
Appendix A

WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

DEVELOPED FOR

The University of Alabama Elevator Maintenance Department - AL007060002

AND APPROVED BY

**ALABAMA OFFICE OF APPRENTICESHIP
ALABAMA DEPARTMENT OF COMMERCE**

Approved by: 
(Registration Agency Rep)

Date: 08/04/2021



Appendix A

WORK PROCESS SCHEDULE ELEVATOR REPAIRER

O*NET-SOC CODE: 47-4021.00 RAPIDS CODE: 0174

☒ National Occupation ☐ State Occupation

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

☒ Time-based ☐ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is 8500 hours, supplemented by the 1172 total hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 2 apprentice(s) to 1 journeyworker(s).

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages specified below. In no case will the starting wages of apprentices be less than that required by a minimum wage law that may be applicable.

LEVEL	Field Hours	Wage	Remarks
Entry	500	\$24.60	Must satisfactorily complete UA 6-month introductory period and building field hours.
Level 1	1000	\$25.24	Working on Course 1 + associated Skills Folio items. OSHA Safety Course (30 hr).
Level 2	1000	\$26.50	Working on Course 2 + associated Skills Folio items.



Level 3	1000	\$27.74	Working on Course 3 + associated Skills Folio items.
Level 4	1000	\$29.02	Working on Course 4+ associated Skills Folio items. Must pass Level 1 (AET) Exam.
Level 5	1000	\$30.27	Working on Course 5 and Course 6, Parts 1 & 2 + associated Skills Folio items.
Level 6	1000	\$31.48	Working on Course 6, Part 3, and Course 7 + associated Skills Folio items.
Level 7	1000	\$32.81	Working on Course 8 & 9 + associated Skills Folio items.
Level 8	1000	\$34.06	Working on Course 10, 11 & 12 + associated Skills Folio items. Must pass Level 2 Exam.
Level 9	0	\$35.27	Studying for/taking CET Certification Exam. Must complete all Level 8 requirements before taking CET Certification Exam. Must complete within six months.
Certified Elevator Technician (CET)	0	\$36.52	Must complete within six months.
Certified Elevator Technician-Supervisor (CET-S)	0	\$37.84	Qualified for all duties, including taking on apprentices.

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 2000 hours.

6. SELECTION PROCEDURES

SECTION I – MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications to be eligible for the pool of applicants:

A. Age



Applicants must not be less than 21 years of age and provide appropriate verification of age respecting Alabama state laws.

B. Education

Applicants must have a high school diploma, General Educational Development (GED) equivalency, or other high school equivalency credential. Applicants must provide official transcript(s) for high school and any post-high school education.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others. The physical demands include balancing, climbing, crouching/stooping, feeling/handling, pulling/pushing, speaking, standing, walking/running, carrying, crawling, driving, reaching, sitting, squatting, twisting/bending, writing, and lifting up to 100 pounds.

Given the appropriate safety and personal protective equipment, an applicant must also be able to work in environmental conditions including close/cramped quarters, indoor temperature extremes, dust/fumes, electrical hazards, mechanical hazards, moving machinery/heavy equipment, and heights.

D. Other

A valid U.S. driver's license is required

SECTION II – SELECTION PROCEDURES

The sponsor has adopted the following selection procedures, consistent with the requirements set forth in 29 CFR § 30.10(b):

- A. Applications will be accepted as specified by the sponsor.
- B. Every applicant will be required to complete an application that will be made available by the sponsor.
- C. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their applications will be disqualified and no further processing of such application will be taken.



- D. Applicants will have the opportunity to review the standards, the sponsor's written rules and policies, and the apprenticeship agreement during the application process and prior to joining program.
- E. The sponsor follows internal human resources procedures prior to an offer of employment.



WORK PROCESS SCHEDULE ELEVATOR REPAIRER

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Work Process Guidelines:

- During the apprenticeship, the apprentice shall receive work experience and job-related education in all phases of the occupation, including safe work practices, necessary to develop the skill and proficiency of a skilled professional.
- The program sponsor or its designated apprenticeship committee must ensure apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the apprenticeship and identify what methodology will be used to track progression of experience on-the-job.
- Such on-the-job learning shall be carried on under the direction and guidance of a qualified professional.

	FIELD TOPICS	FIELD HOURS
1.	Introductory Period	500
2.	Introduction to Elevators	1000
3.	Basics of Installing Elevator Components	1000
4.	Maintenance Practices and Testing	1000
5.	Electrical Safety and Theory	1000
6.	Elevator Doors and Equipment	300
7.	Electric Traction Elevators	1400
8.	Electrical Wiring and Equipment	300
9.	Hydraulics Theory and Installing	400
10.	Basic Electronics and Fundamentals	600
11.	Machinery Troubleshooting and Rope Replacement	400
12.	Escalators and Moving Walks	300
13.	Accessibility	300
	TOTAL	8500



RELATED INSTRUCTION OUTLINE ELEVATOR REPAIRER

O*NET-SOC CODE: 47-4021.00 **RAPIDS CODE:** 0174

Related Instruction Guidelines:

- The course listings outline the related instruction that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related instruction that the apprentice can reach the skilled level of the occupation.
- Each apprentice's attendance and progress in related education must be tracked and appropriate records maintained.
- Time devoted to the job-related education shall not be considered as part of the on-the-job learning (OJL).
- Failure on the part of the apprentice to fulfill their obligation as to the related education and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their Apprenticeship Agreement.

Hours Instruction Provided: ☐ During Work Hours ☒ During Non-Work Hours ☐ Both

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	COURSE TOPICS	NAEC HOURS	EDUCATION ASSISTANCE HOURS	TOTAL HOURS
Entry	Introductory Period Orientation and Training	-	120	120
1.	Elevator History and Basic Safety	35	41	120
	Basic Print Reading	24		
	Handling Materials, Tools, Rigging and Hoisting	20		
2.	Pit Equipment	25	30	120
	Guide Rails	10		
	Machine Room Equipment	30		



	Hoistway Equipment	25		
3.	General Maintenance Practices	22	33	120
	Maintenance of Traction Elevators	30		
	Maintenance of Hydraulic Elevators	20		
	Maintenance of Escalators and Moving Walks	15		
4.	Electrical Safety and Theory	65	55	120
5.	Elevator Doors and Equipment	20	30	120
	Electric Principles	35		
	Electric Elevator Components	35		
6.	Elevator Troubleshooting	35	65	120
	Construction, Wiring and Equipment	20		
7.	Hydraulics	35	45	120
	Basic Electronics and Solid State	40		
8.	Elevator Rope Replacement	6	50	120
	Machinery Troubleshooting/Repair	24		
	Escalators and Moving Walks	20		
	Introduction to the Vertical Transportation Industry	20		
CET	CET-S	72	20	92
	TOTAL	683	489	1172