



Film Apprenticeship Programs Inc.

RULES & REGULATIONS

The Film Apprenticeship Program, Inc is approved by the New Mexico Apprenticeship Council.

SAFETY

1. All apprentices shall follow Safety Regulations and Training Center safety standards at all times. Unsafe practices will be reported to the instructor immediately.
2. Apprentices are required to wear proper clothing for the situation.
THINK SAFE / WORK SAFE
3. Classes are working sessions. Any apprentice not devoting class time to learn will be sent home. Failure to cooperate will result in no credit for the class.
4. Creating a disturbance while training will not be tolerated.
Any violation will be cause for dismissal.

HARRASSMENT POLICY

1. The Film Apprenticeship Program, Inc. is committed to providing a work and training environment free from unlawful harassment and discrimination.
2. During orientation, each apprentice will sign a harassment policy form stating that the harassment policy has been explained and reviewed in class.

IN CLASS RULES & REGULATIONS

1. Students cannot miss any classes during the Safety and Procedure portion of the program.
2. Students cannot miss more than one day per class.
(Missing a day may result in a lack of credit needed to pass that portion of training.)
3. Appropriate attire must be worn at all times.
4. Smoking is not allowed in any building NMFAPI operates out of.
A designated outdoor smoking area will be noted at the beginning of every class section.
5. Drinking alcohol and/or using drugs during class or on-the-job training is strictly forbidden.
6. The possession of alcohol and/or drugs during class or on-the-job training is strictly forbidden.
7. Creating a disturbance on the premises will not be tolerated.
8. All safety rules & requirements will be followed in classroom and during on-the-job training.
9. Cell phones are prohibited in all training areas.
Cell phones should be turned off or silenced at all times.
10. Do not write on or deface any walls, tables, props, etc. in training areas.
11. The possession or use of firearms on training premises is not permitted.

ANY OF THE ABOVE VIOLATIONS MAY RESULT IN DISMISSAL FROM THE PROGRAM



Film Apprenticeship Programs Inc.

RULES & REGULATIONS

APPRENTICE UPGRADES

Each apprentice shall receive normal upgrades in period and salary by meeting the following requirements:

1. Accumulating a minimum of 144 training hours
(as verified by the New Mexico Apprenticeship Counsel)
2. 100% attendance of classroom hours.
3. All apprentices shall be required to have all certifications current upon completion of the apprenticeship training program.
4. During 1st step of skills for on-the-job training, apprentices will make 50% of standardized rate of the profession being trained.
5. During 2nd step of skills for on-the-job training, apprentices will make 60% of standardized rate of the profession being trained.
6. During 3rd step of skills for on-the-job training, apprentices will make 70% of standardized rate of the profession being trained.
7. During 4th step of skills for on-the-job training, apprentices will make 80% of standardized rate of the profession being trained.

All steps of apprentice will be determined by skill ability by mentors.

It is the responsibility of the apprentice to give a copy of their upgrade from mentor to production company and FAPI.

ON-THE-JOB TRAINING HOURS

1. An apprentice whose OJT hours are verified by presenting original check stubs.
2. Pre-apprentice OJT hours will be accepted by the FAPI, with approval from instructor or mentor.

RULES & REGULATIONS RECEIPT

I do hereby certify that I have received and read thoroughly the Rules and Regulations and the general information of Film Apprenticeship Programs, Inc. I further understand that failure to comply with the rules and regulations, as set forth, could be caused for recommendation cancellation and dismissal from this program.

Name: _____
(PRINT CLEARLY)

Signature: _____

Date: _____

FAPI, #10 Rudy Rodriguez Dr. Santa Fe, NM 87508 505.216.5140 info@filmapprentice.org

©2008 Film Apprenticeship Programs, Inc., All Rights Reserved
NOTICE OF NON-DISCRIMINATORY POLICY

Film Apprenticeship Programs, Inc. accepts students of any gender, race, color, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally afforded to or made available to students in the program. The program does not discriminate on the basis of gender, race, color, sexual orientation, national and ethnic origin in administration of its educational policies, scholarships, loan programs or any other administered programs.