

**Apprenticeship Program Summary Sheet**

for  
Launch Apprenticeship Network

**Division of Apprenticeship Standards (DAS)**

**To:** Eric Rood, Chief  
**From:** Riccardo Canova  
**Cc:** Glenna Linn, Program Planning and Review  
**Date:** 1/17/2020

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**Program Name:** Launch Apprenticeship Network

**Industry(s):** Manufacturing

**DAS File No.:** 99764

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**ACTIONS:**

- Proposed New Apprenticeship Program

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**LABOR ORGANIZATIONS REPRESENTING ANY OF THE APPRENTICES:**

Official Name of Union: NONE

## **Apprenticeship Program Summary Sheet**

for  
Launch Apprenticeship Network

### **DISCLAIMER OF INTEREST IN THE BUILDING TRADES AND DISPATCH RESTRICTION**

The Launch Apprenticeship Network 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 Launch Apprenticeship Network will not train or dispatch apprentices for any other employer.

### **COMMENTS:**

The Launch Apprenticeship Network is currently operating in California and registered with the Division of Apprenticeship Standards (DAS).

Launch will train its apprentices to serve as full-time employees.

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

- Quality Control Technician O\*Net: 17.3026.00  
Journeyman Wage: \$26.66  
Proposed Apprentices Wage(s): \$13.00
- Manufacturing Engineering Technician O\*Net: 17-3026.00  
Journeyman Wage: \$26.66  
Proposed Apprentices Wage(s): \$13.00

### **LIST OF PROPOSED EMPLOYER(S):**

**Organization:** Cal-Draulics, Inc.

**Address:** 220 N., Delilah St Corona, CA 92879

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for

Launch Apprenticeship Network

**Organization:** Lynam Engineering

**Address:** 1350 Santa Ana Ave Fontana, CA 92316

**Organization:** Developlus, Inc.

**Address:** 1575 Magnolia Ave, Corona, CA 92879

# LAUNCH APPRENTICESHIP NETWORK

**Apprenticeship  
Program  
Standards  
Adopted on**

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DISTRICT #

DAS FILE #

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**Apprenticeship Standards  
of the  
LAUNCH APPRENTICESHIP NETWORK**

**ARTICLE I            Purpose and Policy**

The parties hereto declare it their purpose and policy to establish an organized, planned system of apprenticeship, conducted as a management industry 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**

<b>Occupation</b>	<b>O*Net</b>	<b>See Attachment</b>
<b>Quality Control Technician</b>	<b>17-3026.00</b>	<b>B</b>
<b>Manufacturing Engineering Technician</b>	<b>17-3026.00</b>	<b>C</b>

**DISCLAIMER OF INTEREST IN THE BUILDING TRADES AND DISPATCH RESTRICTION**

*The Launch Apprenticeship Network (Launch) 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 Launch program will train its apprentices to serve as full-time employees as Quality Control Technicians and Manufacturing Engineering Technicians who either are members of Launch or are approved firms agreed to train under the Launch State approved apprenticeship program. The Launch program will not train or dispatch apprentices for any other employers not approved to train under the Launch apprentice program.*

**ARTICLE III        Organization**

There is hereby established the above named apprenticeship committee, covering all employers, signatory hereto, their members and to other employers who subscribe here.

There is hereby established the above named apprenticeship committee shall consist of at least three (3) members appointed by participating K-12 and Community College Districts and at least three (3) members representing employer’s signatory hereto\*. In addition, 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 all employers, Launch and its sub-committees, apprentice sponsors and employee organizations signatory hereto, their members, to other employers who subscribe here, and to all apprentice agreements hereunder.

## **ARTICLE V            Functions**

The functions of the apprenticeship committee shall be to:

1. Serve in an advisory capacity with employers and employees in matters pertaining to these standards;
2. Develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;
3. Make periodic evaluations of the progress of each apprentice's on-the-job training related and supplemental instruction;
4. Establish a mechanism to be used for the rotation of each apprentice from work process to work process to assure each apprentice completes training;
5. Aid in the adjustment of apprenticeship disputes;
6. Follow fair and impartial selection procedures in accordance with existing laws and regulations.

## **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. Conduct orientations, workshops or other educational sessions for employers to explain the apprenticeship program's standards and the operation of the apprenticeship program;
4. Pass upon the qualification of employers under its jurisdiction and, when appropriate, to suspend or withdraw approval;
5. Conduct ongoing evaluation of the interest and capacity of employers to participate in apprenticeship program and to train apprentices on the job;
6. Determine if an employer has the work site facilities, skilled workers as trainers at the work site, and equipment sufficient to train apprentices;
7. Pass upon the qualifications of apprentice applicants;
8. File a signed copy of each Apprentice Agreement and applicable sponsor forms with the Secretary of the California Apprenticeship Council, with copies to all parties;
9. Establish and maintain a record system for on-the-job training and related instruction;
10. Use every effort to keep the apprentice employed in a reasonably continuous manner and adequately instructed;
11. Provide disciplinary procedures for apprentices including provisions for fair hearings;
12. Adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards;
13. Implement a program for training and education regarding illegal discrimination and sexual harassment;
14. Prepare and submit an annual Self-Assessment Review and Program Improvement Plan;
15. Participate in the development of, and/or comply with approved industry training criteria;

16. Insure there is meaningful representation of the interests of apprentices in the management of the program;
17. 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.

## **ARTICLE VII      Definition of an Apprentice**

An apprentice is a person at least 16 years of age, who has met the requirements for selection under the selection procedures of participating employer, who is engaged in learning a designated *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 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 indenture. These standards shall be considered a part of the apprentice agreement as though expressly written therein.
3. If the apprentice is under 18 years of age, the apprentice's parent or guardian must sign the agreement. When the period of training extends beyond 18, the apprentice agreement shall likewise be binding to such a period as may be covered.

## **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.

**ARTICLE XI      Related and Supplemental Instruction**

<b>Occupation</b>	<b>O*Net</b>	<b>See Attachment</b>
<b>Quality Control Technician</b>	<b>17-3026.00</b>	<b>B</b>
<b>Manufacturing Engineering Technician</b>	<b>17-3026.00</b>	<b>C</b>

**ARTICLE XII      Layoffs**

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      Adjustment of Controversies**

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

**ARTICLE XIV      Term of Apprenticeship and Probation**

<b>Occupation</b>	<b>O*Net</b>	<b>See Attachment</b>
<b>Quality Control Technician</b>	<b>17-3026.00</b>	<b>B</b>
<b>Manufacturing Engineering Technician</b>	<b>17-3026.00</b>	<b>C</b>

**ARTICLE XV      Ratio**

<b>Occupation</b>	<b>O*Net</b>	<b>See Attachment</b>
<b>Quality Control Technician</b>	<b>17-3026.00</b>	<b>B</b>
<b>Manufacturing Engineering Technician</b>	<b>17-3026.00</b>	<b>C</b>

**ARTICLE XVI      Wage Schedules**

<b>Occupation</b>	<b>O*Net</b>	<b>See Attachment</b>
<b>Quality Control Technician</b>	<b>17-3026.00</b>	<b>B</b>
<b>Manufacturing Engineering Technician</b>	<b>17-3026.00</b>	<b>C</b>

**ARTICLE XVII     Work Training**

<b>Occupation</b>	<b>O*Net</b>	<b>See Attachment</b>
<b>Quality Control Technician</b>	<b>17-3026.00</b>	<b>B</b>
<b>Manufacturing Engineering Technician</b>	<b>17-3026.00</b>	<b>C</b>

**ARTICLE XVIII    Safety & Health**

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, bullying, and sexual harassment;
3. No form of harassment shall be tolerated.

**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 with advanced and accelerated progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than 12 1/2 percent;
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 “E”

# ATTACHMENT A

## LAUNCH APPRENTICESHIP NETWORK TRAINING COMMITTEE

### LIST OF COMMITTEE MEMBERS

Vanessa Thomas  
Dean of Instruction, CTE  
Chaffey College  
5885 Haven Ave  
Rancho Cucamonga, CA 91737  
Ph. (909) 652-6000  
Vanessa.thomas@chaffey.edu

Joyce Johnson  
Dean of Instruction, CTE  
Mt. San Jacinto College  
1499 N. State St.  
San Jacinto, CA 92583  
Ph. (951) 487-6752  
jajohnson@msjc.edu

Debra Mustain  
Dean of Workforce Development &  
Community Partnerships  
Norco College  
2001 Third Street  
Norco, CA 92860

Name: Jose Gonzalez  
Title: Machining Manager  
Organization: Cal-Draulics, Inc.  
Address: 220 N. Delilah St.  
Phone: (951) 340-1067  
Email: [jgonzalez@caldraulics.com](mailto:jgonzalez@caldraulics.com)

Employer  
Name: Eugenio Martin  
Title: Engineering Manager  
Organization: Lynam Engineering  
Address: 1350 Santa Ana Ave., Fontana, CA  
Phone: (951) 360-1919  
Email: [eugenio@lynamin.com](mailto:eugenio@lynamin.com)

Employer  
Name: Vicki Harmon  
Title: Human Resources Director  
Organization: Developlus, Inc.  
Address: 1575 Magnolia Ave., Corona, CA  
Phone: (951) 738-8595  
Email:  
[vharmon@developlus.com](mailto:vharmon@developlus.com)

### COMMITTEE ADVISORS

**Norco College** (Local Education Agency)  
Charles Henkels, Apprenticeship Director  
2001 Third Street  
Norco, CA 92860

**Division of Apprenticeship Standards**  
Riccardo Canova, Apprenticeship Consultant  
Rosa Parks Building  
464 4th Street, Room 234A  
San Bernardino, CA 92401  
[RCanova@dir.ca.gov](mailto:RCanova@dir.ca.gov)

# **ATTACHMENT B**

## **TRAINING SCHEDULE AND WORKING CONDITIONS Of the LAUNCH APPRENTICESHIP NETWORK**

**Occupation:**  
Quality Control Technician

**O\*NET:**  
17-3026.00

### **ARTICLE I. Term of Apprenticeship and Probation**

The term of Apprenticeship Program shall be as follows below and not less than 144 hours total related supplemental instruction hours (RSI). The probationary period shall be six months in duration.

Occupation Quality Control Technician O\*Net 17-3026.00  
24-48 Months 4000-8000 Hours

The term of the apprenticeship will be based on the apprentice's completion and on-the-job demonstration of the professional competencies outlined in the work-processes. Apprentices must demonstrate competency in a minimum of 87.5% of the listed competencies prior to completing the program. If partnering businesses identify specific competencies that cannot be tested on the job, the apprenticeship committee will approve and provide instruction and testing that ensures the competencies have been met.

### **ARTICLE II. Wage Schedule**

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Starting apprentices shall receive no less that the State minimum wage or the local County/City living wage, whichever is greater. Participating employers shall provide the apprentice wage progression plan with the DAS-7 Firm Agreement to Train form when registering with the Launch Apprenticeship Network apprentice program.

Average Journeyman Wage: \$26.66, effective 1/1/19.

Apprentice Year 1: \$13.00 + Benefits  
Apprentice Year 2: \$16.00 + Benefits  
Apprentice Year 3: \$19.00 + Benefits  
Apprentice Year 4: \$22.00 + Benefits

#### Additional Compensation:

Participating employers that offer a benefits package amounts to approximately 40% of the hourly wage.

Advancement Schedule: Apprentices will advance in the program by demonstrating

proficiency in the learning competencies for their occupation. The committee will evaluate each apprentice twice annually and on-the-job mentors will submit a written evaluation of skill development. The committee will document pay increases of apprentices progressing through the learning competencies.

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 spent in class of Related Instruction shall not be compensated.

#### 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 journeymen.

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 journeyman 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 a trade as outlined herein. Apprentices shall also be trained in the use of new equipment, materials and processes as they come into use in the occupation;
2. The major work processes in which apprentices will be trained (although not necessarily in the order listed) and the approximate hours (not necessarily continuous) to be spent on each are as follows:

#### **WORK PROCESSES (Approximate Hours)**

Apprentices will submit a written report of on-the-job hours and the committee and participating employers will document that on-the-job learning in the applicable work processes has been provided to apprentices.

Skills & Work Processes	Estimated Time to Demonstrate Proficiency
Engineering Drawing	400-800 Hours
Review customer requirements using the drawings and purchase orders	400-800 Hours
Calibration	400-800 Hours
Documentation & Record Keeping	400-800 Hours
Non-Destructive Testing	400-800 Hours
Product Inspection according to Blueprints	400-800 Hours
Compilation and evaluation of statistical data to determine and maintain quality and reliability of products	400-800 Hours
Reading worker logs, product processing sheets, or specification sheets to verify that records adhere to quality assurance specifications	400-800 Hours
Apply statistical quality control procedures to production test data	400-800 Hours
Recording and Evaluation of Test Data	400-800 Hours

**ARTICLE IV. Related Instruction**

Apprentices must Complete Coursework Aligned with Engineering Technologist, Production Technician, and/or Engineering Graphics pathways. Through consultation with the Apprenticeship Committee and the indenturing employer, apprentices will select an applicable program of study/course track and complete a minimum of 144 hours of related instruction per year of apprenticeship. Courses will be approved by the Apprenticeship Committee and made available to applicable apprentices by approved education providers/institutions. Apprentices will enroll in, and complete, the required coursework that satisfies the minimum requirements of the program. Prior applicable education and training will be credited towards completion of related education requirements and apprentices will be offered tracks advancing their technical aptitude in the profession.

Content Areas will include:

- Analytical or scientific software
- Computer aided design CAD software
- Computer aided manufacturing CAM software
- Data base user interface and query software
- Enterprise resource planning ERP software
- Graphics or photo imaging software
- Industrial control software
- Office suite software
- Presentation software
- Project management software
- Spreadsheet software

**ARTICLE V. Ratio**

A qualified employer may employ one (1) apprentice when at least one (1) journeyman is regularly employed, and one (1) additional apprentice for each additional journeyman.

# ATTACHMENT C

## TRAINING SCHEDULE AND WORKING CONDITIONS Of the LAUNCH APPRENTICESHIP NETWORK

**Occupation:**  
**Manufacturing Engineering Technician**

**O\*NET:**  
**17-3026.00**

### **ARTICLE I. Term of Apprenticeship and Probation**

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Occupation Manufacturing Engineering Technician O\*Net 17-3026.00  
24-48Months 4000-8000 Hours

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Apprentices will advance in the program by demonstrating proficiency in the learning competencies for their occupation. The committee will evaluate each apprentice twice annually and on-the-job mentors will submit a written evaluation of skill development. The committee will document pay increases of apprentices progressing through the learning competencies.

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.

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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 journeymen.

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4. The major work processes in which apprentices will be trained (although not necessarily in the order listed) and the approximate hours (not necessarily continuous) to be spent on each are as follows:

## WORK PROCESSES (Approximate Hours)

Skills & Work-Processes	Estimated Time to Demonstrate Proficiency
Design new equipment or materials or recommend revision to methods of operation, material handling, equipment layout, or other changes to increase production or improve standards.	275-550 Hours
Test selected products at specified stages in the production process for performance characteristics or adherence to specifications.	275-550 Hours
Compile and evaluate statistical data to determine and maintain quality and reliability of products.	275-550 Hours
Study time, motion, methods, or speed involved in maintenance, production, or other operations to establish standard production rate or improve efficiency.	275-550 Hours
Interpret engineering drawings, schematic diagrams, or formulas for management or engineering staff.	275-550 Hours
Read worker logs, product processing sheets, or specification sheets to verify that records adhere to quality assurance specifications.	275-550 Hours
Verify that equipment is being operated and maintained according to quality assurance standards by observing worker performance.	275-550 Hours
Evaluate data and write reports to validate or indicate deviations from existing standards.	275-550 Hours
Recommend modifications to existing quality or production standards to achieve optimum quality within limits of equipment capability.	275-550 Hours
Aid in planning work assignments in accordance with worker performance, machine capacity, production schedules, or anticipated delays.	275-550 Hours
Operate industrial hygiene equipment in manufacturing environments to reduce exposure to environmental contaminants.	275-550 Hours
Prepare charts, graphs, or diagrams to illustrate workflow, routing, floor layouts, material handling, or machine utilization.	275-550 Hours
Evaluate industrial operations for compliance with permits or regulations related to the generation, storage, treatment, transportation, or disposal of hazardous materials or waste.	275-550 Hours
Apply statistical quality control procedures to production test data.	275-550 Hours
Order and purchase manufacturing equipment for production operations.	275-550 Hours

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