



## **CEF of MN's Voluntary Apprenticeship Program**

The CEF of MN is the educational entity of the MN/ND chapter of Associated Builders and Contractors, and has a state-approved apprenticeship program that can help your company save money, be more competitive in the marketplace and train employees with nationally recognized curriculum. Also, the CEF of MN has one of the only ratio (apprentice: journeymen) variances of all the programs in the state. The National Center for Construction Education and Research (NCCER) has state- and federally-approved curriculum that is used for the educational component of the CEF of MN's Apprenticeship Program.

### **Available Trades in the Apprenticeship Program**

- Bricklayer
- Carpenter
- Cement Mason
- Construction Laborer
- Drywall Finisher
- Electrician (Construction)
- HVAC
- Painter & Decorator
- Pipefitter (Construction)
- Plasterer
- Plumber
- Refrigeration Mechanic
- Roofer
- Sheet Metal
- Sprinklerfitter
- Tuckpointer

### **Interested in the program? There is an easy six step process to program implementation!**

1. Schedule a meeting with the CEF of MN's Education Director to formalize the agreement, sign all necessary paperwork, receive documentation, etc. Please note that the apprenticeship program is voluntary for both the employer and the employee.
2. Determine which employees you wish to indenture as apprentices. They must fill out the proper paperwork and have it submitted to the CEF of MN before becoming an apprentice.
3. The CEF of MN will certify/train the instructor(s) of your choice in NCCER's curriculum. The curriculum is very straight forward and instructors find that they enjoy teaching their craft.
4. Order supplies, books and schedule your training calendar for apprentices.
5. Begin training. Apprentices can start at level 1, 2, 3\* 4\*, or 5\* depending on their work history. The company will decide which level an individual can begin their apprenticeship. Keep in mind that 144 hours of craft training are required annually per apprentice and 50 hours of safety training over the apprenticeship timeframe. (\* if applicable)
6. The apprentice(s) will need to track "On the Job Training" pertaining to the list of "Work Processes" with a time card. This timecard must be submitted to the CEF of MN on a monthly basis.

### **Estimated Costs to Employer for Start-Up**

- NCCER Instructor Certification: \$300/instructor
- Apprentice: \$185/apprentice/year
- Books & Training Materials: approximately \$500 for the first apprentice (this will vary)