



THE MARYLAND-NATIONAL CAPITAL
PARK AND PLANNING COMMISSION

2026 APPRENTICESHIP PROGRAM MANUAL

PREFACE

The Maryland-National Capital Park and Planning Commission has developed an Apprenticeship Program registered with and approved by the Maryland Apprenticeship and Training Council (MATC) in accordance with laws and regulations established by the State of Maryland's Department of Labor, Licensing and Regulations. The Apprenticeship Program provides employees the opportunity to complete a combination of formal classroom instruction, and on-the-job training to enhance their career growth.

The Commission recognizes that trained and highly skilled personnel, capable of performing all assigned tasks in a safe, economical, efficient manner are not only an asset to any employer but is also a recognized personal achievement for the employee. The Commission and participating Employees dually share responsibility for the success of the Program, which is an investment in the future, providing mutually beneficial results. Accordingly, the Maryland-National Capital Park and Planning Commission fully endorses this program as an opportunity to provide upward mobility and employee growth and career development.

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THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION APPRENTICESHIP PROGRAM

Apprenticeship Purpose

The Apprentice Program is a career development program established for the purpose of developing highly skilled journey level trades personnel who will deploy attained skills in the completion of Commission work requirements. The Program includes a combined schedule of on-the-job work experience, with oversight provided by experienced trade journeypersons; and, instruction provided by a recognized training organization approved and accredited by the United States Department of Labor (DOL), and the Maryland Department of Labor (Maryland Apprenticeship and Training Council (MATC)). All Apprentices shall be trained in accordance with this established protocol and shall be required to maintain high performance and academic standards for the duration of the Apprenticeship.

Apprenticeship Program Definitions

The following definitions shall be considered official. Any reference to gender, except where the content clearly indicates otherwise, shall be construed to include both gender designations:

- **Apprenticeship**

A planned program designed to provide formal and on-the-job training with an objective of producing journey trades personnel who perform trades work meeting high standards of quality, and in accordance with State and Local Ordinances. Both the Commission and the Apprentice are bound by a formal agreement outlining mutual responsibilities and benefits. The Commission will provide the Apprentice with instructions and experience in a given trade, reasonable assurance of steady employment, and wages for their labor according to a defined schedule of rates. The Apprentice agrees to be punctual and regular in their attendance; exhibit proper conduct at all times; acquire, through study and application, the requisite knowledge, skills and abilities required to perform quality trades work, in compliance with State and Local Ordinances; and, meet all financial obligations, where required, as outlined in the Commission's Apprenticeship Program Manual

- **Apprentice**

A person selected to learn a trade in accordance with the Apprenticeship Training Program.

- **Apprenticeship Agreement**

A written agreement between an employee and the Commission that is registered with the Maryland Department of Labor (Maryland Apprenticeship and Training Council).

- **Apprenticeship Committee**

A group comprised of designated Commission personnel, with the expressed function of providing Apprenticeship Program development, administration, and general oversight.

- **Registration Agency**

The Maryland Apprenticeship and Training Council
100 S. Charles Street, Suite 2000
Baltimore, Maryland 21201

- **Program/ Employer Sponsor**

The Maryland-National Capital Park and Planning Commission
6611 Kenilworth Avenue
Riverdale, Maryland 20737

- **Apprenticeship Program Coordinator**

An employee of the Commission charged with general Program oversight and progression. The Manager, Compensation and Classification shall serve as the Coordinator. The Corporate Human Resources Director has the ultimate responsibility for the development, coordination, and implementation of the Program.

- **Department Representative**

Designated Trade Supervisors, or other individuals named by each affected Department, who shall upon request, provide updates or issues of concern relative to the Apprentice on-the-job training process; provide other relevant information as requested; ensure accurate and timely record keeping documentation is maintained for all Apprentices; and keeps the individual Apprentice participants informed of Program highlights and changes through subordinate Journeyperson personnel. The Department Representative may participate on the Apprenticeship Committee as requested.

- **Journeyperson**

A Commission employee who has successfully completed a registered Apprenticeship Program, and/or completed the Program requirements through length and content of work experience.

- **On-the-Job Training**

Structured training administered at the job site. On-the-job Training requirements for each trade are documented in the Program Manual Appendix Section.

- **Formal Related Instruction**

An organized and systematic form of instruction designed to provide knowledge of the theoretical and technical subjects related to the career ladder of the Apprentice position.

- **Standards of Apprenticeship**

The procedures that govern the administration of the Apprenticeship Program, in accordance with the Merit System Rules and Regulations of the Commission that govern selection, equal opportunity, training, performance, etc., and the Municipal and County Government Employees Organization (MCGEO) collective bargaining agreement.

- **Work Process**

An outline of the major areas of the on-the-job training to be received by the Apprentice. For additional information, refer to Appendix Section of the Program Manual.

Apprenticeship Probationary Period

A three-month period beginning when the Apprentice enters the Program. This begins at the earlier of the day of the employee's first day of on-the-job training or formal instruction.

Program Administration – Roles and Responsibilities

Includes the coordination of the operation and administration of the Commission's Apprenticeship Program, and all affiliated committees and Program related services. Functional aspects of the Program will be coordinated as follows:

- **Corporate Human Resources Director:**

- Ensures the Apprenticeship Program complies with all Commission policies, procedures and collective bargaining agreements.
- Chairs the Apprenticeship Committee.
- Provides a status report to the Executive Director on an annual basis.

- **Department Head:**

- Maintains responsibility for the Program in the respective Department.
- Designates individuals to serve on Apprenticeship Committee.
- Reviews and makes recommendations regarding successful completion of probation period, performance evaluations, status reports, and terminations.
- Reviews and approves all progress reports on Apprentices prior to submission to the Human Resources Division.

- **Apprenticeship Committee**

A group comprised of designated Commission personnel, with the expressed function of providing Apprenticeship Program development, administration, and general decision-making.

- Serves as the Program management representatives for the Commission.
- Recommends Program operating policies and procedures, and monitors compliance.
- Monitors adequacy of Programmatic provisions, both at the on-the-job and formal instructional levels are following established protocols and in accordance with the Maryland regulations.
- Reviews and recommends approval of training facilities.
- Reviews and approves recommendations stipulating criteria for candidate selections.
- Membership on the Apprenticeship Committee shall include, but is not limited to the following personnel:
 - **Corporate Human Resources Director**
 - **Manager Compensation and Classification**
 - **Manager Employee and Labor Relations**
 - **Manager Recruitment and Selection Services**
 - **Manager Human Resource Records**
 - **Division Chiefs and Department Apprentice Representatives**

The Commission reserves the right to include other key personnel, as Auxiliary Committee members, or information providers as required.

- **Apprenticeship Program Coordinator (Manager of Compensation and Classification):**
 - Serves as the key Program contact and representative.
 - Participates as a member of the Apprenticeship Committee.
 - Provides guidance to Apprentice Supervisors.
 - Represents the Commission at all Maryland Apprenticeship and Training Council (MATC) meetings, maintaining program compliance, providing program and apprentice updates, or any other Commission business before the Council.

- **Manager Employee and Labor Relations:**
 - Serves as a member of the Apprenticeship Committee.
 - Maintains compliance with all Commission rules and regulations, and with all appropriate collective bargaining agreements.
 - Provides oversight and coordination of the training and instruction.
 - Provides all communication with the respective collective bargaining agents, including all Program updates and notifications.
 - Maintenance of all records supporting participant appeals, terminations, and disciplinary issues.

- **Manager Recruitment and Selection Services:**
 - Serves as a member of the Apprenticeship Committee.
 - Manages the Apprentice Program participant selection process.
 - Establishes necessary internal publicity programs to recruit and obtain qualified applicants with assistance from the appropriate Department.
 - Maintains applications, summary of qualifications on each applicant, basis for evaluation for selection or rejection of each applicant, records concerning interviews, and other records concerning compliance with this program for a period consistent with the Commission's records retention schedule.

- **Manager Human Resources Records:**
 - Serves as a member of the Apprenticeship Committee.
 - Management and update of all records involving Apprentice Program Applications, those selected, and ongoing Program records for individual Apprentices.
 - Retention of certification copies for personnel records.

- **Department Apprentice Representative**

Designated by the Department Head and is responsible for:

 - The coordination of the Apprentice on-the-job training, subject to the approval of the Department Head, the Apprenticeship Committee and the Maryland Department of Labor (Maryland Apprenticeship and Training Council).
 - Providing program guidance to the Journeypersons responsible for providing individual and group on-the-job training in all trades covered by this Apprenticeship Program.
 - Maintains and reviews progress reports prior to submission to the Human Resources Division.

- **Apprentice Supervisor**

Oversees the Journeypersons who are providing direct training to the Apprentices and ensures consistency in the quality of the training protocol.

- Conducts individual Apprentice on-the-job training performance evaluations with input provided by the respective Journeyperson(s).
- Makes recommendations regarding participant performance evaluations, status reports and terminations from the Program.
- Maintains and updates a formal record keeping system of work assignments, timeliness and accuracy of completion, and produces copies of such records upon request.

- **Apprentice Program Journeyperson:**

A Commission employee who has successfully completed a registered Apprenticeship Program, and/or completed the Program requirements through length and content of work experience. Under the direction of the supervisor:

- Provides training and hands-on oversight for the day-to-day training and mentoring of the Apprenticeship Program participants.
- Regularly provides the Supervisor with written documentation regarding Apprentice performance.
- Assists the Supervisor in updating and maintaining ongoing individual Apprentice records.
- Provides information regarding inappropriate or non-compliance with instructions and training activities.

- **Maryland Department of Labor (Maryland Apprenticeship and Training Council (MATC):**

The Maryland Department of Labor (*Maryland Apprenticeship and Training Council*) will serve as a consultant to the Commission, and provide the following:

- Registration and approval of the Commission's Apprenticeship Program.
- Formulate and adopt standards of Apprenticeship which safeguard the welfare of Apprentices, being guided, but not controlled, by the standards of Apprenticeship recommended by the federal committee on apprenticeship and provide guidance and counsel on the establishment of other forms of on-the-job training.
- Issue certificates of completion of Apprenticeship to Apprentices who are registered with the Council when such Apprentices have successfully completed their Apprenticeship.
- Ensure all Apprenticeship and training programs conform to the Code of Federal Regulations, Title 29, Part 30, and any subsequent applicable provisions.
- Serve as a consultant to the Commission with regards to the Apprenticeship Program.

Source of Candidates

Candidates will be selected from current career status Commission employees with the following qualifications:

- Full-time merit career employees (not required for Youth Program).
- Satisfactory completion of probationary period prior to start of program (not required for Youth Program).
- Employee received an overall performance rating of **2** or its equivalent on most recent performance review (not required for Youth Program).
- No disciplinary actions over the past two years (not required for Youth Program).
- Effectively speak, read, write and understand English.
- Age 18 years and older (Youth – 16 years of age).
- High school diploma or GED (Youth – attending high school).
- Ability to perform the physical aspects of the trade, free from physical impediments that might conflict with industry criteria/specifications.
- Current and valid full driver's license (Youth – not required to have license; but must be able to get to jobsite).
- *Submit sign off on driving release form if MD/DC resident. Or provide copy of three-year driving history/records if holding an out of state driver's license.*

The available Program openings for the Apprentice Program is limited and based upon the Agency's ability to fund the program. Because of the limited **availability, candidates for the Program will be selected** based upon scores during a formal interview. The highest scoring individual will be given first rights to any apprenticeship opening. The second highest scoring individual will be given the second option of any apprenticeship opening, and so on (*in the instances of more than one opening*). The final selection will provide equal access to minorities and females in compliance with the Commission's commitment to Affirmative Action and Diversity, and regulations governed by the Maryland Department of Labor (Maryland Apprenticeship and Training Council).

Schedule of Work Experience

Schedules of on-the-job training are included in Appendix A for each trade incorporated in this Program. Each schedule will make provisions for the Apprentice to receive intensive, accelerated training in their trade. Only one set of schedules will be used for each trade regardless of the number of Apprentices in that trade. The schedules will generally have the same pattern for all Apprentices, but can be tailored, as individual cases require, or as the needs of the Commission demands. Schedules of work must be submitted to the Department Director for review and approval no later than 30 days after reassignment to the Apprentice position and will include the following common features:

- On-the-Job Training

Each Apprentice will be assigned to complete responsible and productive work assignments under the guidance of the Department Supervisor and Trades Journeyman and may be assigned to work with others skilled in the appropriate trade. This training will be supplemented by specially tailored work assignments in which the employee will be given an opportunity to test the skills and knowledge acquired during the on-the-job training process.

- Formal Training

The Apprentice will participate in training courses conducted through formal instruction provided by a recognized training organization in a classroom, through correspondence course, by self-study, or by other means of instruction that has been approved by the United States Department of Labor (DOL), and the Maryland Department of Labor (Maryland Apprenticeship and Training Council (MATC)).

- Each Apprentice will receive academic counseling, if available and requested or needed, from the educational institution during the training period.

Term Period of Apprenticeship

The term of Apprenticeship for Electrical, Plumbing, and HVAC/r trades covered in this Program are between four and five years, depending on individual progress, but not to exceed five years. Training periods will be divided into units for evaluation purposes.

The term of Apprenticeship for the Locksmith trade is based upon attainment and demonstration of certain competencies as well as a minimum 2,000 hours (equivalent to one year) of on-the-job training.

The trades currently included in this Program are:

- Electrician
- Plumber
- HVACR Mechanic
- Locksmith

Participants in this Program will be titled Trades Apprentice or Locksmith Apprentice and are represented by the Municipal and County Government Organization/United Food and Commercial Workers Union, Local 1994, AFL-CIO/CLC (MCGEO).

Apprentices who satisfactorily complete both on-the-job training and related instruction, including any tests administered as a requirement for the Program shall, on completion of each yearly phase of training, be advanced to the next training period.

Apprentice Program Wages

Apprentice Program participants will be paid based on the Trades Pay Schedule, grade T02. The FY26 salary range effective April 12, 2026 is as follows:

Minimum: \$39,175

Maximum: \$69,377

Longevity: \$71,632

Wages for years 2 through 4, or 5 if required, will continue to be based on grade T02, and shall be administered in accordance with the Merit System Rules and Regulations, and any applicable collective bargaining agreement.

Trades Apprentices and Locksmith Apprentices will always be paid, while in the Program, within the salary range for grade T02. In the event an Apprentice is reassigned to these positions as Program vacancies become available, their current salaries may be retained if it is within the T02 salary range. If promoted into the Apprenticeship Program, the Apprentice would receive a promotional increase in accordance with the collective bargaining agreement. However, no salary shall exceed the maximum (or longevity) of the Grade T02 salary range in effect and shall not be lower than the Grade T02 salary range minimum.

Hours of Work

The hours of work, for Apprentices, will be the same as for other employees working in the same organization, and in compliance with the Commission's Merit System Rules and Regulations and any applicable collective bargaining agreements.

The Apprentice work-year is based on approximately 2080 workhours.

Ratio of Apprentices to Journeypersons

The ratio of Apprentices to Journeypersons will be enough to assure that the quantity of Apprentices follows regulations, with a ratio of 1:1.

Related Instruction

Apprentices shall be required to attend related instruction (supervised study) amounting to approximately 144 hours per year for the term of the Apprenticeship.

Apprentices shall receive formal instruction in compliance with Maryland Department of Labor (Maryland Apprenticeship Training Council).

Textbooks, training equipment, school supplies and tools provided to the Apprentice shall remain the property of the Commission on termination or completion of the training. Material that cannot be reused need not be returned.

Evaluation of Training Progress

Work Experience

A review of progress and counseling session will be conducted with each Apprentice at the end of each 6 months, or as necessary, by the Apprentice's supervisor.

Journeypersons, with whom the Apprentice has worked, may be consulted where appropriate. Apprentices will be evaluated against the training of Apprentices for each particular craft skill in the schedule of work experience. When Apprentices have reached a standard of proficiency, appropriate to the yearly training cycle for that designated period of training, they will be advanced to the next training level.

Evaluation Of Training

The Apprentice will continue to be scheduled for his/her normal shift per calendar year, of which, 1,875 - 2000 hours of on-the-job training must be successfully completed each year of the Program, in addition to 144 hours of formal instruction each year. The Performance Management Plan encourages supervisors to communicate performance achievements and concerns throughout the year. Apprentices will have a review of progress and counseling session upon the completion of each period of work experience and on each subject of academic related training, or minimally, every six months. This interim, written performance appraisal will assess how well the employee met his or her supervisor(s) expectations during the previous performance cycle. A formal overall evaluation under the Commission's Performance Management Program will be made annually upon completion of the employee's normal yearly Anniversary Review date.

At any time during a performance cycle when the employee's performance is not meeting the supervisors' expectations to the extent that a structured course of corrective action needs to be implemented, a Performance Improvement Plan may be utilized. An example may include when the period of work experience is unsatisfactory.

The Apprentice must maintain at least a "C" average (70%) grade in academic studies. Attendance in classroom is a measurable factor in the Apprentice's learning as well as a reflection of their reliability, dependability and potential to succeed in becoming a journeyman. Although the Apprentice will continue to accrue and retain all accumulated leave hours, participation in the Apprentice Program requires that no more than three unexcused absences be allowed for each academic year. Appropriate make-up work will be required for each absence. Any absences beyond three will be reviewed by the Apprentice's supervisor and the Apprenticeship Committee and may result in an unsatisfactory progress report for that period. Apprentices are required to complete the requisite testing following the completion of each course instruction module. The Apprentice will be allowed to retake a test at least once without repeating the entire module. In the event an Apprentice fails a subject, and/or period of work experience, the Apprentice will be placed on notice in a manner prescribed by this Plan. The Department Director approves remedial action, recommends removal from the program with concurrence by the Corporate Human Resources Director. The Department Director will inform the Apprentice in writing. Academic make-up work must be accomplished on the Apprentice's own time and at no expense to the Commission. Work experience make-up work will be conducted on-the-job but will result in a delay in advancement to the next training level until the make-up work is completed.

Successful completion of prescribed make-up work will result in a passing grade. Failure to do so will result in removal from the Program. No advancements in the program will be affected until the Apprentice successfully completes the required academic related training and work experience training objectives of the training period.

An Apprentice that does not achieve satisfactory progress at the completion of the Apprenticeship probationary period, or any training period, may be subject to removal from the Program.

Final Evaluation

The Apprentice's overall progress and potential will be reviewed by the Apprentice Supervisor and Division Chief on the final anniversary date of entering the program (for a 4-year program beginning in July 2026 the final anniversary date would be July 2030). This review will be accompanied by a recommendation to the Department Director for the Apprentice to take any applicable jurisdictional tests in order to attain the Journey level. In order to achieve a Journey level position, the Apprentice must have successfully completed all on-the-job and formal instruction and must successfully complete any applicable jurisdictional testing requirements for the respective trade.

If a deficiency is identified in performance, then the employee will be placed on a Performance Improvement Plan subject to the terms and conditions of the Commission's Performance Management Plan in compliance with any collective bargaining agreement. If the deficiency is as a result of failing a class, then the employee will be required to attend the next available class on the employee's own time and expense. A second failure of the class may result in removal from the Program.

After successfully completing both the on-the-job and the formal instruction, the Apprentice is required to complete any required jurisdictional testing, within six months following the completion of the Program, or the first available testing period following completion of the Program. The employee will be allowed two attempts to successfully complete the required jurisdictional testing. If success is not achieved following the second attempt, the employee cannot proceed into the Journeyperson level for the trade and will instead, be offered job placement in a position for which he or she is qualified, if any. Should the employee not accept the position offered, the employee is subject to termination at the Commission's option, and the employee would be obligated to repay the cost of tuition paid by the Commission for the Apprenticeship Program in accordance with the terms of the Memorandum of Understanding.

In the event of an employee's voluntary or involuntary termination from the Program, the employee will be transferred into a comparable vacant position subject to meeting all minimum qualifications. If no comparable position is available, the employee may be placed in a lower level position on a voluntary basis subject to terms and conditions outlined in the Merit System Rules and Regulations and any appropriate collective bargaining agreements.

Upon successful completion of the Program, including any required jurisdictional tests, the Commission shall make every reasonable effort to place the graduate in a journey level position consistent with the trade for which the prescribed schedule of study was completed.

However, placement will be on a competitive basis, where vacant positions exist. Completion of the Program does not create a guarantee on the part of the Commission for job placement. Where there are no Journey level positions, the graduate shall be offered assignment to another available position for which he or she is qualified. If the graduate refuses the alternate position the employment status is subject to termination, and the graduate will be obligated to repay the cost of tuition paid by the Commission on a prorated basis for the period remaining in the 24-month period of employment obligation in accordance with the terms stated in the Commission's Memorandum of Understanding.

Maintenance Of Training Records

Training records for Apprentices shall be maintained by the Manager, Human Resources Records, with duplicates maintained by the Department Representative and the Manager, Compensation and Classification. All training records and accompanying evaluations and certificates will be retained in compliance with the Commission's Records Retention Schedule.

Reduction In Funds

In the event funds for the Apprenticeship Program are unavailable, the Apprentice may be required to pay all or part of the remaining training costs in order to continue in the Program. In this event, if the Apprentice decides not to continue with the program, he or she will not be required to repay any costs incurred on his or her behalf up to the date of dissolution of the Program. The Commission shall make every reasonable effort to place the Apprentice in a position for which he or she is qualified.

Adjusting Differences

It is the policy of the Commission that employee grievances be given prompt and careful consideration. The filing of grievances concerning this Program will be in accordance with the Merit System Rules and Regulations and appropriate collective bargaining agreement. In the event an Apprentice fails to meet the requirements and is removed from the Apprentice Program, the Department Director will notify the employee.

Safety And Health Training

The employer shall instruct the Apprentice in safe and healthful work practices; and shall insure that the Apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State standards that have been found to be at least as effective as the Federal standards.

Certification Of Completion

Apprentices who have satisfactorily completed their term of Apprenticeship shall be awarded a Certificate of Completion. The Commission's Apprenticeship Program Coordinator shall verify the names of graduate Apprentices and notify the Maryland Department of Labor (Maryland Apprenticeship and Training Council). Certificates of Completion of Apprenticeship will be awarded once each year to those Apprentices who have completed their Apprenticeship during the preceding year.

Modifications

Appropriate changes, additions, or modifications in the content of the Apprenticeship Training Program will be possible under this agreement consistent with Merit System Rules and Regulations, and any collective bargaining agreement.

Any proposed changes will be reviewed and approved by the Corporate Human Resources Director and the Apprenticeship Committee.

All revisions, modifications, and additions to the Apprenticeship Training Program, where applicable, shall also be submitted to the Maryland Department of Labor (Maryland Apprenticeship and Training Council) for approval. Copies of all modifications will be provided to each Apprentice. However, Apprentices employed before such modification shall not be affected without their consent.

Equal Employment Opportunity In Apprenticeship

The Apprenticeship Program will operate in compliance with the Commission's commitment to Affirmative Action, Diversity, and regulations governed by the Maryland Department of Labor (Maryland Apprenticeship and Training Council). This is to ensure that there is equal opportunity for all qualified individuals and applicants. The recruitment, selection, employment, and training of Apprentices during their apprenticeship, shall be without discrimination because of age, race, color, religion, national origin, sexual orientation, or handicap.

Advanced Credit

Limited advanced credit may be granted based in work experience as approved by the Corporate Human Resources Director. Any advanced credit may regarding academic coursework is subject to the approval of the educational institution.

Probationary Period

Prior to entering the formal training phase of the Program, all Apprentices must meet all eligibility criteria outlined by this Program. The probationary period will begin on the earlier of the employee's first day of on-the-job training or formal instruction.

Each Apprentice will have a review of progress and counseling session on their overall participation and progress during their three-month Apprenticeship probationary period. During this Apprenticeship probationary period, the Apprenticeship Agreement may be terminated without cause by either party to the Agreement upon written notice to the Apprenticeship Committee. Following the completion of the Program probationary period, the Apprenticeship Agreement may be suspended, cancelled, or terminated for cause by the Commission with due notice to the Apprentice. The Agreement may be cancelled at the request of the Apprentice. However, the Apprentice will be obligated to repay the cost of tuition in accordance with the terms listed in the Memorandum of Understanding for this Program.

An Apprentice who conclusively demonstrates to the Apprentice Supervisor and to the Department Apprentice Representative, an inability to meet minimum standards of performance during their Apprenticeship probationary period, will be recommended to the Department Director for removal from the Program. The Corporate Human Resources Director will approve all removals and terminations of Apprentices under this Program.

Registration

The registration of these standards by the Maryland Department of Labor (Maryland Apprenticeship and Training Council), certifies that the standards conform to the labor standards that the U.S. Department of Labor believes are necessary to safeguard the welfare of Apprentices.

Deregistration

This program may be deregistered upon the voluntary action by the sponsor's request for cancellation of the registration. The program may also be deregistered, for reasonable cause, by the Maryland Department of Labor (Maryland Apprenticeship and Training Council), when the Council institutes formal deregistration proceedings in accordance with the provisions of the Maryland State Plan for Equal Employment Opportunity in Apprenticeship. Upon deregistration or voluntary cancellation of the Program, the sponsor will inform each Apprentice, within 15 days of the deregistration or cancellation and the effect of such action. This notification will conform to the requirements of 29 CFR 29.7.

APPENDIX – A
SCHEDULE OF ON-THE-
JOB WORK PROCESSES

Schedule Of On-The-Job Work Processes: Electrician

Term of Apprenticeship Training: 7,500 - 8000 Hours

The work processes listed below are flexible. The Apprentice shall be trained in accordance with the following, schedule, but the training need not be in the order listed, nor the hours continuous.

<u>ELECTRICAL CONSTRUCTION</u>	<u>Total Program Hours</u>
- Bend and install raceways: Conduit Electrical Metallic Tubing (E.M.T.) Wiremold Greenfield	1000
- Install wire in raceway & connecting same.	800
- Install lighting and power circuits.	800
- Install power and control equipment, i.e., panels, automatic switches, starters.	300
- Install and line up motors.	200
- Layout jobs from sketches and blueprints, select materials, draw own prints.	300
- Install low voltage systems; Communications Overhead lights	200
- Install all types of lighting fixtures.	400

<u>ELECTRICAL MAINTENANCE</u>	<u>Total Program Hours</u>
- Diagnose, and repair trouble in lighting, power	300
- Interpret circuit drawings to assist troubleshooting.	400
- Periodically check and repair electrical equipment, i.e., Starters	300
- Locate panels-distribution boards, etc., and understand feeder circuits.	400
- Replace lamps of all types (to know differences).	400
- Rewire existing circuits and systems.	400
- Maintain electrical automatic equipment, i.e.	100
○ Incinerator	
○ Electric doors	
○ Automatic dishwasher	
○ Boiler room equipment	

<u>ELECTRICAL REPAIR</u>	<u>Total Program Hours</u>
- Repair portable motorized equipment.	50
- Repair electrical heating appliances, i.e. 100 TRV reheat.	300
- Repair of electrical fixtures on interior and exterior of buildings.	500

GENERAL

**Total Program
Hours**

- **Safety**
General plant practices for safe conduct of work, use of proper fire extinguishers and assisting on fire calls to ensure proper use of portable equipment. **150**

- **Meters**
Use of test equipment
Reading power meters **200**

- **Determining use of National Electrical Code in work.** **200**

- **Time sheets and regulation of materials from store room.** **300**

Total Hours: 7500-8000

Schedule Of On-The-Job Work Processes HVAC/R Mechanic

Term of Apprenticeship Training: 7500 - 8000 Hours

The term of the occupation shall be 4 years with an on-the-job attainment of 7500 to 8000 hours supplemented by the required hours of related technical instruction. This instruction and experience shall include the following operations but not necessarily in the listed sequence. Time spent on specific operations need not be continuous:

<u>Tasks</u>	<u>Total Program Hours</u>
<u>GENERAL TRADE ORIENTATION</u>	500
<ul style="list-style-type: none">- Care and use of tools- Test and measure devices- Types and sizes of fittings, piping and tubing- Safety procedures- Equipment records and reports- Environmental safety, CFC handling	
<u>FABRICATION OF SYSTEMS COMPONENTS</u>	700
<ul style="list-style-type: none">- Cut, thread, flare, bend, shape piping and tubing- Install fittings- Solder and braze tin fittings and components- Care and use of torches- Silver and soft soldering	
<u>SYSTEM INSTALLATION & CONNECTION</u>	1600
<ul style="list-style-type: none">- Electrical supply lines and cables- Electrical connections- Water service lines- Pressure reduction, expansion, evaporators, stop valves- Suction and discharge lines- Gauges- Dehydrators- Filters and strainers- Controls	

<u>Tasks</u>	<u>Total Program Hours</u>
<u>EQUIPMENT INSTALLATION</u>	950
<ul style="list-style-type: none"> - Install condensers - Prepare compressor and motor bases - Install and align pulley and motors - Install evaporators and other cooling coils 	
<u>SYSTEM MAINTENANCE</u>	1050
<ul style="list-style-type: none"> - Troubleshoot field systems - Test pressure and flow - Check liquid levels - Check and repair leaks - Purge, dehydrate, and recharge systems - Repair, align, adjust fans and blowers - Align pulleys, bearing blocks, belt tension 	
<u>EQUIPMENT REPAIR</u>	2900
<ul style="list-style-type: none"> - Repair, pressure test, dehydrate evaporators - Repair condensers, roll condenser tubes - Remove, replace, disassemble, test, clean, and renew parts on controls of all types: <ul style="list-style-type: none"> ○ Thermostatic ○ Electrical ○ Humidity ○ Pressure 	
<u>MISCELLANEOUS</u>	200
<ul style="list-style-type: none"> - Housekeeping - Safety 	

TOTAL HOURS: 7500 – 8000

Schedule Of On-The-Job Work Processes Plumber

Term of Apprenticeship Training: 7500 - 8000 Hours

The term of the occupation shall be 4 years with an on-the-job attainment of 7500 to 8000 hours supplemented by the required hours of related technical instruction. This instruction and experience shall include the following operations but not necessarily in the listed sequence. Time spent on specific operations need not be continuous:

<u>Tasks</u>	<u>Total Program Hours</u>
<u>OPERATION, CARE, SAFETY & USE OF TOOLS AND MATERIALS OF THE TRADE:</u>	1300
<ul style="list-style-type: none">- Use and care of tools- Types of tools used in the trade- Identifying types of material<ul style="list-style-type: none">BlackGalvanizedSteelCopperCast IronPlastic PipeVictaulic- Identifying pipe and fittings- Identifying types of fixture- Code allowances for various materials- Loading and unloading material- Storage of materials	
<u>PIPE CUTTING, REAMING, THREADING, SOLDERING, BRAZING, FLARED JOINTS, FLANGING, GROOVING AND FUSION</u>	600
<ul style="list-style-type: none">- Setting up equipment and tools used- National pipe thread- Types of solder, brazing rod, cleaner and glue- Propress copper and fittings- Propress black gas pipe and fittings	

<u>Tasks</u>	<u>Total Program Hours</u>
<u>INSTALLATION OF PIPING SYSTEMS FOR SANITARY SEWER, WASTE, SOIL, VENTING & STORM WATER</u>	1700
<ul style="list-style-type: none"> - Name and size of sanitary fittings - Use of proper fittings in making connections - Types of pipes and fittings as per proper application - Grade and slope - Sizing of drainage – D.F.U. - Installation requirement <ul style="list-style-type: none"> Underground Above ground - Local code requirements - Testing - Sizing of venting - Vent system materials and theory - Venting applications and methods - Installation of interceptors - Indirect waste and special waste 	
<u>INSTALLATION OF PIPING SYSTEMS FOR DOMESTIC HOT, COLD AND RECIRCULATION</u>	2000
<ul style="list-style-type: none"> - Name and size of fittings - Use of proper fittings and connections - Types of pipes and fittings - Local code requirements governing potable water - Connection to water main - Water service to building - Water meters - Installation of underground and above ground piping systems - Rough-in requirements for fixtures - Types of faucets - Types of valves - Installation and servicing valves and faucets - Installing water heaters - Water pressure booster systems - Pressure reducing valves - Backflow preventers and backflow certification course - Installation of shock arrestors - Installation of recirculation systems - Sizing water systems – W.S.F.U. - Winterization and de-Winterization of buildings 	

<u>Tasks</u>	<u>Total Program Hours</u>
<u>ASSEMBLY AND INSTALLATION OF PLUMBING FIXTURES</u>	600
<ul style="list-style-type: none"> - Types of fixtures - Setting of fixtures - Fixture carriers - Local code requirements - A.D.A. requirements 	
<u>GAS SYSTEM INSTALLATION</u>	500
<ul style="list-style-type: none"> - Types and selection of pipes and fittings - National fuel and gas code book - Natural and liquid petroleum - Venting gas systems - Gas appliances and controls - Testing - Sizing - Gas burning equipment 	
<u>WELDING</u>	200
<ul style="list-style-type: none"> - Brazing - Safety equipment 	
<u>RIGGING</u>	100
<ul style="list-style-type: none"> - Lifting apparatus - Safety requirements 	
<u>BLUEPRINT READING</u>	300
<ul style="list-style-type: none"> - Sections of the drawings - Symbols - Details - Schedules - Layout - Sleeving drawings - Isometric drawings - Coordination 	

<u>Tasks</u>	<u>Total Program Hours</u>
<u>PLUMBER AND PIPEFITTER MATHEMATICS</u>	500
<ul style="list-style-type: none"> - Formulas, volume and areas - Conversion of length measure - Standard weight pipe - Fitting allowance - End-end, center-center and end-center pipe length measurements - Equal spacing - Angles in plumbing - Offset, diagonal, rise and run - Solving for 45° offset - Three pipe diagram with 45° offset - Additional angle fittings and formulas - Grade, percent grade, drop and run - Elevations and grades - Jumper offsets - Pipe length by layout - Builders level 	
<u>SPECIAL PURPOSE INSTALLATION</u>	200
<ul style="list-style-type: none"> - Compressed air systems - Fuel oil systems 	

Total Hours: 7500 – 8000

Schedule of Competency and on-the-Job Work Processes for Locksmith

Term of Apprenticeship Training: Competency-based along with 2000 hours estimated on-the-job training

The term of the occupation shall be 1-2 years with attainment of proficiency in each task, an estimated 2000 hours of on-the-job experience, and supplemented by the required hours of related technical instruction. This instruction and experience shall include the following operations but not necessarily in the listed sequence. Time spent on specific operations need not be continuous:

<u>Tasks</u>	<u>Approximate Program Hours</u>
<u>Fundamental Locksmith Proficiency</u>	200
Proficiency in basic locksmithing methods including installing, maintaining, and repairing locks, door hardware, and exit devices. This includes cutting new and duplicate keys using various tools and equipment. Locksmith should be proficient in building codes, ANSI, NFPA, and BHMA and their requirements.	
<u>Disassemble Equipment for Maintenance or Repair</u>	200
Disassemble mechanical or electrical locking devices, and repair or replace worn tumblers, springs, and other parts, using hand tools.	
<u>Locksmith Safety and Tool Management</u>	200
Apply safety protocols for all hand and power tools. Demonstrate proper use of personal protective equipment (PPE), safe setup of work sites, and routine maintenance of tools and assigned vehicles.	
<u>Documentation and Records</u>	200
Maintain accurate records of all tasks performed, including work orders, hours spent on projects, materials used, and specific lock and key information such as key identification and pinning records. This competence extends to following established procedures for completing work documentation.	
<u>Facilities Maintenance and Repairs</u>	600
Demonstrate proficiency in the routine maintenance and corrective repair of park facilities and recreational lock structures, ensuring all work aligns with local building codes, ADA accessibility standards, and department safety protocols.	

<u>Tasks</u>	<u>Approximate Program Hours</u>
<p><u>Review of Blueprints and Construction Plans</u></p> <p>Reviews blueprints, construction plans and specifications; inspects facilities for lock, door and hardware issues and meets with managers, staff and immediate supervisor to assess security needs.</p>	100
<p><u>Install Hardware or Other Interior Fixtures</u></p> <p>Install door hardware, such as locks and closers</p>	200
<p><u>Diagnose Problem Solve and Troubleshoot</u></p> <p>Independently diagnose and troubleshoot complex issues related to locks, door hardware, and security devices. This includes the ability to select the appropriate tools and methods to solve practical, non-routine problems.</p>	100
<p><u>Assemble Electrical Components, Subsystems, or Systems</u></p> <p>Install alarm and electronic access systems. Ability to safely handle and install electrical components. This involves using proper tools, following safety protocols (ex: locking out), and ensuring secure, compliant connections.</p>	100
<p><u>Miscellaneous Job Specific Components</u></p> <p>Commitment to staying current with industry advancements. This involves reviewing technical manuals, attending training classes, and researching new technologies related to master key systems, electronic access systems, and other security equipment. This ensures the locksmith's skills and knowledge remain relevant and most current practices in the trade.</p>	100
<u>TOTAL HOURS: 2,000</u>	

APPENDIX – B
APPRENTICE
PROGRAM
APPLICATION

Apprenticeship Program Application 2026

Last Name

First Name

M.I.

Employee ID:

Current Job Title:

Address:

Telephone Number(s) where
you can be reached at any time

Date of Birth:

Gender:

Month Day Year

Male

Female

Race/Ethnic Group (Information for Program Reporting Purposes Only). Please Check one:

Asian

Native Hawaiian or Pacific Islander

African American/Black

Caucasian/White

Hispanic or Latino

Two or More Races

Native American or Alaska Native

Other

Check Highest Education Level Completed:

Grade School: 1 2 3 4 5 6 7 8

High School: 9 10 11 12/GED

College: 13 14 15 16

Please check your first choice if selected for the Apprenticeship Program:

Electrical

Locksmith

Plumbing

Completed Application due back **no later than Friday, June 26, 2026.**

Send completed application to:

Mail: M-NCPPC, 6611 Kenilworth Ave, Riverdale, MD 20737 Attn: Classification and Compensation

E-mail: patriciaj.wilson@mncppc.org or Boni.King@mncppc.org and classandcomp@mncppc.org

It is the policy of the Commission to provide equal opportunity to all employees and applicants for employment, in all terms, privileges, and conditions of employment without regard to race, gender, age, religion, color, national origin, disability, sexual preference, or any other non-merit factors.

Accepted:

Employee

Date

Approved:

Division Chief

Date

Approved:

Department Director

Date

For M-NCPPC:

Human Resources Director

Date

Send completed application to:

Mail: M-NCPPC, 6611 Kenilworth Ave, Riverdale, MD 20737 Attn: Classification and Compensation

E-mail: patriciaj.wilson@mncppc.org or Boni.King@mncppc.org and classandcomp@mncppc.org

APPENDIX – C
BIWEEKLY JOB
REVIEW FORM



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Employee's Name: _____

Pay Period Covered: _____ to _____

Job Title: _____

Employee ID # _____

Supervisor: _____

Dept/Section: _____

ELECTRICAL:

SCHEDULE OF ON THE JOB HOURS

<u>ELECTRICAL CONSTRUCTION</u>	<u>Hours</u>	<u>OJT Hours</u>
- Bend and install raceways: Conduit Electrical Metallic Tubing (E.M.T.) Wiremold Greenfield	1000	_____
- Install wire in raceway & connecting same.	800	_____
- Install lighting and power circuits.	800	_____
- Install power and control equipment, i.e., panels, automatic switches, starters.	300	_____
- Install and line up motors.	200	_____
- Layout jobs from sketches and blueprints, select materials, draw own prints.	300	_____
- Install low voltage systems; Communications Overhead lights	200	_____
- Install all types of lighting fixtures.	400	_____

Total Hours, per section: _____

<u>ELECTRICAL MAINTENANCE</u>	<u>Hours</u>	<u>OJT Hours</u>
- Diagnose, and repair trouble in lighting, power	300	_____
- Interpret circuit drawings to assist troubleshooting.	400	_____
- Periodically check and repair electrical equipment, i.e., Starters	300	_____
- Locate panels-distribution boards, etc., and understand feeder circuits.	400	_____



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Employee's Name: _____

Pay Period Covered: _____ to _____

Job Title: _____

Employee ID # _____

Supervisor: _____

Dept/Section: _____

HVAC/R MECHANIC: SCHEDULE OF ON THE JOB HOURS

<u>Tasks</u>	<u>Hours</u>	<u>OJT Hours</u>
<u>GENERAL TRADE ORIENTATION</u>	500	_____
- Care and use of tools		
- Test and measure devices		
- Types and sizes of fittings, piping and tubing		
- Safety procedures		
- Equipment records and reports		
- Environmental safety, CFC handling		
<u>FABRICATION OF SYSTEMS COMPONENTS</u>	700	_____
- Cut, thread, flare, bend, shape piping and tubing		
- Install fittings		
- Solder and braze tin fittings and components		
- Care and use of torches		
- Silver and soft soldering		
<u>SYSTEM INSTALLATION & CONNECTION</u>	1600	_____
- Electrical supply lines and cables		
- Electrical connections		
- Water service lines		
- Pressure reduction, expansion, evaporators, stop valves		
- Suction and discharge lines		
- Gauges		
- Dehydrators		
- Filters and strainers		
- Controls		

<u>Tasks</u>	<u>Hours</u>	<u>OJT Hours</u>
<u>EQUIPMENT INSTALLATION</u>	950	_____
<ul style="list-style-type: none"> - Install condensers - Prepare compressor and motor bases - Install and align pulley and motors - Install evaporators and other cooling coils 		
<u>SYSTEM MAINTENANCE</u>	1050	_____
<ul style="list-style-type: none"> - Troubleshoot field systems - Test pressure and flow - Check liquid levels - Check and repair leaks - Purge, dehydrate, and recharge systems - Repair, align, adjust fans and blowers - Align pulleys, bearing blocks, belt tension 		
<u>EQUIPMENT REPAIR</u>	2900	_____
<ul style="list-style-type: none"> - Repair, pressure test, dehydrate evaporators - Repair condensers, roll condenser tubes - Remove, replace, disassemble, test, clean, and renew parts on controls of all types: <ul style="list-style-type: none"> ○ Thermostatic ○ Electrical ○ Humidity ○ Pressure 		
<u>MISCELLANEOUS</u>	200	_____
<ul style="list-style-type: none"> - Housekeeping - Safety 		

Total OJT Hours: _____

Hours of Leave Taken During Pay Period: _____

Total Hours of OJT and Leave, (if applicable) should = 80 Hours for Pay Cycle



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Employee's Name: _____

Pay Period Covered: _____ to _____

Job Title: _____

Employee ID # _____

Supervisor: _____

Dept/Section: _____

PLUMBER:

SCHEDULE OF ON THE JOB HOURS

<u>Tasks</u>	<u>Hours</u>	<u>OJT Hours</u>
<u>OPERATION, CARE, SAFETY & USE OF TOOLS AND MATERIALS OF THE TRADE:</u>	1300	_____
<ul style="list-style-type: none"> - Use and care of tools - Types of tools used in the trade - Identifying types of material <ul style="list-style-type: none"> Black Galvanized Steel Copper Cast Iron Plastic Pipe Victaulic - Identifying pipe and fittings - Identifying types of fixture - Code allowances for various materials - Loading and unloading material - Storage of materials 		
<u>PIPE CUTTING, REAMING, THREADING, SOLDERING, BRAZING, FLARED JOINTS, FLANGING, GROOVING AND FUSION</u>	600	_____
<ul style="list-style-type: none"> - Setting up equipment and tools used - National pipe thread - Types of solder, brazing rod, cleaner and glue - Propress copper and fittings - Propress black gas pipe and fittings 		

<u>Tasks</u>	<u>Hours</u>	<u>OJT Hours</u>
<u>INSTALLATION OF PIPING SYSTEMS FOR SANITARY SEWER, WASTE, SOIL, VENTING & STORM WATER</u> <ul style="list-style-type: none"> - Name and size of sanitary fittings - Use of proper fittings in making connections - Types of pipes and fittings as per proper application - Grade and slope - Sizing of drainage – D.F.U. - Installation requirement <ul style="list-style-type: none"> Underground Above ground - Local code requirements - Testing - Sizing of venting - Vent system materials and theory - Venting applications and methods - Installation of interceptors - Indirect waste and special waste 	1700	_____
<u>INSTALLATION OF PIPING SYSTEMS FOR DOMESTIC HOT, COLD AND RECIRCULATION</u> <ul style="list-style-type: none"> - Name and size of fittings - Use of proper fittings and connections - Types of pipes and fittings - Local code requirements governing potable water - Connection to water main - Water service to building - Water meters - Installation of underground and above ground piping systems - Rough-in requirements for fixtures - Types of faucets - Types of valves - Installation and servicing valves and faucets - Installing water heaters - Water pressure booster systems - Pressure reducing valves - Backflow preventers and backflow certification course - Installation of shock arrestors - Installation of recirculation systems - Sizing water systems – W.S.F.U. - Winterization and de-Winterization of buildings 	2000	_____

<u>Tasks</u>	<u>Hours</u>	<u>OJT Hours</u>
<u>ASSEMBLY AND INSTALLATION OF PLUMBING FIXTURES</u>	600	_____
<ul style="list-style-type: none"> - Types of fixtures - Setting of fixtures - Fixture carriers - Local code requirements - A.D.A. requirements 		
<u>GAS SYSTEM INSTALLATION</u>	500	_____
<ul style="list-style-type: none"> - Types and selection of pipes and fittings - National fuel and gas code book - Natural and liquid petroleum - Venting gas systems - Gas appliances and controls - Testing - Sizing - Gas burning equipment 		
<u>WELDING</u>	200	_____
<ul style="list-style-type: none"> - Brazing - Safety equipment 		
<u>RIGGING</u>	100	_____
<ul style="list-style-type: none"> - Lifting apparatus - Safety requirements 		
<u>BLUEPRINT READING</u>	300	_____
<ul style="list-style-type: none"> - Sections of the drawings - Symbols - Details - Schedules - Layout - Sleeving drawings - Isometric drawings - Coordination 		

<u>Tasks</u>	<u>Hours</u>	<u>OJT Hours</u>
<u>PLUMBER AND PIPEFITTER MATHEMATICS</u>	500	_____
<ul style="list-style-type: none"> - Formulas, volume and areas - Conversion of length measure - Standard weight pipe - Fitting allowance - End-end, center-center and end-center pipe length measurements - Equal spacing - Angles in plumbing - Offset, diagonal, rise and run - Solving for 45° offset - Three pipe diagram with 45° offset - Additional angle fittings and formulas - Grade, percent grade, drop and run - Elevations and grades - Jumper offsets - Pipe length by layout - Builders level 		
<u>SPECIAL PURPOSE INSTALLATION</u>	200	_____
<ul style="list-style-type: none"> - Compressed air systems - Fuel oil systems 		

TOTAL HOURS 7500 – 8000

Total OJT Hours: _____

Hours of Leave Taken During Pay Period: _____

Total Hours of OJT and Leave, (if applicable) should = 80 Hours for Pay Cycle



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Employee's Name: _____

Pay Period Covered: _____ to _____

Job Title: _____

Employee ID # _____

Supervisor: _____

Dept/Section: _____

LOCKSMITH:

SCHEDULE OF ON-THE-JOB COMPETENCIES AND HOURS

1. Fundamental Locksmith Proficiency

Required OJT Hours: 200

Proficiency in basic locksmithing methods including installing, maintaining, and repairing locks, door hardware, and exit devices. This includes cutting new and duplicate keys using various tools and equipment. Locksmith should be proficient in building codes, ANSI, NFPA, and BHMA and their requirements.

Demonstrates Fundamentals:

Proficient in Task (Y/N): ____

OJT Hours Completed: ____

Completed Date/Initials: _____ / _____

2. Disassemble Equipment for Maintenance or Repair

Required OJT Hours: 200

Disassemble mechanical or electrical locking devices, and repair or replace worn tumblers, springs, and other parts, using hand tools.

Demonstrates Fundamentals:

Proficient in Task (Y/N): ____

OJT Hours Completed: ____

Completed Date/Initials: _____ / _____

3. Locksmith Safety and Tool Management

Required OJT Hours: 200

Apply safety protocols for all hand and power tools. Demonstrate proper use of personal protective equipment (PPE), safe setup of work sites, and routine maintenance of tools and assigned vehicles.

Demonstrates Fundamentals:

Proficient in Task (Y/N): ____

OJT Hours Completed: ____

Completed Date/Initials: _____ / _____

4. Documentation and Records

Required OJT Hours: 200

Maintain accurate records of all tasks performed, including work orders, hours spent on projects, materials used, and specific lock and key information such as key identification and pinning records. This competence extends to following established procedures for completing work documentation.

Demonstrates Fundamentals:

Proficient in Task (Y/N): ____

OJT Hours Completed: ____

Completed Date/Initials: _____ / _____

5. Facilities Maintenance and Repairs

Required OJT Hours: 600

Demonstrate proficiency in the routine maintenance and corrective repair of park facilities and recreational lock structures, ensuring all work aligns with local building codes, ADA accessibility standards, and department safety protocols.

Demonstrates Fundamentals:

Proficient in Task (Y/N): ____

OJT Hours Completed: ____

Completed Date/Initials: _____ / _____

**6. Review Blueprints and
Constructions Plans**

Required OJT Hours: 100

Review blueprints, construction plans and specifications; inspects facilities for lock, door, and hardware, issues and meets with managers, staff and immediate supervisor to assess security needs.

Demonstrates Fundamentals:

Proficient in Task (Y/N): ____

OJT Hours Completed: ____

Completed Date/Initials: _____ / _____

**7. Install Hardware or Other Interior
Fixtures**

Required OJT Hours: 200

Install door hardware, such as locks and closers.

Demonstrates Fundamentals:

Proficient in Task (Y/N): ____

OJT Hours Completed: ____

Completed Date/Initials: _____ / _____

**8. Diagnose Problem Solve and
Troubleshoot**

Required OJT Hours: 100

Independently diagnose and troubleshoot complex issues related to locks, door hardware, and security devices. This includes the ability to select the appropriate tools and methods to solve practical, non-routine problems.

Demonstrates Fundamentals:

Proficient in Task (Y/N): ____

OJT Hours Completed: ____

Completed Date/Initials: _____ / _____

9. Assemble Electrical Components, Subsystems, or Systems

Required OJT Hours: 100

Install alarm and electronic access systems. Ability to safely handle and install electrical components. This involves using proper tools, following safety protocols (ex: locking out), and ensuring secure, compliant connections

Demonstrates Fundamentals:

Proficient in Task (Y/N): ____

OJT Hours Completed: ____

Completed Date/Initials: _____ / _____

10. Miscellaneous Job Specific Components

Required OJT Hours: 100

Commitment to staying current with industry advancements. This involves reviewing technical manuals, attending training classes, and researching new technologies related to master key systems, electronic access systems, and other security equipment. This ensures the locksmith's skills and knowledge remain relevant and most current practices in the trade.

Proficient in Task (Y/N): ____

OJT Hours Completed: ____

Completed Date/Initials: _____ / _____

Trade Proficient and Competency Accountability Note: to ensure continued technical excellence, all core Locksmith proficiencies will be evaluated for thorough competency at a minimum of every three months. This recurring assessment serves as a formal checkpoint to verify that specialized skills remain at the highest professional standard .

Total OJT Hours: _____

Hours of Leave Taken During Pay Period: _____

Total Hours of OJT and Leave, (if applicable) should = 80 Hours for Pay Cycle