



Masonry Apprenticeship Training Program

Guidelines For Apprentices and Employers (Mentors)

The VMA Masonry Apprenticeship Training Program utilizes both hands-on, on-the-job training and related instruction (classroom education) to provide a complete training in the masonry trade. Completion of the program according to these Guidelines will provide the Apprentice with a nationally-recognized certification from the Virginia Department of Labor and Industry (DOLI). This program is a DOLI Registered Apprenticeship and follows the DOLI Minimum Standards of Apprenticeship. This program utilizes the NCCER curriculum. Apprentices will also receive OSHA-10 certification.

Completing the Program

This 5 semester program can be completed in as little as 2.5 years. In order to complete the program, become a Registered Bricklayer and to graduate to the 100% wage level, Apprentices must have successfully completed all Competencies, Tests, Tasks and OJT (5000 hrs.). It is at the Mentor's discretion whether to sign off on the abilities of the Apprentice.

Mentor

Each Apprentice must have a Mentor designated on their Apprentice Employer Application who is responsible for overseeing the Apprentice's progress through the program, to sign off on competencies and to ensure the Apprentice is given the opportunity to complete all required tasks and tests in a timely manner.

Semesters / Stages

To complete the program, each Apprentice must complete the following Related Instruction:

5 Semesters total Related Instruction

1 Semester = 12 3-hour classes (1 per week = 12 weeks)

Stage 1 = Semesters 1 & 2

Stage 2 = Semesters 3 & 4

Stage 3 = Semester 5

Tardies / Absences

Attendance will be taken and a report will be sent to the Mentor each week.

- 3 Tardies (5+ min. late) = 1 absence
- 3 Absences = Retake course

Tuition

Tuition for each of the five semesters is \$300 per Apprentice. **Tuition is the responsibility of the Apprentice.** VMA will bill the Mentor Company. It is at the option of the Mentor Company whether or not they will utilize payroll deduction from the Apprentice's wages to cover the tuition, to cover tuition up front, or to reimburse the Apprentice upon completion of the program. This is an agreement that must be made between the Mentor Company and the Apprentice. Again, tuition is the responsibility of the Apprentice.

Books

Books are included in tuition and will be provided on the first night of class as long as all required applications and contracts have been completed and received by VMA.

Competencies

Each Apprentice will be given a list of competencies which must be fulfilled in order to successfully complete each Stage of the program. Record of the completion of each Competency must be provided to VMA in order to count toward the Apprenticeship.

Production Tests / Performance Tasks

Completion of the following are required as part of the program and are listed in the curriculum:

Production Tests - Test your speed while ensuring accuracy.

Performance Tasks - Test your ability to perform special masonry tasks.

Wage Schedule

Apprentices Wage at:	% of Journeyman's Wage (Based on individual Employer's pay scale)*
Start	65%
Upon Completion of Stage 1	70%
Upon Completion of Stage 2	80%
Upon Completion of Stage 3	90%
Upon Completion (When Employer Deems Competencies Have Been Met - No time limit)	100%

* Per the Minimum Standards of Apprenticeship of the Virginia Department of Labor and Industry, the minimum Journeyman's Wage used for these calculations cannot be less than \$22.50 per hour.

Apprentices are responsible for:

- **Completing Competencies** - Apprentices are responsible for getting signatures (initials) from Mentor for required Competencies.
- **Coordinating with Mentor** the timely completion of required Performance Tasks and Production Tests.
- **Reporting to VMA** - When Competencies, Production Tasks and Performance Tasks are completed and signed off on, the Apprentice is responsible for reporting it to VMA. Please inform VMA if there are any questions or issues, if a Mentor leaves the employ of the company, or if the Mentor is not fulfilling their responsibilities with regard to training or wage increases.

Employers are responsible for:

- Allowing Apprentices enough time to get to Apprenticeship classes on time.
- Increasing wages according to Wage Schedule.
- Follow Master Employer Contract with regard to:
 - Training the Apprentice according to the curriculum, schedule and Competency requirements.
 - Ensuring Apprentices are given the opportunity to take Production Tests and Performance Tests within 30 days of completion of the corresponding semester.
 - Payment to VMA for tuition of Apprentices and to be responsible for any payroll deduction.

Questions regarding your Apprenticeship should be directed to your Mentor or to:

Marcia Meighan, Executive Director
Virginia Masonry Association
(804) 690-9049
vma@virginiamasonry.org