

## **APPRENTICESHIP AND TRAINING PROGRAM INFORMATION AND CONCEPTS**

*Welcome to the basic's of apprenticeship. This brief informational page is designed give you an idea on the functions of the Apprenticeship and Training Program administered by the Montana Department and of Labor and Industry and the basic concepts of one of the oldest form of technical education, apprenticeship training.*

*We are not a hiring agency nor do we make referrals* - The Apprenticeship and Training Program sets up and administers apprenticeships according to both state and federal law. There are strict rules and guidelines that you must follow in order to stay in good standing with our program. We are strictly a registering agency and abide by local, state and federal laws, we can offer you program information and direction for possible employment.

- In the non-union sector, the *employee or future apprentice must find a place of business that has a pre-existing apprenticeship program or an interested employer upon qualifying can voluntarily start and register a program.* For apprenticeship entry into a union-sponsored program, there is a selection process that is supported by federal law that the unions must follow. Union locations and telephone numbers can usually be found in the yellow pages under "Labor".
- *Related Instruction* - All apprenticeships require related instruction pertaining to his or her trade. On the average, our programs require a minimum of 144 clock hours of study per year for each year of the apprenticeship. For the non-union employer, the courses are of the correspondence type, with the cost per course averaging \$200.00. *The coursework can be waived in part or totally if comparable 'previous education' is documented and applicable to the trade.*

- **Work Outlines** - The industry has set down certain areas of the trade that an apprentice must have exposure to over the term of the apprenticeship. Terms of apprentices will vary from 1 year-2000 hours to 5 years-8,500 hours, depending on the occupation. If proper documentation is presented, the bureau on the request of an employer, can grant credit up to half the term in OJT hours required for the term. Any credit for **OJT** (On the Job Training) must be verified between the sponsor of the apprentice and the Program.
- **Wage Progression Schedule** - Apprentices will start off in pay at a percentage of average pay for journeymen, based on a periodic survey of journeymen working in the trade and by geographic location. By the end of the term, using a progression schedule, an apprentice is usually making at least 90% of the current average journeymen rate.
- **Licensing Agreement** - To work in the plumbing, electrical and fire sprinkler trades legally in Montana, one must be either licensed or a registered apprentice. In Montana for these occupations do not allow for a “helper” occupation. **For further licensing information, contact the Montana State Board of Plumber’s and Electrician’s.**
- **Standards** - All apprenticeship programs must register with the State of Montana Apprenticeship and Training Unit to be recognized as an official program. Both the employer and the employee must accept the responsibilities stated in the apprenticeship standards. The standards contain the terms for training apprentices and both parties must sign an agreement accepting those terms.

The Apprenticeship Program is a dynamic, educational, career choice that is looked upon by Montana employers in the business sector as an affordable way to provide credible training and the apprenticeship concepts affords an opportunity to earn a productive living in our changing global economy. We hope this information is a useful guide for determining your future goals, giving you a broader insight within the world of occupational trades, enabling you to get “hands on” experience and providing you with an educational opportunity like no other.

If you have any further questions or concerns regarding our program please feel free to contact me at the Apprenticeship and Training Program at 406-444-3998 or 406-444-7914.

Sincerely,

Jennifer Furtney  
 Administrative Support  
 Apprenticeship Training Program  
 Dept of Labor & Industry