



Custodial Services APPRENTICESHIP PROGRAM

Apprenticeship Training Program for Custodial Technician

A partnership between
Newport News Public Schools
And Thomas Nelson Community College

NEWPORT NEWS



PUBLIC SCHOOLS

Purpose:

- The purpose of the Apprenticeship Program is to ensure the professional development of the Custodial Services employees by providing relevant, educational & on the job training. Employees may earn salary increases with successful completion of level requirements.

Benefits:

- increased pay for a higher level of skills
- advanced knowledge & skills in custodial maintenance
- industry certification



**Custodial Services
APPRENTICESHIP
PROGRAM**

Registered Apprenticeship: How It Works

- On-the-Job Training
 - Registered employers (sponsors) provide on-the-job training to employees (apprentices)
 - Each apprentice works closely with a highly skilled mentor/journeyworker for maximum results

Registered Apprenticeship: How It Works (continued)

- Related Classroom Instruction
 - Apprentices attend classes at their local community college, vocational technical center, or at a sponsor-run school
 - Participants spend approximately six hours a week in the classroom for a suggested minimum of 144 hours per each year of apprenticeship

Registered Apprenticeship: How It Works (continued)

- Employer Requirements
 - Meet with your local apprenticeship consultant to develop a registered training program
 - Review classroom instruction program with a related instruction specialist
 - Select employee(s) to provide on-the-job training
 - Identify employee(s) who will apprentice

Who is eligible?

- Any contracted employee, who is in good standing, is eligible to apply. Employees must have at least a high school diploma or GED to participate in the program. Participation in the program is voluntary.

How do I enroll?

- Obtain an Apprenticeship Application Form from your lead, senior or area supervisor or the Plant Services office. Send the completed copy to the Custodial Services Supervisor in the Plant Services office.

Can I receive credit for prior coursework?

- After review by the Custodial Services Supervisor & the TNCC representative, credit may be given. Documentation/transcripts will be required.

Expectations:

- Maintain a passing grade, “C” or better, in all courses.
- Attend all scheduled courses. If an Apprentice has more than one (1) unexcused absence he/she will be removed from the program.
- The Apprentice will be dropped from the program for work or disciplinary problems.
- The Apprentice is expected to be prepared for class and complete all required assignments



Year 1 Requirements

Custodian Technician Course Schedule - Year 1

January - 4 weeks - 15hrs		June - 4 weeks - 11hrs	
Program Requirements	3	Rest Room Care	10
Good Housekeeping Practices	3	Team Building	1
Back Safety/Slips, Trips and Falls	3		
Behaviors of Successful People	5	August - 4 weeks - 16hrs	
Team Building	1	Carpet and Upholstery	10
		Team Building	1
February - 4 weeks - 16 hrs		September - 3 weeks - 12 hrs	
Cleaning Chemicals	10	The Chemistry of Cleaning	6
Keys to Effective Communication	5	First Aid/CPR	5
Team Building	1	Team Building	1
March - 4 weeks - 14 hrs		October - 4 weeks - 16 hrs	
Asbestos Awareness	3	Basic Cleaning of Above-Floor Surfaces	2
Basic English I (reading & writing)	10	Basic Cleaning of Hard Floor Surfaces	6
Team Building	1	Basic Cleaning of Carpeted Floor Surfaces	6
		Basic Cleaning of Restrooms	2
April - 3 weeks - 11 hrs		November - 3 weeks - 11 hrs	
Floors and Floor Care Equipment	10	Basic Math I	10
Team Building	1	Team Building	1
May - 4 weeks - 15 hrs		December - 3 weeks - 11 hrs	
Maintaining Floors and Other Surfaces	12	Basic Workplace Technology	5
Great Customer Service Begins w/ Me	2	Mold	3
Team Building	1	HAZCOM	3
		Team Building	1

Year 2 Requirements

Custodian Technician Course Schedule - Year 2

January - 4 weeks - 16hrs		June - 4 weeks - 14hrs	
Program Requirements	2	Green Cleaning Project	10
Basic English II	10	Leadership Skills	4
Leadership Skills	4		
February - 4 weeks - 16 hrs		July - 5 weeks - 14hrs	
Basic Math II	10	Green Cleaning Project	10
Advanced Cleaning of Above-Floor Surfaces	4	Leadership Skills	4
Leadership Skills	2		
March - 4 weeks - 14 hrs		August - 4 weeks - 16hrs	
Advanced Cleaning of Hard Floor Surfaces	12	Green Cleaning Project	10
Leadership Skills	3	Leadership Skills	4
April - 3 weeks - 10 hrs		September - 3 weeks - 9 hrs	
Advanced Cleaning of Carpeted Floor Surfaces	6	Electrical Safety	3
Leadership Skills	3	Blood Borne Pathogens	3
		Leadership Skills	3
May - 4 weeks - 16 hrs		October - 4 weeks - 16 hrs	
Computer Training - Office Suite	8	Ladder Safety	3
School Dude	5	Lead	3
Leadership Skills	3	Genie Lift Safety	3
		Leadership Skills	3
		November - 3 weeks - 11 hrs	
		Fire Safety in Schools	3
		Personal Protective Equipment	3
		Leadership Skills	3

Syllabus Examples



Newport News Public Schools

Safety Training Program Syllabus

Instructor:

Pennie Boyack , Supervisor of Environmental Health and Sa

Course objectives:

The employee is expected to be able to recognize work place hazards and the procedures to rectify or report hazards to reduce on the job injuries. Have a basic understanding of the OSHA regulations that apply to daily work task and how to maintain OSHA compliance in the work place. How to recognize environmental hazards and the steps to prevent work place exposure.

Course Hours:

Eighteen hours of direct instruction.

Course Competencies:

Each participant needs to show competencies in recognizing

- 1) Good Housekeeping Practices (1/5 & 1/8)
 - Stormwater Pollution Prevention Plan
 - Good Housekeeping Measures
 - Best Management Practices
 - Prevent – Maintain – Report
- 2) Back Safety/Slips, Trips and Falls (1/13 & 1/15)
 - Avoiding Back Injuries
 - Proper Lifting Techniques
 - Recognizing Slip, Trip & Fall Hazards
 - Preventing Slips, Trips & Falls
- 3) Asbestos Awareness
 - Background
 - Health Effects
 - Summary of OSHA Regulations

Methods of Instruction:

Lecture, handouts, videos and hands on demonstration

Required Supplies:

Notebook or paper, writing utensil.

Grading Evaluation:

Must pass quizzes and participate in hands on training



Newport News Public Schools

Safety Training Program Syllabus

Instructor:

Pennie Boyack , Supervisor of Environmental Health and Safety

Course objectives:

The employee is expected to be able to recognize work place hazards and the procedures to rectify or report hazards to reduce on the job injuries. Have a basic understanding of the OSHA regulations that apply to daily work task and how to maintain OSHA compliance in the work place. How to recognize environmental hazards and the steps to prevent work place exposure.

Course Hours:

Eighteen hours of direct instruction.

Course Competencies:

Each participant needs to show competencies in recognizing work place hazards in the following areas:

- 6) Fire Safety in Schools
 - Recognizing Fire Hazards
 - Fire Extinguisher Training
- 7) Personal Protective Equipment
 - What is PPE
 - Donning PPE
 - PPE Maintenance
 - Hearing Conservation
- 8) Blood Borne Pathogens
 - Understanding the Risk
 - Safety Procedures
- 9) Electrical Safety
 - Recognizing the Hazard
 - Equipment & Cord Inspections
 - Use of GFCI
 - ArcFlash Hazards & PPE
 - Operating Breakers
- 10) Ladder Safety
 - A Frame ladders
 - Extension Ladders
- 11) Genie Lift Safety
 - Avoiding hazardous situations/safety rules
 - Pre-Operation Inspections
 - Inspecting he workplace
 - Set-up and use (hands on demo)
- 12) Lead
 - Background
 - Health Effects
 - Recognizing the hazard
 - Lead safe work practices

Methods of Instruction:

Lecture, handouts, videos and hands on demonstrations.

Required Supplies:

Notebook or paper, writing utensil.

Grading Evaluation:

Must pass quizzes and participate in hands on training.

Successful Completion will include:

- Successful completion of all required coursework
- Completion of all on the job training
- Receive a recommendation from Senior Custodian, Lead Custodian II, and Custodial Area Supervisor
- Satisfactory performance evaluation

Year 1 Rewards:

A 3.5% salary increase and a title of Custodial Technician I

Year 2 Rewards:

Same as above and a title of Custodial Technician II

Example of Certificate of Completion

Commonwealth of Virginia



Certificate of Completion of Apprenticeship

Know Ye that **John Q.**

has satisfactorily completed an apprenticeship of 8000 hours at the trade of

Electrician, Maintenance (Any Industry)

on this Tenth day of June 2011 in accordance with the standards approved by the Virginia Apprenticeship Council and is, by virtue of the statutes of the Commonwealth, awarded this certificate.

In Testimony whereof the official signature of the Virginia Apprenticeship Council has been subscribed hereon this Eleventh day of September 2007.

Secretary, Virginia Apprenticeship Council

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