



# **Mechanical Engineering Technology Registered Apprenticeship Program Apprentice Handbook**

## **QUESTIONS:**

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***Congratulations on Taking Charge of Your Career!***

Welcome to the ASME Mechanical Engineering Technology Apprenticeship Program! This program will help you take charge of your career while working for a respected world leader in the engineering field.

Skilled *Mechanical Engineering Technicians* are in high demand around the world. As technology continues to evolve and change, the need for skilled *Mechanical Engineering Technicians* increases. This opportunity will provide you with a strong start on your engineering journey by allowing you to learn and strengthen your skills so you can thrive in your profession in the United States and globally.

Our Apprenticeship Program offers a great career path, and our highly experienced instructors, mentors, and leaders will ensure that you'll be learning from the best, working with skilled, dedicated teammates, and providing you with the tools to be successful.

Our goal is to help you along your engineering journey and to be successful. To be successful, you need to be dedicated, show enthusiasm, and listen to your instructors and mentors. By devoting your time and effort into the program, you will decide the path of your engineering journey.

Congratulations on taking this important step toward a successful, fulfilling career. We're here to help you, every step of the way!

Sincerely,

Audrey-Jane Morgan

Apprenticeship Program Manager

ASME

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## WHAT'S THE PURPOSE OF THIS GUIDE?

The purpose of this handbook is to outline program expectations and policies, and to inform you of your responsibilities as an Apprentice. It is not intended to be a legal document and does not create a contract of employment.

Please read it and use it for future reference. This Apprenticeship Program Guide will be your blueprint to a successful career, building your structure from Apprentice to Journey person. You are required to read and understand everything within the framework. You will be held accountable for complying with all policies and procedures described.

## PROGRAM OVERVIEW

The Mechanical Engineering Technology (MET) Registered Apprenticeship Program is a structured program that combines on-the-job training (OJT) and related technical instruction (RTI) with personal and professional development under the supervision of a mentor. As a MET apprentice, you have certain rights under applicable Apprenticeship Regulations. With those rights come responsibilities and great opportunities to take ownership of your training and development.

ASME's MET Apprenticeship Program aligns with industry standards and needs and developed based upon the Department of Labor Office of Apprenticeship (DOL/OA) rules and regulations.

## REGISTERED APPRENTICESHIP

A Registered Apprenticeship Program or RAP is a type of work-based training program that combines classroom instruction with a paid job that provides on-the-job training, under a mentor, to prepare workers for highly skilled careers. Registered Apprenticeships are industry-vetted and approved and validated by the U.S. Department of Labor or State Apprenticeship Agency to ensure the quality and rigor of the program, and that the instruction and training meet the standards and competencies of each industry. After successfully completing the RAP, apprentices earn a nationally recognized portable credential that is similar to a college degree in a particular field of study.

## APPRENTICESHIP PROGRAM & OVERVIEW

As an Apprentice you are employed full-time by a company and work approximately 30 hours per week and attend class for the other 10 hours. The coursework will be recognized by ABET and you may earn credit towards a bachelor's degree. The program is for 1 year. The RAP will take approximately one year to complete and will consist of a minimum of 144 hours of instruction and 2,000 hours of on-the-job training with a mentor. Apprentices are expected to attend class and work to complete the job training. Apprenticeships combine on-the-job learning with classroom learning. In a U.S. DOL OA registered apprenticeship, the program's on-the-job learning requirements are documented in a Work Process. The work process can take different forms, but it describes what an apprentice will learn to do while on the job and may describe how long that learning is expected to take.

ASME partners with applicable governmental agencies, industry intermediaries, and employer partners in the development, implementation, administration and monitoring of its apprenticeship programs. The

related technical instruction will be in online format and must align to the applicable Department of Labor/Office of Apprenticeship standards. Although the DOL/OA has responsibility for oversight of the apprenticeship program, ASME, the employers, and you, the apprentice, have responsibilities as well.

## RESPONSIBILITIES

### **As an Apprentice, you are expected to:**

- Work safely in accordance with applicable policies and division-specific work rules.
- Comply with company absenteeism and tardiness policies at work and school.
- Adhere to the Related Technical Instruction (RTI) policies, procedures, requirements, and expectations.
- Attend and participate in related instructional and educational programs.
- Show dedication to your training both on the job and in the classroom, performing the work of the trade diligently and faithfully.
- Maintain records and keep track of your training hours in ApprentiScope as required and notify your supervisor of any deficiencies and questions.
- Respect the skilled Journey worker(s) training and supervision of you.
- Comply with the provisions of the Apprenticeship Registration Agreement.
- Follow written work rules and applicable policies and procedures.
- Conform with safe working procedures as instructed to assure personal safety as well as the safety of fellow workers.

### **ASME and its Employer Partners are responsible for:**

- Providing a safe working and learning environment.
- Ensuring supervision and training by a Journey worker on the job site.
- Offering well-rounded training so that the Apprentice learns all aspects of the trade by the completion of the training program.
- Monitoring the Apprentice's on-the-job progress and providing feedback on performance.
- Complying with the provisions of Appendix A and Appendix B (ETA-671) Apprenticeship Registration Agreement.
- Managing training expenses at the business site level and reviewing them regularly.
- Intending to provide continuous full-time employment and training to Apprentices, though permanent employment cannot be guaranteed.
- Maintaining proper apprenticeship records including up to date OJT and RTI tracking.

## STUDENT ELIGIBILITY

Individuals who meet the following qualifications are eligible to apply to the program.

- Age: 18 years of age or older
- Education: Completed Calculus or Engineering Math, Physics, and Chemistry
- Have an associate's degree or higher
- Authorized to work in the United States

## APPRENTICE EXPECTATIONS

As an Apprentice, you are expected to demonstrate professionalism, accountability, and commitment to both learning and safety throughout the program. The following outlines the core expectations for all apprentices:

- **Workplace Safety & Conduct:**
  - Follow all safety procedures in accordance with ASME standards, employer policies, and department-specific work rules.
  - Always maintain a respectful and professional demeanor.
- **Attendance & Participation:**
  - Comply with employer and training provider policies regarding absenteeism and tardiness.
  - Attend all required instructional sessions and actively participate in both classroom and on-the-job training.
- **On-the-Job Training (OJT):**
  - Apprentices will be matched with an employer for hands-on training aligned with the MET curriculum.
  - On-the-job training will be supervised by a qualified journey-level professional.
  - Employers will provide well-rounded, structured training to ensure apprentices gain experience across all key areas of the occupation.
  - The employer, in coordination with ASME, will monitor progress and provide regular feedback on performance.
- **Completion Criteria & Program Status:**
  - Apprentices are expected to successfully complete all related technical instruction (RTI) and on-the-job training hours as defined by the program's standards.
  - Clear and consistent terminology will be used throughout the program to define progress:
    - **Apprentice** – An active participant in the MET Registered Apprenticeship Program.
    - **Graduate** – A participant who has successfully completed both the educational and on-the-job requirements.

## PROGRAM COMPONENTS

Registered apprenticeship programs combine classroom instruction with on-the-job learning.

## RELATED TECHNICAL INSTRUCTION (RTI)

In a U.S. DOL OA registered apprenticeship, the program's classroom instruction requirements are documented in its Related Technical Instruction (RTI) outline. RTI may occur at a college, union, private institution, internally at the employer, or some combination of these. Institutions delivering RTI are called RTI Providers.

Your RTI Provider is Stevens Technical Institute located in Hoboken, New Jersey and consists of over 144 hours of instruction.

The importance of related instruction is twofold; the industry has uniformity of instruction and you, as an individual apprentice, are given the theoretical knowledge of your trade. This is what adds value to you as an individual, to your career, and to your industry. The related instruction is the academic portion of the apprenticeship.

It is your employer's responsibility to release you from work to attend the required technical instruction. Work is not a valid reason for missing school.

## ON-THE-JOB TRAINING (OJT)

On-the-job training is a key component of apprenticeships, where you learn your trade by working directly under the supervision and mentorship of an experienced professional or journey worker. This hands-on experience complements the RTI and provides practical skills that are essential for your future career.

ASME's MET Registered Apprenticeship Program requires you to complete 2,000 hours of OJT under the supervision of a journey worker.

## WAGE PROGRESSION

As a registered apprentice, your hard work and skill development will be recognized through at least one wage increase during your time in the program. This increase is designed to reflect the progress and experience you gain on the job. Each employer participating in the apprenticeship program sets their own wage scale.

You may also earn more than the listed wage scale depending on your performance, prior experience, or employer discretion, but you will never be paid less than the established wage for your role. This structure ensures that as you grow in your apprenticeship, your compensation grows with you.

## PRIOR CREDIT

You may be eligible to receive advanced standing or credit for your previous academic courses and/or related work experience. To obtain a credit, you must submit, in writing, from a previous authorized employer or demonstrate achievement/proficiency to your current employer to receive prior credit.

## APPRENTICESHIP REGISTRATION AGREEMENT (F-671)

The Apprentice Registration Agreement is a legal, binding document between you, your sponsor and the State of Connecticut. The terms and conditions of your training are contained in the Agreement including the start date of the apprenticeship. Pay raises are determined by the start date along with accumulation of work hours.

Your apprenticeship is valid only for the number of years/hours that is listed on your registration agreement. Failure to complete the required on-the-job training hours and related classroom instruction in this time frame will result in your **termination** from the program.

Please take time to review your copy of the Agreement. It should be thoroughly understood. Your copy of the Agreement is available in ApprentiScope. This is your record of registration and lists important information such as your wage progression, trade registration category and any credit for previous registered experience (**unregistered work hours are not counted toward the completion of the program**).

If you have any questions about the Agreement, contact ASME's Apprenticeship Program Manager.

## PROBATIONARY PERIOD

A Probationary Period is required for each apprenticeship program. It provides an opportunity for both you and your employer to adjust to each other and to the program. Should either you or your employer wish to cancel the Agreement during the Probationary Period, either party can do so by notifying ASME in writing of this decision. Unless otherwise stated, the length of the Probationary Period is three (3) months.

## WORK RECORDS

You are required to partner with your employer and journey worker to maintain a record of your progress. Both you and your employer will maintain a record of hours worked and competency proficiency as part of your apprenticeship. Because the program extends over a year, a record is required to ensure all parts of the program have been covered and completed. By having you and your employer maintain records, if discrepancies concerning training hours occur, both record books will be referenced to determine the hours worked. Your official work records must be approved and dated on a regular basis by you and your supervisor or journey worker.

## WAGE, HOURS AND BENEFITS

The workday and work week for Apprentices will be determined by their employer. It is encouraged that Apprentices are employed during daytime shifts to allow direct supervision by a journey worker or supervisor of Apprentices.

Apprentices will start at a percentage of journey person pay, either as stipulated by the applicable Governmental Agency or the employer. Wage increases will be based on time and performance. Apprentices will receive wages in accordance with the currently effective minimum wage schedule.

The employer will comply with all applicable federal, state, and local laws relating to payment of wages and work hours.

Apprentices may be eligible for full company benefits from date of hire, or as stated in any workforce contract.

## TRAINING CAPABILITY RATIO

The numeric ratio of Apprentices to journey workers shall be consistent with proper supervision, training, safety, reasonable continuity of employment and provisions in applicable collective bargaining agreements. Each program's ratio requirements are reviewed based on such factors as specific trade requirements, availability of skilled personnel, previous training history, economic factors, affirmative action efforts, and other factors which may be pertinent to a successful program operation. Regardless of any established hiring ratio, the work site ratio will comply with applicable Governmental Agency regulations for instructing and supervising the work of each Apprentice in a specific trade.

The ratio of apprentices to journeyworks for this program is 1:1.

## SAFETY

Your employer will instruct you in safe and healthful work practices and procedures and will ensure that you are trained to safely carry out your job duties in compliance with applicable federal, regional and local occupational safety and health regulations and standards. You will be held accountable to follow all health & safety rules, work practices and procedures at all times.

## LAYOFFS

If a reduction in workforce becomes necessary, the suspension and reinstatement of Apprentices will be conducted in accordance with site specific rules. If you are laid off because of lack of work, the employer has the option of listing you as inactive rather than terminated. The following conditions may apply:

- The Apprentice may be listed as inactive for a maximum of six months.
- If the layoff lasts longer than six months, the Apprentice will be terminated but is still entitled to be reinstated or recalled for two years from the original date of layoff.
- An inactive Apprentice may still be registered and attending approved classroom and/or online training; however, they will not accumulate OJT hours toward the completion of the program.

## CORRECTIVE ACTION

You may be subject to corrective action procedures when failing to make satisfactory progress or failing to meet your responsibilities in the Apprenticeship Program. In addition, behaviors that could lead to disciplinary action or the termination of your apprenticeship include, but are not limited to:

- Failure to abide by safety procedures and employer policies
- Failure to follow work rules and procedures established by your employer
- Disruptive behavior on the job or in related instruction
- Failure to follow the directions of your supervisor and/or journey worker
- Failure to submit OJT records as required
- Failure to fulfill all related instruction requirements
- Unsatisfactory grades for related instruction courses
- Unsatisfactory attendance (including tardiness) for related instruction courses
- Unsatisfactory attendance (including tardiness) at the job site

## BI-WEEKLY CHECK INS

ASME's **Apprenticeship Program Manager** will conduct **bi-weekly check-ins** with you to offer support, answer questions, and help you stay on track with your goals. These check-ins are also a great opportunity to share any challenges you may be experiencing.

## MID-TERM EVALUATION/ SURVEY

To support your growth and success throughout the MET Apprenticeship Program, a mid-term evaluation will be conducted midway through your apprenticeship experience.

This evaluation is led by the ASME and is designed to:

- Assess your progress in both classroom instruction and on-the-job training
- Provide constructive feedback on strengths and areas for improvement
- Ensure you're receiving the necessary support and guidance from your employer and training provider
- Give you an opportunity to share your own experiences, challenges, and suggestions

You will also complete a Mid-Term Survey as part of this process. Your feedback is essential in helping us improve the program and better support your learning journey. Evaluations are not graded but are an important checkpoint to help keep you on track and ensure you're getting the most out of your apprenticeship experience.

## EXIT INTERVIEW & FINAL SURVEY: THE "WHAT AND WHY"

At the conclusion of ASME's MET Apprenticeship Program, all apprentices will participate in an Exit Interview and Final Survey. This is an important opportunity for you to reflect on your experience, demonstrate what you've learned, and share feedback that will help improve the program for future apprentices.

### THE "WHAT"

You will be asked to describe the requirements and responsibilities of your MET career field. This is your chance to show your understanding of the profession and the practical knowledge you've gained. Your response should include key details such as:

- Overview of your specific MET field
- Day-to-day tasks and responsibilities
- Common tools and technologies used
- Related or partnering industries
- Typical work environments
- Potential safety hazards and risk management
- Entry criteria and career pathways
- Key industry standards and best practices

### THE "WHY"

In addition to describing what the field involves, you'll also be asked to explain why this field is meaningful to you. This is your chance to share your personal perspective—what drew you to this career, what excites you about it, and how you see yourself growing in the field.

Things to consider when answering:

- What motivated you to choose this MET pathway?
- How has your experience confirmed or shaped your career goals?
- What aspects of the work do you find most rewarding or challenging?
- How do you plan to apply your skills after the program?

## PROGRAM COMPLETION

The Apprenticeship Registration Agreement (ETA-671) specifies the length of time that is required to graduate as a journey worker within your trade. The completion of A registered apprenticeship program is based on satisfactory performance and accomplishment of these required objectives:

- Completion of 'Work Process Schedule' which may be stated in total years or hours or a combination of both years and hours, depending on your specific trade. Documentation from ASME indicating the progress and completion is required.

- Completion of ‘Related Training Instruction’ which is the required hours of related classroom and/or online instruction as listed in Work Process Schedule for your trade from the designated training provider.

## CERTIFICATE OF COMPLETION

Once you have satisfactorily completed your apprenticeship program, you will be issued a National Certification of Completion by the Department of Labor Office of Apprenticeship stating program requirements have been met. The completion must be submitted in RAPIDS and approved by the DOL/OA to obtain.

## RTI ATTENDANCE

Attendance at all synchronous sessions is required and tracked. **If you have a scheduling conflict, you must notify the instructors and the ASME Program Manager immediately.** Failure to provide notification will result in an unexcused absence. Three (3) unexcused absences will result in your removal from the program. The following process will be followed to address unexcused absences and boost your attendance:

1. First Unexcused Absence will result in an email notification.
2. Second Unexcused Absence will result in a coaching call.
3. Third Unexcused Absence will result in removal from the program.

## PROFESSIONALISM

As an apprentice, you are expected to always demonstrate professionalism by:

- Promptly login to synchronous Zoom sessions. Remain for the full duration and participate / interact / engage.
  - Live attendance is **required** as part of this program.
  - Where applicable, ASME Apprenticeship partners have agreed to accommodate **Mon / Wed / Fri 2pm-5pm EST.**
  - Zoom must be accessed using your Stevens Affiliate account and Single Sign On (SSO).
- Cameras must be enabled. Use a virtual / blurred background if your location is too distracting, casual, or unprofessional.
- Kindly maintain a respectful appearance. There is no specific dress code, however we want to maintain a professional setting (imagine your boss, or boss’s boss, may login to any given meeting).
- Update your Stevens-supplied CANVAS (the Learning Management System) and Zoom account avatars to a professional-looking headshot.
- Maintain a professional tone when interacting with peers, instructors, and staff throughout the RTI program, including in the use of the CANVAS Discussion Board.
- Keep your microphone muted when not actively speaking with the group.

- Check CANVAS and Stevens affiliate email accounts **daily** for any announcements or updates. Further information will be provided for streamlining these systems for RTI use.

## ASSIGNMENTS & GRADING

To successfully complete the RTI, a student must successfully complete each RTI module, which entails:

- $\geq 80\%$  scores on all scored assignments, including VR simulations.
- Timely completion of any surveys and other ungraded assignments.
- Engaging professionally in all sessions (see *Professionalism* above).

For assignments with scores under 80%, students may request a limited number of re-attempts. For suitable assignments, up to two (2) re-attempts may be permitted.

- Re-attempts will not be available for presentations, project assignments, and group assignments.
- Re-attempts will be limited within a 2-week window from the original deadline.
- Late submission on an initial attempt will limit the allowance for re-attempts.

Repeated requests for re-attempts, repeated late submissions, or unsatisfactory performance may be grounds for excusal from this program.

Extenuating circumstances will be considered by RTI faculty on a case-by-case basis.

Successful completion of certain modules will result in a nationally recognized certification and successful completion of the RTI component will result in a Certificate of Completion.

## PROGRAM MATERIALS & ACADEMIC INTEGRITY

You must maintain academic integrity throughout this program, and respect intellectual property provided as a participant in this program.

Unless instructed otherwise, students **may not** reproduce or post any program materials (slides, assignments / solutions, quiz problems / solutions, video recordings, etc.) to any website or service (including Artificial Intelligence / AI).

Similarly, students may not copy solutions from websites, services, peers, or other sources.

Some lecture slides, notes, or exercises used in this program may be the property of a textbook publisher or other third parties. All other program material, including but not limited to slides developed by the instructor(s), the syllabus, assignments, course notes, course recordings and examinations or quizzes are the property of ASME, Stevens Institute of Technology, SimInsights, CADclass, program partners, or the individual who developed them. There are civil and criminal penalties for copyright violations.

## GENERATIVE ARTIFICIAL INTELLIGENCE (AI) TECHNOLOGIES

Unless specified otherwise, usage of generative AI tools such as ChatGPT, Claude, Gemini, Copilot, etc. are permitted exclusively to help generate ideas and brainstorm, or to assist with grammar and phrasing in technical communications.

Material generated by AI tools may be inaccurate, incomplete, or otherwise problematic, and that AI use may also stifle students' creativity and independent / critical thinking skills. All AI generated material should be reviewed and validated.

Students **may not** submit any work generated by an AI tool as their own. Materials generated by AI must be cited (with due consideration for the quality of the reference, which may be poor).

**AI tool usage is explicitly prohibited in all forms on quizzes.**


## OSHA 10 HR GENERAL INDUSTRY

One of the modules you will be required to pass is OSHA 10 HR General Industry. The passing score for the OSHA 10 HR General Industry exam is 70%. You will have two (2) attempts to pass the exam at no cost. Additional attempts to pass the exam will be at your expense. Failure to pass the exam will result in receiving an Incomplete for the RTI component.

## SUPPORT SERVICES

We're here to support you every step of the way throughout your apprenticeship journey. If you're experiencing challenges related to your coursework, on-the-job training, scheduling, or personal circumstances, please don't hesitate to reach out. For any questions, concerns, or if you need additional support, please contact Audrey-Jane Morgan, your primary point of contact. She is available to help ensure you stay on track and have successful experience in the program.

 **Email: [morgana@asme.org](mailto:morgana@asme.org)**

 **Phone: 1.973.244.2202**

**Remember, asking for support is a sign of strength. We're here to help you succeed!**

## MILITARY ACTIVE DUTY

If you are called to active duty during your apprenticeship, your Apprentice Agreement may be placed on hold. Reinstatement of the agreement will be governed by the appropriate Governmental Agency Regulation and/or the Company.

## EQUAL OPPORTUNITY

ASME is committed to fostering an inclusive and equitable environment in all aspects of our apprenticeship program. In accordance with applicable law, we prohibit the discrimination against any apprentice or program participant based on legally recognized basis, including but not limited to race, color, religion, creed, sex (including pregnancy, lactation, childbirth, or related medical conditions), sexual orientation, gender identity, age (40 and over), national origin or ancestry, ethnicity, citizenship status, physical or mental disability, genetics information (including testing and characteristics), veteran status, past, current, or prospective service in the uniformed services, or any other status protected by federal, state or local law.

Although ASME is not the employer of record, our commitment to equal opportunity applies to individuals engaged through our programs. We expect partner employers to uphold these same principles of non-discrimination and equal opportunity in their workplaces.

If you have concerns regarding discrimination or harassment during your apprenticeship, please contact ASME's Apprenticeship Program Manager.

## HARRASSMENT AND DISCRIMINATION

ASME is committed to ensuring that all apprentices are placed in professional, respectful and harassment-free environments. While we are not the employer of record, we expect all apprenticeship host sites to maintain a workplace free from harassment, discrimination, and retaliation in accordance with applicable federal, state and local laws.

Harassment of any kind; including but not limited to sexual harassment or harassment based on race, color, religion, sex, pregnancy, sexual orientation, gender identity, age, national origin, disability, veteran status, or any other legally protected status, is strictly prohibited.

Sexual harassment includes unwelcomed sexual advances or other verbal, visual, or physical conduct of sexual nature that creates an intimidating, hostile, or offensive environment.

Other prohibited conduct includes, but is not limited to the below:


- Derogatory jokes, slurs, or insults;
- Displaying offensive materials or sending inappropriate messages;
- Physical interference or unwanted touching;
- Harassment or bullying based on any protected characteristic;
- Retaliation for reporting concerns in good faith.

All apprentices deserve to work in environments free from intimidation, hostility, or offensive behavior, and we take this commitment seriously.

## COMPLAINT PROCEDURE

If you experience or witness harassment or discrimination during your apprenticeship, you are encouraged to report it as soon as possible. Reports can be made verbally or in writing to the Apprenticeship Program Manager:

 **Email: [morgana@asme.org](mailto:morgana@asme.org)**

 **Phone: 1.973.244.2202**

Once a report is received, we will work with the host organization to review the situation and ensure it is appropriately addressed. All concerns will be handled respectfully and as confidentially as possible.

Retaliation for reporting a concern in good faith or participating in an inquiry is strictly prohibited. We are here to support your success and well-being throughout your apprenticeship experience.

## ACCOMODATIONS POLICY FOR APPRENTICESHIP PARTICIPANTS

ASME is committed to supporting equal opportunity for all apprentices, including providing reasonable accommodations for individuals with disabilities and those with sincerely held religious beliefs, observances or practices.

Although we are not the employer of record, we will work closely with the host organization to ensure that apprentices are placed in environments where accommodation needs are addressed in compliance with applicable laws, including the Americans with Disabilities Act (ADA) and the Title VII of the Civil Rights Act.

Examples of accommodations include, but are not limited to the following:

- Modified work schedule or duties
- Accessibility-related adjustments to workspaces or tools
- Schedule flexibility for religious observances
- Adaptive tools or assistive technology

If you require accommodation for a disability or religious practice during your apprenticeship, please contact the Apprenticeship Program Manager.

## IMPORTANT EXPECTATIONS TO KEEP IN MIND THROUGHOUT THE PROGRAM

Success in ASME's MET Apprenticeship Program depends on your commitment, professionalism, and readiness to learn. Below are key expectations that will help guide you through both the classroom and on-the-job phases of your training.

## ATTENDANCE & PARTICIPATION

- Your attendance is required for all components of the program— related technical instruction (RTI), on-the-job training (OJT).
- Regular attendance demonstrates your commitment and reliability to both your employer and training provider.
- Blue Book Hours: You will be responsible for tracking your on-the-job training hours using the Blue Book system. Instructions and login details will be provided at the orientation. ASME and your employer will regularly review your submissions to ensure accuracy and progress.
- Keep up with your assignments and deadlines by checking in regularly with your **instructors**. Take advantage of **office hours**; they're a great way to ask questions, get support, and stay on track.

## TIMELINESS

- Being on time is a core professional expectation.
- “Early is on time, on time is late, and late is unacceptable.”
- Always aim to arrive at least 5-10 minutes early to both class and work. Being prepared and present helps you succeed and makes a strong impression.

## VIRTUAL CLASSROOM ETIQUETTE

- Log in on time and ensure your camera is on (unless otherwise instructed).
- Dress appropriately similar to what you'd wear in a classroom or professional setting.
- Mute your microphone when not speaking and limit background noise.
- Actively participate, take notes, and avoid distractions such as phone calls or unrelated browsing.
- Find a quiet, well-lit space where you can focus and stay engaged.
- Virtual class time is still class time professionalism counts, even online.

## VIRTUAL REALITY SIMULATIONS

- Be sure to take full advantage of the **Virtual Reality (VR) simulations** provided through the program. These are valuable hands-on learning tools. After completing simulations, don't forget to provide feedback. Your input helps us refine and improve the experience for everyone.

## COMMUNICATION

- Maintain regular communication with both your site supervisor and the program staff. Open communication is key to a successful apprenticeship experience!
- Check your email and voicemail daily. Updates from ASME, instructors, and employers will often be sent electronically.
- Keep your email inbox organized and reply promptly to important messages.
- If you're running late or unable to attend, communicate clearly and early with both your employer and the program staff.

## TECHNICAL SKILLS

- The more technical knowledge and hands-on ability you develop, the stronger your career foundation will be. Focus on strengthening skills such as:
  - Blueprint reading and interpreting technical plans
  - Precision measuring and using proper tools
  - Math and applied problem-solving

## PHYSICAL READINESS

- Apprenticeships often involve physical work. Being ready and able to handle these responsibilities is part of workplace readiness and safety. You should be prepared to perform tasks such as:
  - Lifting and carrying materials
  - Loading/unloading supplies
  - Organizing tools and equipment

## LEARNING BEYOND THE CLASSROOM

- Explore learning outside of class by reviewing materials, engaging in self-directed study, and staying current with industry trends. Ask questions, seek clarification, and challenge yourself to apply what you're learning in real-world settings.

## BUILD YOUR NETWORK

- Connect with your fellow apprentices, instructors, and mentors. These relationships can be valuable sources of advice, encouragement, and future opportunities.

## SO NOW YOU ARE AN APPRENTICE - WHAT YOU NEED TO KNOW!

### REMEMBER

This program is designed to help you build a strong future. Every class you attend, shift you complete, and skill you learn brings you closer to a successful career in the MET field.

### WHY IT MATTERS

This reflection not only helps you articulate your learning and growth, it also helps our team evaluate how well the program is preparing apprentices for real-world careers. Your insights will contribute to the continued improvement of ASME's MET Apprenticeship Program.

### TIPS FOR A NEW APPRENTICE!

- SAFETY is always #1. Always maintain safe working procedures.
- Be organized! Keep a folder with all relevant apprenticeship information and documentation.
- Don't be afraid to ask questions.
- Ensure you have a copy of Appendix A (F-671) which includes, work process schedule, related technical instruction outline and wage schedule.
- Be reliable and punctual (recommendation: arrive 5-10 minutes early).
- Keep records of completed RTI and OJT (and have a back-up).
- Have key contact information handy including journey worker, apprenticeship contact lead and human resources representative.
- Be a present and enthusiastic learner!
- Have effective time management skills, be productive and committed to the work and team.
- Be professional! Follow company expectations and requirements.

### ADDITIONAL INFORMATION

To learn more about your rights as an Apprentice please visit PART 30—EQUAL EMPLOYMENT OPPORTUNITY IN APPRENTICESHIP at: <https://www.ecfr.gov/current/title-29/subtitle-A/part-30>

## DEFINITIONS

- **Appendix A** – the appendix to the Apprenticeship Program Standards which defines the apprenticeship program’s work process, required Related Technical Instruction (RTI), wage scale, and selection process.
- **Apprentice:** a person training under a written agreement which provides specific terms of apprenticeship and employment, including but not limited to wage progression; specific hours of job training; and hours and courses of school instruction which satisfactory completion thereof provides recognition as a qualified professional, technical, craft or occupation worker.
- **Group Sponsor** – an organization that is involved in the management of the apprenticeship program; involves multiple employers. – OR – A group of employers that share the responsibility of developing an apprenticeship program. – OR – An educational provider that builds partnerships with local employers to develop industry- driven curricula and connect students to high-quality jobs.
- **Hybrid (HY) Apprenticeship** – an apprenticeship where apprentice progress is measured by a combination of hours worked on the job and competencies achieved.
- **Journey worker:** any person who has completed an apprenticeship or is recognized/classified as a skilled person or possesses a valid Journey person Card or occupational license where required.
- **Mentor:** a person (most often a Journey person) who coaches and helps guide the apprentice towards completion of their apprenticeship. A mentor does not have to be an instructor or trainer.
- **RAPIDS** – U.S. DOL OA’s Office of Apprenticeship online registration system used by the sponsor to register and track new apprenticeship programs and update apprentice progress. Any change to apprentice status (completed, cancelled, transferred, etc.) is tracked here.
- **Registered Apprenticeship** – a structured talent development strategy that combines on- the-job learning, classroom learning, and mentorship to train individuals to be experts in their field. Programs are well-defined and documented and are approved by the U.S. DOL Office of Apprenticeship (U.S. DOL OA).
- **Registered Apprenticeship Industry Intermediary** – U.S. Department of Labor (U.S. DOL) partners that are tasked with expanding the number of Registered Apprenticeship (RA) opportunities across industries throughout the U.S. These partners increase awareness through industry outreach; connect employers and labor organizations with workforce and education partners; provide technical assistance to launch and expand RA programs; and help apprenticeship sponsors refine recruiting, hiring, and retention strategies to increase Diversity, Equity, Inclusion and Accessibility (DEIA) in RA programs.
- **Related Technical Instruction (RTI)** – the classroom learning component of a registered apprenticeship; may occur at a college, union, internally at a company, or valid private training provider and designed to provide the Apprentice with knowledge of the theoretical and technical subjects related to his/her occupation.
- **RTI Provider** – an organization that delivers RTI in an apprenticeship program; there can be multiple RTI providers utilized in one apprenticeship program.

- **Time-Based (TB) Apprenticeship** – an apprenticeship where apprentice progress is measured by the number of hours the apprentice has spent working during their apprenticeship in a variety of Work Process categories that are defined by the employer.
- **U.S. Department of Labor Office of Apprenticeship (U.S. DOL OA)** – U.S. DOL OA is the government agency responsible for registering and overseeing registered apprenticeship programs in the U.S.
- **Wage Scale** – the minimum wage rates for apprentices at various points in their apprenticeship program; must include at least one wage increase; starting wage must be above Indiana minimum wage; is included in the program Appendix A.
- **Work Process** – Hybrid; describes the on-the-job learning the apprentice must complete to complete their apprenticeship program. Apprentices are employed full-time by a company and work approximately 30 hours per week and attend class for the other 10 hours. The coursework will be recognized by ABET and may earn credit for a bachelor's degree. The RAP will take approximately one year to complete and will consist of 144 hours of instruction and 2,000 hours of on-the-job training with a mentor.

## RESOURCES & REFERENCE

1. **National Apprenticeship** – a general resource for individuals interested in learning about apprenticeship in Indiana (e.g. employers, potential apprentice candidates, educators, etc.)
2. **U.S. DOL OA ApprenticeshipUSA** – U.S. DOL OA website for resources and information about registered apprenticeship.; [Homepage | Apprenticeship.gov](#)
3. **U.S. DOL OA Apprenticeable Occupations List** – the list of over 1,400 occupations the U.S. DOL OA has identified as “apprenticeable;” <https://www.apprenticeship.gov/apprenticeship-occupations>
4. **U.S. DOL OA Quick Start Toolkit** - provides helpful steps and resources to start and register an apprenticeship program. [apprenticeship\\_toolkit.pdf](#)
5. **CFR Title 29, Part 29: Labor Standards for the Registration of Apprenticeship Programs** – the federal regulation providing the overall rules and standards for apprenticeship in the U.S. [eCFR :: 29 CFR Part 29 -- Labor Standards for the Registration of Apprenticeship Programs](#)
6. **CFR Title 29, Part 30: Equal Employment Opportunity in Apprenticeship** – the federal regulation governing how sponsors must ensure equal opportunity in their programs [eCFR :: 29 CFR Part 30 -- Equal Employment Opportunity in Apprenticeship](#)