes regarding their address, phone number or email.**

DAVIS BACON PROJECTS

The NEFBA Apprenticeship program is a registered apprenticeship program through the Florida Department of Education and is subject to compliance with all federal regulations under the Department of Labor. **If an employer has any apprentice they would like to place on any Davis Bacon job site, it is the responsibility of the employer to contact the NEFBA Apprenticeship program prior to placing the apprentice on the job.**

The apprenticeship office will assist the employer in completing necessary paperwork for approval.

All other Davis Bacon related questions pertaining to certified payroll, prevailing wage, and other guidelines should be directed to the employer's human resources and/or legal department, or by contacting a labor attorney. The NEFBA Apprenticeship Office has Davis Bacon Guidelines available at any time by request.

DISCIPLINARY PROCEDURES

A good attitude is essential, as is the willingness to work and learn cooperatively.

- The instructor has the authority to maintain class discipline, and suspend a student from their class, as necessary. *Should an instructor suspend an apprentice or have disciplinary problems, the Apprenticeship office should be notified immediately of the action and the reason for the action.*
- If an apprentice continuously disrupts the class or is reported as being disruptive/unsafe on the job, he will be subject to termination from the apprenticeship program.
- Apprentices disrupting class can be removed from the training class at the direction of the instructor and/or NEFBA staff member. Apprentices will be marked absent for that class period.
- All disciplinary problems are reviewed by the Executive Apprenticeship Committee and subject to termination.
- Immediately contact security or local law enforcement if an apprentice is unruly.

EMERGENCIES

- If an apprentice knows he/she will be late for class or need to miss a class due to an emergency occurring after 4 PM, contact his/her instructor. If the instructor cannot be reached, please leave a message with the NEFBA Apprenticeship Office at (904) 421-0296. Absences due to emergencies still fall under Attendance Policy.
- In case of an emergency during a class, call 911 and then contact the NEFBA Apprenticeship Office at (904) 421-0296, if offsite.

- If an instructor has an emergency, he/she will need to contact the apprenticeship team to arrange a substitute or cancellation of class. If class is cancelled, the instructor must contact Rachael Burke at rburke@apprenticeship.com to arrange a makeup class.

EMPLOYER OBLIGATIONS

The success of apprenticeship training depends on a good relationship between the employer and the program. Employers are encouraged to communicate their needs, suggestions, problems, and other areas of concern relating to apprenticeship with the apprentice committee on a regular basis. Employers are encouraged to visit apprentice classes by appointment.

All the apprenticeship committees invite employers to attend their meetings and consider becoming a member of the committees themselves.

The employer's active participation in the apprenticeship program is most welcome. Annual Registration includes:

- Complete the Florida DOE Participating Employer Agreement (upon initial registration).
- Acknowledgement and signing of the NEFBA Apprenticeship Guidelines.
- Pay annual NEFBA dues and maintain active NEFBA membership.
- Annual Tuition is billed at \$900 per apprentice to include apprentice book/uniform/testing fees.
 - The \$600 tuition is non-refundable, non-collectible, per Florida Statute.
 - Employers may collect the \$300 for class related materials from apprentices directly, should they choose to do so.
- Complete an annual wage survey.
- Allow apprentice(s) to leave work in a timely manner to arrive to class sessions on time.
- Provide the NEFBA apprenticeship staff notification of date termination within 3 days after terminating an apprentice from employment.
- Sign monthly apprentice Work Process Cards to verify OJT hours toward graduation requirement.
- Maintain approval for Davis-Bacon work and adhere to federal 3:2 ratio.
- Agree to follow the minimum wage schedule. Employers are allowed to pay an apprentice more than the minimum wage required.
- Upon application, complete an Intent to Sponsor form for any current employees to continue annual sponsorship of apprentice.
- Employers are required to ensure that apprentices are assigned on-the-job training that aligns with their registered occupation and scope of work, as outlined by the Florida Department of Education. Work assignments must directly support the apprentice's approved training standards and may not fall outside of their designated trade.

EMPLOYMENT STATUS (OJT)

- All employment and placement information will be available only at the NEFBA office.
- Once an apprentice is indentured into the Apprenticeship Program they are expected to remain with their employer for the duration of their participation in the program. If an apprentice is dissatisfied, they are strongly encouraged to first address their concerns directly with their employer prior to contacting the apprenticeship team.
- Failure of an apprentice to accept or show up for employment will result in his/her termination from the program on the grounds of self-termination for job abandonment.

- If an apprentice is laid off or terminated by his/her employer, the apprentice must call and inform the NEFBA office at (904) 421-0296 within 48 hours.
- NEFBA does not guarantee placement with Participating Employers. The failure by an apprentice to secure employment within thirty (30) days of unemployment will result in apprentice being terminated from the program with right to appeal.

Termination from Employment (by employer)

If an apprentice is terminated from his/her current employer, the apprenticeship staff will assist that individual to find another employer. It is the responsibility of the apprentice to set up interviews with prospective employers and notify apprenticeship staff of the new employer. If the apprentice cannot find employment within 30 days of termination, he or she must voluntarily withdraw from the program or will be subject to termination for lack of OJT.

If an employer receives an application for employment from an individual disclosing that they are currently enrolled as an apprentice in the NEFBA program, the employer should contact the NEFBA office to confirm the apprentice's eligibility for sponsorship.

Employers are not to offer employment opportunities to apprentices sponsored by another employer without the consent of the active sponsoring employer. Failure to do so may result in a cancellation of the employer's PEA.

Termination from Employment (by apprentice)

If an apprentice quits his/her current employer, they will be automatically terminated from the program.

ENFORCEMENT OF SAFETY POLICIES

By signing this document, acknowledge the receipt and acceptance of all responsibilities of enforcement of the NEFBA Lab Safety Manual. Failure to properly ensure the safety of all apprentices in any classroom, lab, or field experience session will result in immediate termination without the ability to appeal.

Lab Policy: The NCCER curriculum requires apprentices to perform what they have learned in the NCCER textbook by performing various tasks. These tasks are identified as Performance Profiles that can only be verified by a journeyman level or higher with a PASS or FAIL grade.

- *Instructors and apprentices must abide by all safety guidelines set forth by NCCER and industry safety guidelines. Apprentices are required to bring their own safety glasses on scheduled lab nights.*

Parking, Substance Use & Firearm Policy: *In accordance with an agreement made with our educational partners, T&M Electrical- Clay Campus and NEFBA, all apprentices are to adhere to the following guidelines for parking:*

- Apprenticeship students should park in the rear parking area and enter and or exit the building through the central rear door.
- Report to class upon arrival at training location.
- No loitering in the parking lot after class.
- Do not leave trash of any kind in parking lot or in the classroom at any training location.
- Illegal drug use is prohibited at all training locations and is punishable by law.
- Firearms and/or weapons are strictly prohibited at all training locations.
- Alcohol use is strictly prohibited on site at **any** training location.
- Tobacco use is strictly prohibited on site at public school locations.

- No tobacco use in front of building and/or inside at any training location.
- Smoking and Vaping on NEFBA property will only be permitted in the designated smoking area.
 - *The designated smoking area is the gazebo located in the southwest corner of the rear parking lot. Smoking or Vaping anywhere else on NEFBA property, including vehicles, is strictly prohibited.*
- **Tobacco use includes cigarettes, e-cigarette (vapes), and all smokeless tobacco-based products**

EQUAL EMPLOYMENT OPPORTUNITY AND HARASSMENT

In accordance with state and federal law, the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.

NEFBA supports a “harassment free” policy in any/all endeavors sponsored by the association, including the Apprenticeship training program. Harassment of any kind by any supervisor, co-worker, consultant, agent, apprentice, trainee, participating employer, on-the-job training supervisor, or supplier is improper and will not be tolerated. All employees of the Northeast Florida Builders Association are provided with policies specific to these areas and a copy of these will be provided to other authorized trainees/participants and/or individuals.

We are required by law to provide Equal Employment Opportunity. We are also required to ensure that employees are informed about the processes and points of contact for reporting harassment. Under the Equal Employment Opportunity (EEO) regulations at 29 CFR part 30, Registered Apprenticeship programs must provide anti-harassment training to all apprentices and to all other individuals connected with the administration and operation of the apprenticeship program, including journey-level workers, who regularly work with apprentices. This federally required policy and links for training are provided to all parties each year and must be signed to participate in the Apprenticeship Program.

Please immediately call Charlie Libretto, Training Director, with any concerns regarding the above information (904) 421-0296.

GRADES

Grades are averaged through NCCER online module testing, module study guides, homework, classwork, and labs. Each apprentice and employer will receive quarterly grade reports.

Each quarter, successful test completion will be evaluated for every apprentice.

The following academic status will be implemented each quarter, and will be cumulative moving into the next quarter:

- ***Academic Warning*** – *One outstanding NCCER module test*
- ***Academic Probation*** – *Two outstanding NCCER module tests*
- ***Academic Termination*** – *Three or more NCCER module tests*

**Employers will be notified if an apprentice is placed on probation or terminated due to outstanding academic requirements. If an apprentice has any outstanding NCCER tests and receives an “Academic Warning” letter, they are required to have the test(s) made up within the first two weeks of the next quarter to avoid Probation or Termination from the program. If you receive an Academic Termination letter and do not retake/makeup these tests with a passing grade, your grades will be reviewed by the Apprenticeship Executive Committee. The Committee will make the final decision on all terminations. **

Apprentices must earn 70% or higher to pass the course and move onto the next level. Apprentices may not advance to the next trade level with more than two outstanding NCCER tests. If an apprentice advances with any outstanding NCCER test/s, he/she must make up these tests upon the start of the new training year. Failure to retake and pass all outstanding module tests by the end of the following first quarter of the academic school year will result in the apprentice not being eligible for a wage increase in January.

- Instructors must adhere to Computer Lab schedule for each evening's availability by signing up no later than 5 PM the day before testing on Sign-up Genius under the Instructor Tab at nefbaapprenticeship.org.
- For NCCER classes, computer tests, study guides and homework/classwork assignments will be averaged as follows for courses:
 - Online Tests: 40%
 - Homework/NEFBA Module Study Guides: 30%
 - Classwork/Performance Profiles/Labs: 30%
- NCCER computer tests may be taken **twice** free of charge to achieve a passing grade. A per test fee of \$10/test will be charged to apprentices for each module test attempt beyond the second attempt each year.
- Grades are comprehensive for the course. The following grade schedule applies:

90 – 100 = A

89 –80 = B

79 –70 = C

Below 70%= F

GRADUATION REQUIREMENTS

Apprentices are required to continue submitting Work Process Cards (WPCs) through the end of the school term in order to be eligible for graduation. The graduation ceremony is held in May of each year. Upon graduation, all apprentices in the program will earn a Florida Department of Education Certificate of Completion, 8,000 OJT hours, 600 hours of related trade instruction, and NCCER certificates/transcripts.

If an apprentice has not submitted all required Work Process Cards documenting the full 8,000 OJT hours by the end of the school term, they must continue submitting WPCs over the summer before the Florida Department of Education Certificate of Completion can be awarded. Additionally, even if an apprentice reaches 8,000 OJT hours prior to graduation, WPCs must still be submitted through the end of the term in accordance with FDLOE guidelines

NEC Codebook Requirement for Level 1-4 Electrical Apprentices

All Level 1 Electrical apprentices are required to obtain a 2023 NEC Codebook by November of the current training year. All level 2-4 must have required NEC Code book from the first day of class.

Plumbing Codebook Requirement for Level 3-4 Plumbing Apprentices

All Level 3 & 4 apprentices are required to obtain a current Plumbing Codebook by November of the current training year.

MEDIA RELEASE AND CONSENT POLICY

NEFBA Apprenticeship Program participants, including apprentices, instructors, employers, staff, guests, and other attendees, may be photographed, recorded, or filmed during classes, events, ceremonies, meetings, training activities, and other program-related functions.

By participating, individuals understand that their image, name, voice, likeness, trade/program information, and/or employer name may be used by NEFBA Apprenticeship Program and Northeast Florida Builders Association for educational, promotional, marketing, website, social media, print, video, news, or other media purposes.

Individuals who do **not** wish to be photographed, recorded, filmed, or featured must notify the apprenticeship office in writing prior to participation. Reasonable efforts will be made to honor written requests; however, NEFBA cannot guarantee exclusion from group photos, crowd shots, livestreams, public events, or incidental background appearances.

NEFBA APPEARANCE POLICY

All NEFBA apprentices are to adhere to the following guidelines for appearance:

- **Must enter NEFBA Workforce Education Center wearing a NEFBA shirt.**
- If an apprentice fails to wear the mandatory NEFBA shirt, the apprentice has two options:
 - 1. Purchase a shirt before classes from NEFBA staff (Cash or Venmo only \$10 for T-shirts and \$20 for Polos)**
 - 2. Or do not attend class and earn 1 absence**
- NEFBA shirts should always be visible- not worn under a hoodie or sweatshirt.
- Long pants/jeans.
- Closed-toed shoes.

NEFBA BUILDING ACCESS GUIDELINES AND PROCEDURES

- Apprenticeship classes run from 6:00 PM to 9:00 PM Monday through Thursday. Students should not arrive on site prior to 5:00 PM and following class should promptly depart the premises by 9:30 PM.
- Instructors who need to deviate from the normal Apprenticeship Class operational hours must provide at least 24 hours advanced notice and receive approval from the Training Director or Training Manager.

TERMINATION FROM PROGRAM

NEFBA Apprenticeship holds the right to terminate an apprentice for absences, insufficient grades, failure to pass all NCCER modules, late Work Process Cards, improper conduct on the job and/or classroom, violating safety, violence, discriminatory behavior or vulgarity, or conduct deemed inappropriate or detrimental to the program.

- Any violation of the apprentice guidelines will result in termination from the NEFBA Apprenticeship program.
- Upon termination, the apprentice has the right to appeal the termination with the Apprenticeship Executive Committee within 10 days of the effective date of termination.
- For cases of hardship involving serious illness, injuries, emergency employer-initiated overtime work, etc, documentation is required to allow review by the committee when considering reinstatement back into the program.
 - For example: In the event of required overtime work causing absences/tardies, the apprentice must obtain a letter on his company letterhead or email from a verifiable email address,

signed by the employer to verify the absence. If due to illness, a doctor's bill and/or statement is needed.

- Letters from employers do not result in excused absences.
- Once terminated from the program, the apprentice must sit out for one year and has up to two years to apply for reinstatement by submitting letters of request from the apprentice and a NEFBA Participating Employer to the Apprenticeship office staff. This request may be made after one calendar year from termination.
- The Apprenticeship Executive Committee will review the reason for termination and determine if the apprentice will be reinstated and the conditions for placement back into the program.

TEXTBOOKS

- Apprentices are responsible for bringing his/her own textbooks.
- Should apprentices lose their book, they are responsible for replacements. These are available for purchase at the NEFBA office.

TRAINING ADVANCED PLACEMENT (with prior NCCER or equivalent)

- If an apprentice has less than 2000 OJT with an employer but has completed a full Level One certification with NCCER, per employer evaluation, the apprentice is eligible to be indentured as a 2nd year apprentice and wage rate will be adjusted to 2nd six-month wage rate of 60%. The apprentice is subject to employer evaluation at the start of his/her 3rd year. Advancement to 4th level will require employer granting of OJT to appropriate level.
- If an apprentice has less than 2000 OJT with an employer but has majority completion of NCCER or equivalent curriculum, he/she may be eligible for summer test completion at the discretion of NEFBA Apprenticeship staff.

TRANSFER

In the event an apprentice would like to transfer to a different apprenticeship program, he/she can provide their NCCER certifications from NCCER website to have credits applied to their new training program. If the new training program needs additional information about prior experience, please contact the apprenticeship office.

TRANSPORTATION

Transportation is the responsibility of apprentices. Failure to attend work and/or classes because of transportation issues will be grounds for termination from the program.

TUITION/MEMBERSHIP

Tuition is the responsibility of the sponsoring employer of each apprentice. It is due before the start of related-trade classes each year. The tuition cost is \$900 per apprentice for 2026. **Per Florida law (F.S., Section 1009.25(1)(b)), an apprentice is not permitted under any circumstance to pay his/her own tuition.** This means that requiring reimbursement and/or garnishing of wages as for tuition costs as a term of employment is strictly prohibited and grounds for immediate termination of the Participating Employer agreement.

- The only payment that may be reimbursable to the employer from the apprentice is the \$300 books and materials fee.
- All participating employers are required to be a NEFBA member by agreeing to pay annual membership dues.

VETERANS

Military Veterans enrolled in the program are eligible for BAH benefits through the Post 911 GI Bill. Apprentices must complete DD-2214. For GI Bill BAH benefits to be processed, apprentices must submit their Work Process Card hours to the apprenticeship office for processing with the VA by the first of following month. Once benefits have been submitted each month to the VA, the Veteran coordinator will email apprentice with the confirmation of hours submission, along with all information for apprentice to reach out to VA should there be any issues with monthly benefits.

WAGE INCREASE ELIGIBILITY

- The NEFBA office will notify employers regarding semi-annual wage increases. Increases are only applicable if you presently receive the minimum rate.
- Wage increases should occur at the first of the month, January and July, after an apprentice's indenture date into the program for those in good standing.
- January wage increases will be recommended when the following is verified:
 - Work Process Cards are up to date.
 - Apprentices must be up to date on all required NCCER tests from the previous year by the end of the first quarter.
- July wage increases will be recommended when the following is verified:
 - Work Process Cards are up to date.
 - Apprentices must have successfully passed every current NCCER online module test with a 70% or higher.
 - Apprentices must have a final grade of 70% or higher.
 - Apprentices must be within an acceptable range of OJT hours towards graduation.

WAGE RATES

Wage rates are based on an annual wage survey sent to all participating employers to record their hourly wage of a journeyman. Apprentices begin at 50% of the average journeyman's wage. If an apprentice is in good standing, apprenticeship staff will send the sponsoring employer a letter of raise eligibility. Therefore, the apprentices will raise their hourly wage 5% every 6 months. Please refer to the most recent wage schedule, effective July 1st of every year, and provided by the NEFBA Apprenticeship Office. New wages are effective every year following an annual Wage Survey.

WITHDRAWAL FROM PROGRAM

An apprentice at any time can voluntarily withdraw from the program by contacting his/her training coordinator to begin the process. It is recommended that the apprentice write a letter or email explaining the circumstances surrounding their decision and submit it to the training staff. The apprentice may be reinstated with board approval within 2 years.

WORK PROCESS CARDS/ON-THE-JOB TRAINING

An apprentice must turn in monthly Work Process Cards for the apprenticeship staff to log all On-the- Job Training hours in an effort to total 8,000 or journeyman level. Work Process Cards are expected to be turned in correctly by the first of each month. If an apprentice turns in a Work Process Card incorrectly, they will be notified and it will not count until it is properly resubmitted. Blank Work Process Cards can be found:

<http://www.nefbaapprenticeship.org/current-apprentices.html>

- Apprentices are required to submit a Work Process Card monthly – 12 months per year.

- You may turn your Work Process Cards in by scanning and emailing them to apprenticeship@nefba.com, faxing them to (904) 721-3372 or by placing them in the WPC box located on the first floor of the Workforce Education Center.
- Work Process Cards must be filled out properly before they can be accepted, including: Name, Employer, Trade, Class, Month, Year, Current Wage, Total Hours for the Month computed on the front of the card must all be indicated. ***A signature at the end of each week by the supervising journey worker is required.***
- Use one Work Process Card for each month. Do **NOT** overlap months.
- If you need blank Work Process Cards, they are available on the NEFBA Apprenticeship website under “Current Apprentices” at nefbaapprenticeship.org and by requesting them from your instructor.
Obtaining cards is the apprentice’s responsibility!
- Instructors should not accept Work Process Cards. Apprentices are responsible for submitting Work Process Cards directly to the Apprenticeship office.
- Apprentices are required to submit Work Process Cards whether they are employed or unemployed.

Work Process Cards must be in the NEFBA office no later than the 1st of every month and are considered late on the 15th of each month.

- The policy for late work process cards is as follows:
 - ***Warning*** – One outstanding Work Process Cards
 - ***Probation*** – Two outstanding Work Process Cards
 - ***Termination*** – Three or more outstanding Work Process Cards
 - *If an apprentice becomes 4 months or more behind in Work Process Cards, they will be terminated from the program without the ability to appeal*
- ***Apprentices are given a due date to submit delinquent Work Process Cards to avoid termination***
 - Apprentices must submit ***ALL*** delinquent Work Process Cards by the scheduled due date to be removed from probation or termination.

NEFBAAPPRENTICESHIP.ORG

Scan below for all important documents for Apprentices,
Employers and Instructors.



Equal Employment Opportunity Authorization Form (29 CFR 30.3 Compliance)

Apprenticeship Program Name: Northeast Florida Builders Association GNJ (FL008730002)

Employer: _____

Purpose

This form serves as an acknowledgment and authorization from the apprentice that the registered apprenticeship program complies with all Equal Employment Opportunity (EEO) requirements under Title 29 of the Code of Federal Regulations (CFR) Part 30.3. It affirms the apprentice's understanding of their rights and the program sponsor's obligations under federal law.

Apprentice Information

- **Full Name:** _____
- **Address:** _____
- **Phone Number:** _____
- **Email Address:** _____

Acknowledgment and Authorization

As an apprentice in the **Northeast Florida Builders Association GNJ (FL008730002)** I acknowledge the following:

1. I have been informed that the sponsor organization complies with all federal Equal Employment Opportunity regulations as required by 29 CFR 30.3.
2. I understand that the apprenticeship program prohibits discrimination based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, disability, age (40 or older), genetic information, or status as a protected veteran.
3. I acknowledge that the apprenticeship program engages in affirmative action to ensure equal opportunities in recruitment, selection, employment, and advancement for all individuals, particularly those from underrepresented groups.
4. I authorize the program sponsor to collect and report demographic information (e.g., race, ethnicity, sex) as required for compliance with federal regulations. This data will be used solely for monitoring and ensuring compliance with EEO requirements.
5. I have been informed of the procedures for filing a discrimination complaint or grievance related to the apprenticeship program.
6. For more information regarding anti-harassment and non-discrimination resources are available from the US Department of Labor at <https://www.apprenticeship.gov/sites/default/files/guide-to-using-anti-harassment-training-program-guide.pdf>. Included among these materials is a new webcast, <https://www.dol.gov/agencies/eta/apprenticeship/eo/harassment/video>. This 5-minute training helps users: define and recognize unlawful harassment; identify ways to ensure RAPs are free from harassment; and implement complaints procedures.

Signature

By signing below, I confirm that I have read, understood, and agreed to the above terms.

- **Apprentice Signature:** _____
- **Date:** _____
- **Program Representative Name:** Christina Thomas
- **Program Representative Signature:** _____

Notice

This form must be retained in accordance with 29 CFR 30.8, which requires sponsors to keep all records related to apprenticeship programs for at least five years from the date of their creation.

ANNUAL APPRENTICESHIP GUIDELINES ACKNOWLEDGEMENT

By signing below, I acknowledge that I have received a copy of the 2026/2027 NEFBA Apprenticeship Apprentice Policies and Guidelines and will adhere to all policies and procedures established by the NEFBA Apprenticeship Executive Committee and the Florida Department of Education Standards of Apprenticeship.

DATE: _____

COMPANY NAME: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE OR POSITION: _____