



## **NCRWA Registered Apprenticeship**

### **Don'ts for Employers and Mentors**

1. **Do not** register, under any circumstance, the apprentice in any courses, certification schools etc. The payment for tuition has been prepaid by the employer. Instructors and approved providers by NCRWA have already been established and must be adhered to. Going outside of these guidelines is violating the sponsor's standards as approved by the USDOL.
2. **Do not** put the apprentice in harms way. Safety is a must for the protection of the apprentice, their co-workers, and the public.
3. **Do not** have apprentice work the night before or require overtime prior to any scheduled certification schools or certification exams.
4. **Do not** leave the apprentice without supervision before they have earned their license.
5. **Do not** require shift work within the first 1000 hours of the apprenticeship. At that time the apprentice may work rotating shifts.
6. **Do not** let questions go unanswered. NCRWA Workforce Development can address any questions or issues that may arise concerning the apprenticeship/apprentice. Do not guess what the action or solution may be. When in doubt contact: Carolyn Bynum, NCRWA Workforce Development Coordinator, [carolynbynum@ncrwa.org](mailto:carolynbynum@ncrwa.org) or 743-202-0971.
7. **Do not** move the apprentice from the track they were originally assigned to. Apprentices who begin the apprenticeship in the water track must stay with that track until completion. The same goes for Wastewater.
8. **Do not** request from the apprentice to choose whether to continue in the program. NCRWA spends funds and time to find the apprentice for you. The expectation that the employer adheres to the Standards of Apprenticeship which state the employer will provide continuous employment for the duration of the apprenticeship.
9. **Do not** take any action regarding the apprentice's removal from employment without consulting the NCRWA Workforce Development Coordinator.
10. **Do not** allow the apprentice to get behind on the OJT entries. They should be reviewed and verified by the mentor weekly.