

Apprenticeship Program Summary Sheet

for

New Apprenticeship Programs or Existing Apprenticeship Programs adding Occupation(s), Expanding Area of Operations or Changing Work Processes for Previously Approved Occupation(s)

Division of Apprenticeship Standards (DAS)

To: Eric Rood, Chief
From: Tsegay Arefaine
Cc: Glenna Linn, Program Planning and Review
Date: 12/23/2019

Program Name: Forestry & Natural Resources (FNR) Apprenticeship Initiative

Industry(s): Nursery and Tree Production

DAS File No.: 100398

ACTIONS:

- Proposed New Apprenticeship Program
- Existing Apprenticeship Program Expanding Occupations
- Existing Apprenticeship Program Expanding Jurisdiction
- Existing Apprenticeship Program Changing Work Processes or Related & Supplemental Instruction on Approved Occupations

LABOR ORGANIZATIONS REPRESENTING ANY OF THE APPRENTICES:

N/A

DISCLAIMER OF INTEREST IN THE BUILDING TRADES AND DISPATCH RESTRICTION

The Columbia College Forestry and Natural Resources (FNR) Apprenticeship Initiative Program is not intended to train in the building and construction trades within the meaning of Labor Code section 3075, and is not eligible to dispatch apprentices to projects with public works, prevailing wage, or skilled and trained workforce requirements.

The Columbia College Forestry and Natural Resources (FNR) Apprenticeship Initiative Program will not train or dispatch apprentices for any other employer.

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COMMENTS:

The Columbia College Forestry and Natural Resources (FNR) Apprenticeship Initiative Program for Forest and Conservation Technician is a multi-employer program, in partnership with Columbia College, which oversees the apprenticeship program herein and seeks approval as a California-registered Apprenticeship Program from the Department of Industrial Relations, Division of Apprenticeship Standards. The multi-employer, unilateral apprenticeship committee offers the following apprenticeable occupation:

- *Forest and Conservation Technician 19-4093.00*

There is an urgent need for individuals with a strong foundation of professional skills and education. Tuolumne County is listed as one of the top ten priority counties in California in the 2017 Forest Service Tree Mortality Aerial Detection Survey and has the fourth highest number of dead trees in the state; the Stanislaus National Forest, located in Tuolumne County on the border of Yosemite National Park, has the third-highest number of dead trees of all national forests in the state. The surrounding counties of Calaveras, Mariposa, and Amador are also included in the top ten. Skilled foresters and conservation technicians are desperately needed to address this crisis.

The *Forest and Conservation Technician* occupation consist of not less than 144 hours of related classroom instruction for every 2,000 hours of on-the-job training. Qualified instructors of the Columbia College will provide classroom and/or online instruction. The post-secondary instructions will have also met the qualifications for a Skills Attainment Certificate in Management and/or a Certificate of Achievement, and a Certificate of Completion from the Division of Apprenticeship Standards.

Current employer partners that have committed to providing on-the-job training and signed MOU's are: Sierra Resource Management Inc. and the Greater Valley Conservation Corps, with a minimum of 25 apprentices who meet the minimum of 2,000 hours of on-the-job employer training and 369 hours of post- secondary classroom instruction.

Forestry & Natural Resources (FNR) Apprenticeship Initiative, oversees the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following items:

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PROPOSED OCCUPATION(S) & WAGE RATES(S):

- Forest & Conservation Technician O*Net: 19-4093.00
Journey person Wage: \$16.20
Proposed Apprentices Wage(s): \$13.60
Proposed No. of Apprentices: 25

LIST OF PROPOSED EMPLOYER(S):

Sierra Resource Management INC.
15900 Granite Park Way Sonora, CA 95370

The Greater Valley Conservation Corps.
P.O. Box 213030 Stockton, CA 95213

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Forestry & Natural Resources (FNR) Apprenticeship Initiative Training Program

Program Standards

Adopted on

District No. 09

DAS File No. 100398

DAS FILE # 100398
EMPLOYER ID# 1000794447
VA No

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APPRENTICESHIP STANDARDS

of the

Forestry & Natural Resources (FNR) Apprenticeship Initiative

ARTICLE I Purpose and Policy

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as an education sponsored, employer based undertaking.

These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade, craft or occupation defined herein, to become effective upon their approval.

ARTICLE II Craft, Trade, Occupation

Occupation	O*Net Code	Attachment
Forest & Conservation Technician	19-4093.00	B

DISCLAIMER OF INTEREST IN THE BUILDING TRADES AND DISPATCH RESTRICTION

The Forestry & Natural Resources (FNR) Apprenticeship Initiative training program is not intended to train in the building and construction trades within the meaning of Labor Code section 3075, and is not eligible to dispatch apprentices to projects with public works, prevailing wage, or skilled and trained workforce requirements.

The Forestry & Natural Resources (FNR) apprenticeship training program will train its apprentices to serve as full-time employees under the approved occupations for employers who are either members of or are approved "firms agreed to train" under the State approved apprenticeship program. The Forestry & Natural Resources (FNR) apprenticeship training program will not train or dispatch apprentices for any

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other employers not approved to train under the Forestry & Natural Resources (FNR) apprenticeship training program.

ARTICLE III Organization

There is hereby established the above named master apprenticeship committee. The committee shall consist of not less than four (4) members, who shall be selected by and represent the employer organizations signatory hereto. In addition, thereto, there shall be one (1) apprenticeship consultant representing the Division of Apprenticeship Standards and one (1) advisor from the Local Education Agency and such other advisors as the committee shall determine. Such advisors and the apprenticeship consultant shall act without vote.

ARTICLE IV Jurisdiction

These standards shall apply to the employer and employee organizations signatory hereto, their members, to other employers who subscribe hereto or who are party to a collective bargaining agreement with an employee organization(s) signatory hereto, and to all apprentice agreements hereunder.

ARTICLE V Functions

The functions of the apprenticeship committee shall be to:

- 1) develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;
- 2) make periodic evaluations of the progress of each apprentice's on-the-job training related and supplemental instruction;
- 3) establish a mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice complete training;
- 4) ensure mobility between employers and/or work processes when essential to provide exposure and training in various work processes;
- 5) serve in an advisory capacity with employers and employees in matters pertaining to these standards;
- 6) aid in the adjustment of apprenticeship disputes;
- 7) develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations and apply them uniformly in the selection of applicants for apprenticeship.

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ARTICLE VI Responsibilities

The responsibilities of the apprenticeship committee shall be to:

- 1) supervise the administration and enforcement of these standards;
- 2) adopt such rules and regulations as are necessary to govern the program provided, however, that the rules and regulations do not conflict with these standards;
- 3) oversee the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under the federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice;
- 4) conduct orientations, workshops or other educational sessions for employers to explain the apprenticeship program's standards and the operation of the apprenticeship program;
- 5) pass upon the qualification of employers and, when appropriate, to suspend or withdraw approval;
- 6) conduct on-going evaluation of the interest and capacity of employers to participate in apprenticeship program and to train apprentices on the job;
- 7) determine if an employer has the work site facilities, skilled workers as trainers at the work site, and equipment sufficient to train apprentices;
- 8) pass upon the qualifications of apprentice applicants;
- 9) file a signed copy of each apprentice agreement with the Secretary of the California Apprenticeship Council, with copies to all parties to the agreement;
- 10) establish and maintain a record system for on-the-job training and related instruction;
- 11) use every effort to keep the apprentice employed in a reasonably continuous manner and adequately instructed;
- 12) provide disciplinary procedures for apprentices including provisions for fair hearings;
- 13) adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards;
- 14) prepare and submit an annual Self-Assessment Review and Program Improvement Plan;
- 15) comply with meaningful representation requirements for the interests of apprentices in the management of the program;
- 16) implement a program for training and education regarding illegal discrimination and sexual harassment.

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ARTICLE VII Definition of an Apprentice

An apprentice is a person at least 18 years of age, who has met the requirements for selection under the selection procedures of participating employer, who is engaged in learning a designated craft or trade and who has entered into a written apprentice agreement under the provisions of these standards.

ARTICLE VIII Duties of an Apprentice

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with the rules, regulations and decisions of the apprenticeship committee.

ARTICLE IX Apprentice Agreement

- 1) Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer and by the program sponsor and by the apprentice and must be approved by the apprenticeship committee;
- 2) Each apprentice shall be furnished a copy of or be given an opportunity to study these standards before registration. These standards shall be considered a part of the apprentice agreement as though expressly written therein;

ARTICLE X Termination and Transfer of Agreements

- 1) During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period an apprentice agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason;
- 2) If an employer is unable to fulfill his/her obligations to train under any apprentice agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator, transfer such agreement to any other employer if the apprentice consents, and such other employer agrees to assume the obligation of said apprentice agreement.

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ARTICLE XI Related and Supplemental Instruction

See Training Schedule and Working Conditions of:

Occupation	O*Net Code	Attachment
Forest & Conservation Technician	19-4093.00	B

ARTICLE XII Lay-off

- 1) If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off;
- 2) There shall be no liability on the part of the employer, the program, or the committee for an injury sustained by an apprentice engaged in schoolwork at a time when the apprentice is unemployed.

ARTICLE XIII Controversies

All controversies or differences concerning apprentice agreements that cannot be adjusted locally by the apprenticeship committee or otherwise shall be submitted to the Administrator for determination.

ARTICLE XIV Term of Apprenticeship

See Training Schedule and Working Conditions of:

Occupation	O*Net Code	Attachment
Forest & Conservation Technician	19-4093.00	B

ARTICLE XV Ratio

See Training Schedule and Working Conditions of:

Occupation	O*Net Code	Attachment
Forest & Conservation Technician	19-4093.00	B

ARTICLE XVI Wage Schedule

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See Training Schedule and Working Conditions of:

Occupation	O*Net Code	Attachment
Forest & Conservation Technician	19-4093.00	B

ARTICLE XVII Work Training

See Training Schedule and Working Conditions of:

Occupation	O*Net Code	Attachment
Forest & Conservation Technician	19-4093.00	B

ARTICLE XVIII Safety, Health, and Recognition of Illegal Discrimination and Sexual Harassment

- 1) Each apprentice shall receive training and education in first aid, safe working practices and in the recognition of occupational health and safety hazards;
- 2) Each apprentice shall receive training in the recognition of illegal discrimination and sexual harassment;
- 3) Harassment is described as and reported to: (See Attachment C)

ARTICLE XIX Certificate of Completion

- 1) Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the apprenticeship committee, each apprentice will be issued a Certificate of Completion by the authority of the California Apprenticeship Council;
- 2) In recognition of unusual ability and progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half percent (12½%);
- 3) An apprentice may be credited time for previous experience if that experience is of an approved nature and shall have completed not less than six months as an apprentice.

ARTICLE XX California Plan for Equal Opportunity in Apprenticeship

(See Attachment C)

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The foregoing standards are hereby agreed to and adopted on

(Committee approval date)

Brandon Price

December 17, 2019

Brandon Price, Ed.D

Date

Dean of Career Technical Education and Economic Development

The foregoing apprenticeship standards, being in conformity with the rules and regulations of the California Apprenticeship Council, the California Code of Regulations, and applicable Federal Regulations are hereby approved

(DAS approval date)

Eric Rood, Chief

Date

Division of Apprenticeship Standards

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Attachment A

List of Committee Members

11600 Columbia College Drive Sonora, CA 95370

Name: Dr. Brandon Price
Title: Dean of CTE and Economic Development
Organization: Columbia College
Address: 11600 Columbia College Drive Sonora, CA 95370
Phone: 209-588-5142
Email: priceb@yosemite.edu

Name: Torri Keever
Title: Program Specialist
Organization: Columbia College
Address: 11600 Columbia College Drive Sonora, CA 95370
Phone: 209-588-5212
Email: keevert@yosemite.edu

Name: Kaitlyn Hanson
Title: Program Technician
Organization: Columbia College
Address: 11600 Columbia College Drive Sonora, CA 95370
Phone: 209-588-5268
Email: hansonk@yosemite.edu

Name: Dr. Tom Hofstra
Title: Faculty, Forestry & Natural Resources
Organization: Columbia College
Address: 11600 Columbia College Drive Sonora, CA 95370
Phone: 209-588-5155
Email: hofstrat@yosemite.edu

Name: Mike Albrecht
Title: President
Organization: Sierra Resource Management, INC.
Address: 15900 Granite Park Way Sonora, CA 95370
Phone: 209-984-1146
Email: sierraresource@mlode.com

Name: Nicholas Mueller
Title: Director
Organization: Greater Valley Conservation Corps
Address: P.O. Box 213030 Stockton, CA 95213
Phone: 209-292-2701
Email: nmueller@sjcoe.net

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Committee Advisors

Name: Tsegay Arefaine

Title: Strategic Business Analyst

Organization: Division of Apprenticeship Standards

Address: 2550 Mariposa Mall, Room 3080 Fresno, CA 93721

Phone: 916-539-2562

Email: tarefaine@dir.ca.gov

Attachment B

Training Schedule and Working Conditions

Forestry & Natural Resources (FNR) Apprenticeship Initiative Training Program

OCCUPATION(S)

Occupation	O*Net Code
Forest & Conservation Technician	19-4093.00

ARTICLE I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 2,000 on-job-training (OJT) hours and 369 related and supplemental instruction (RSI) hours completed within 24 months; the first 6 months shall be a probationary period.

ARTICLE II Wage Schedule

Journey Wage: \$ 16.20 per hour effective date January 1, 2020.

Apprentices shall be paid not less than the following:

1st period	6 months	500 hours	\$13.60 per hour
2nd period	6 months	500 hours	\$14.20 per hour
3rd period	6 months	500 hours	\$14.80 per hour
4th period	6 months	500 hours	\$15.40 per hour

Advancement Schedule:

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To advance from one period to the next, the apprentice shall have met the following requirements:

- 1) Shall have satisfactorily completed the indicated on-the-job work hours; and
- 2) Shall have satisfactorily completed the indicated months in the program; and
- 3) Shall have satisfactorily completed the indicated related and supplemental instruction school hours.

Overtime Provision:

All overtime shall be paid at the rate of one and one-half times the wage rate for hours worked over 8 hours per day or 40 hours per week. Time and one-half shall be paid for the first eight (8) hours worked Saturdays. All other time shall be paid at double the straight-time rate.

Hours of Work and Working Conditions:

Straight time hours per day: 8 hours; 40 hours per week.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of journeyperson(s).

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

ARTICLE III Work Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified journeyperson or instructor and shall provide the necessary diversified experience and training in order to train and develop the apprentice into a skilled worker, proficient in all the work processes of the trade as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and process as they come into use in the occupation.
- 3) The major work processes in which apprentices will be trained as a (although not necessarily in the order listed) and the approximate hours (not necessarily continuous) to be spent on each are as follows:

Work Process Description	Approximate Hours
A. Advise Others About Environmental	100

Management or Conservation 1. Sustainable resource use 2. Preservation vs conservation 3. Understand laws & policies related to land management 4. Understand examples of collaborative partnerships to achieve land management goals	
B. Applied Resource Management 1. Fuels reduction 2. Trail building 3. Cutting brush, trees, removing weeds 4. Using small equipment such as chainsaws, mcloeds, shears, shovels, and woodchippers to remove trees, brush, shrubbery, weeds, etc. 5. Using equipment such as logging skidders and excavators to remove trees, shrubbery, etc.	1100
C. Making Decisions and Solving Problems 1. Project awareness 2. Leadership opportunities; divide responsibilities and delegate 3. Trouble-shooting problems 4. Project preparation	400
D. Communicating with Supervisors, Peers, or Subordinates 1. Participating in staff meetings, daily safety meetings 2. Participating in workshops, safety trainings 3. Communicating with project sponsor	400
Total Work Process Hours	2000

ARTICLE IV Related Instruction

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Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 144 hours per year. Related and supplemental instruction will be provide by Columbia College.

Time spent in class of Related Instruction may not be compensated.

Course	Course Description	Hours
FNR 22	Ecology and the Use of Fire in Forest Ecosystems	27 Lecture 27 Lab
FNR 24	Fire-Fuels Management	36 Lecture 54 Lab
FNR 62	Applied Forest Inventory and Management	18 Lecture 54 Lab
FNR 83	Ecological Restoration	18 Lecture
FNR 150	Excavator Mulcher Operation	27 Lecture 27 Lab
FIRE 7	Wildland Fire Control	54 Lecture
FIRE 111	Basic Power Saw Safety	18 Lecture
EMS 153	Basic First Aid and CPR	9 lecture
	Total	369

ARTICLE V Ratio

Each apprentices will be supervised by a journeyperson according to best practices and each employer’s safety policies and procedures, which is typically a 1:1 ratio.

Attachment C

California Plan for Equal Opportunity

Forestry & Natural Resources (FNR) Apprenticeship Initiative Training Program

Occupations:

Occupation	O*Net Code	Attachment
Forest & Conservation Technician	19-4093.00	B

Area Covered by Standards: These standards shall apply to the employer and employee organizations signatory hereto, their members, to other employers who subscribe hereto or who are party to a collective bargaining agreement with an employee organization(s) signatory hereto, and to all apprentice agreements hereunder.

Approved Statistical Area for Recruitment: Amador, Calaveras, Mariposa, Stanislaus, and Tuolumne Counties

The Forestry & Natural Resources (FNR) Apprenticeship Initiative Training Program, in accordance with the California Plan for Equal Opportunity in Apprenticeship declares the following selection procedures:

I. Pledge:

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age for individuals over forty years of age, military or veteran status, or sexual orientation. The employer-sponsor will take affirmative action to provide equal opportunity in apprenticeship for both minorities and women and will operate the

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apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and equal opportunity regulation of the State of California.

II. Dissemination of Information:

Recruitment information shall be disseminated statewide to the following agencies and organizations:

- 1) U.S. Department of Labor, Bureau of Apprenticeship and Training
- 2) California Division of Apprenticeship Standards
- 3) California Employment Development Department (EDD)
- 4) California Community Colleges
- 5) California County Superintendent of Schools
- 6) Other: Outreach to minority organizations (including veterans and women's groups) used to recruit and refer applicants to help meet program sponsor's goals and timetables.

A list of agency/organization addresses is available from DAS upon request. The apprentice program shall provide DAS the program's dissemination list upon request.

III. Affirmative Action Program:

The program will engage in outreach and positive recruitment activities for the purpose of increasing minority, veteran, women, and youth participation in our area as follows:

- 1) Participate in two or more career fairs or workshops each year to encourage minorities, veterans, females, youth to apply for apprenticeship opportunities;
- 2) Cooperate and counsel with secondary and vocational school administrators concerning the needs of the industry and the transition of minority, veteran, female, and youth from school to the industry through apprenticeship;
- 3) Disseminate information within the industry including sponsors and other industry representatives to acquaint all involved with the goals of the apprenticeship program and to effect cooperation, as new applicants are needed;
- 4) Disseminate information with various outreach programs that represent underserved individuals primarily in rural and urban areas, as new applicants are needed.

IV. Written Applications:

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Upon each employer sponsor's determination of the need to employ and train an apprentice, each participating employer sponsor will accept applications at place of employment.

V. Selection of Apprentice Applicant:

Applicants will be selected by individual participating employer sponsors using selection method #4, as outlined in the California Code of Regulations, Title 8, Chapter 2, Part 1, Section 215, Chapter 6, from a pool of eligible created during the established recruiting process in accordance with the State and Federal Equal Opportunity regulations.

Public/Civil Service employers shall follow the civil service rules regarding the selection of apprentices and shall be exempt from these selection procedures.

- 1) Each participating employer sponsor, upon determination of the need to employ and train an apprentice, will register an apprentice after upholding a fair and consistent sourcing, recruiting, and evaluation process;
- 2) Participating employer sponsors will report recruitment and selection data annually to the Forestry & Natural Resources (FNR) Apprenticeship Initiative Training Program coordinator/director;
- 3) Minimum age of all applicants shall be 18 years. There is no maximum age;
- 4) Educational prerequisite for entry: High school diploma or GED/equivalent;
- 5) Applicant must have the ability to perform the work of the trade/occupation safely. Physical examination required for entry is at no cost to the applicant and the physical exam will be defined by the individual employer sponsor. Drug screening prior to employment, as well as random drug screening throughout the apprenticeship program may be required for selection and/or continued participation/employment;
- 6) General aptitude or other skills test shall be defined by the individual employer sponsor and administered by the employer sponsor or its delegated agent;
- 7) Oral interview is per employer sponsor's individual selection procedures with selection documentation to be on file with the Forestry & Natural Resources (FNR) Apprenticeship Initiative Training Program director/coordinator;
- 8) Applicant's prior work experience and training will be evaluated by the employer sponsor prior to employment and appropriate credit will be given toward on-the-job training hours and related supplemental instruction. Apprentice applicant must verify, in writing, all past experience/education for consideration of credit.

VI. Goals and Timetables:

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Total population in area covered is 33,871,648 as of 2000 census.

WOMEN:

Percent of females in the workforce: 45.1%
Goals for intake of females: 22.6%

MINORITIES (Men & Women):

Percent of minorities in the workforce: 51.6%
Goals for intake of minorities by ethnic group
Black (not Hispanic): 6.7%
Asian & Pacific Islander: 8.6%
American India & Alaskan Native: 0.8%
Filipino: 3.2%
Hispanic: 32.4%

VII. Records:

Cal Plan and all other records will be maintained for five years and kept at:

Forestry & Natural Resources (FNR) Apprenticeship Initiative
11600 Columbia College Drive
Sonora, California 95370

VII. Annual Compliance:

The Forestry & Natural Resources (FNR) Apprenticeship Initiative will submit an annual compliance report to the Division of Apprenticeship Standards at such time as requested by the Division.

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SIGNED FOR THE PROGRAM SPONSOR:

Brandon Price

December 17, 2019

Dr. Brandon Price

Date

Dean of Career Technical Education & Economic Development

SIGNED FOR DIVISION OF APPRENTICESHIP STANDARDS:

The foregoing apprenticeship standards, being in conformity with the rules and regulations of the California Apprenticeship Council, the California Code of Regulations, and applicable Federal Regulations are hereby approved

(DAS approval date)

Eric Rood, Chief

Date

Division of Apprenticeship Standards