

(1) **SKILLED TRADE:** The employment and training of the Apprentice in a skilled trade or vocation.

*Medical Transcriptionists (O*NET/SOC 31.9094.00)*

(2) **REGISTRATION AGENCY:** Identification of the Registration Agency as the US Department of Labor, Bureau of Apprenticeship and Training.

(3) **EQUAL EMPLOYMENT OPPORTUNITY:** The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. The Sponsor will take Affirmative Action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 CFR, Part 30, as amended.

(4) **TERM:** A term of apprenticeship of not less than 2,000 (two thousand) hours of work experience, consistent with training requirements as established by industry practice.

4000 hours (2 years)

(5) **MINIMUM QUALIFICATIONS:** The minimum qualifications required by a Sponsor for persons entering the Apprenticeship Program, with an eligible starting age of not less than eighteen (18) years of age.

Completion of a Medical Transcriptionist Training Program within the preceding 24 months that meets the competencies as outlined in the Model Curriculum for Medical Transcription 3rd edition published by the American Association for Medical Transcription and is recommended by the Registered Apprenticeship Committee.

(6) **CREDIT FOR PREVIOUS EXPERIENCE:** The granting of advanced standing or credit for previously acquired experience, training or skills for all applicants equally, with commensurate wages for any progression step so granted.

(7) **APPRENTICE AGREEMENT:** The placement of the Apprentice under a written, formal Apprenticeship Agreement as required by Title 29, CFR Part 29. The Agreement shall directly, or by reference, incorporate the Standards of the Program as part of the Agreement.

(8) **PROBATIONARY PERIOD:** A probationary period reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the Apprenticeship Program requirements.

90 days

(9) **PROBATIONARY PERIOD TERMINATION:** Authority to the Program Sponsor for the termination of an Apprentice Agreement during the probationary period by either party without cause.

90 days

(10) WORK PROCESSES: An outline of the work process in which the apprentice will receive supervised work experience and training on the job, and the allocation of the *approximate* time to be spent in each major process.

<i>Discharge Summary Reports</i>	<i>640 hours</i>	<i>(4 months)</i>
<i>Account-Specific Expectations</i>	<i>12 hours</i>	
<i>Transcription</i>	<i>488 hours</i>	
<i>Quality Review</i>	<i>140 hours</i>	
<i>History and Physical Reports</i>	<i>640 hours</i>	<i>(4 months)</i>
<i>Account-Specific Expectations</i>	<i>12 hours</i>	
<i>Transcription</i>	<i>488 hours</i>	
<i>Quality Review</i>	<i>140 hours</i>	
<i>Transcription of Consultation Reports</i>	<i>640 hours</i>	<i>(4 months)</i>
<i>Account-Specific Expectations</i>	<i>12 hours</i>	
<i>Transcription</i>	<i>488 hours</i>	
<i>Quality Review</i>	<i>140 hours</i>	
<i>Transcription of Operative Reports</i>	<i>1000 hours</i>	<i>(6 months)</i>
<i>Account-Specific Expectations</i>	<i>12 hours</i>	
<i>Transcription</i>	<i>816 hours</i>	
<i>Quality Review</i>	<i>172 hours</i>	
<i>Transcription of a variety of reports</i>	<i>1080 hours</i>	<i>(6 months)</i>
<i>Transcription</i>	<i>920 hours</i>	
<i>Quality Review</i>	<i>160 hours</i>	

The work process of transcription is outlined in the Model Job Description for a Medical Transcriptionist published by the American Association for Medical Transcription.

Quality review hours will decrease on a monthly basis in suggested approximate hours as follows: 1st month 70 hours, 2nd month 38 hours, 3rd through 6th months 16 hours.

(11) WAGES: A progressively increasing schedule of wages to be paid the Apprentice consistent with the skill acquired. The entry wage shall not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable Federal law, State law, respective regulations, or by collective bargaining agreement.

starting wage	4 months	8 months	12 months	18 months	ending wage
50%	55%	60%	65%	70%	80%
7.50	8.25	9.00	9.75	10.50	12.00

Program competencies and performance standards, such as quality and production, are tied to the above review periods and increasing schedule of wages and defined by the participating employer. Refer to the Participating Employer's policy for more information if standards should exceed expectations. Apprentices will be eligible to sit for the Certified Medical Transcriptionist credentialing exam at the end of the two years.

(12) QUALIFIED TRAINERS AND SUPERVISION: Assurance of qualified training personnel and adequate supervision on the job.

Minimum of 5 years related experience with the designation of Certified Medical Transcriptionist (CMT) preferred. See MT QA Editor job description published by the American Association for Medical Transcription.

(13) RATIO: The numeric ratio of Apprentices to journeyworkers, consistent with proper supervision, training, safety and continuity of employment, and any applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language shall be specific and clear as to application in terms of jobsite work force, department or plant.

Ratio will be 1 mentor to 4 apprentices.

(14) SAFETY: Adequate and safe equipment and facilities for training and supervision, and safety training for Apprentices on the job and in related instruction.

(15) RELATED TRAINING: Provision for organized related supplemental instruction in technical subjects related to the trade. A minimum of 144 hours for each year of Apprenticeship is recommended. Such instruction may be given in a classroom, through correspondence courses of equivalent value, or other forms of self-study approved by the Registration Agency.

*Hours spent on related training **will not** be compensated by sponsoring employer.*

1st year:	Review of Technology Competencies	24		
	Skillbuilding Practice	24		
	AAMT General Medicine Module	48		
	Physical Exam and Health Assessment	48	=	144
2nd year:	Skillbuilding with Accents	24		
	AAMT General Surgery Module	64		
	CMT Review	64	=	152

(16) PERIODIC REVIEW: Periodic review and evaluation of the Apprentice's progress in job performance and related instruction, and the maintenance of appropriate progress records.

Reviews will be at 60 days, 4 months, 8 months, 12 months, and 18 months.

(17) RECORDS MAINTENANCE: Recording and maintenance of all records concerning Apprenticeship as may be required by the Bureau of Apprenticeship and Training or other applicable law.

(18) **PERSON TO RECEIVE COMPLAINTS:** Name and address of the appropriate authority under the Program to receive process and make disposition of complaints.

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(19) **COMPLETION CERTIFICATE:** Recognition for successful completion of Apprenticeship evidenced by an appropriate certificate afforded by the US Department of Labor, Bureau of Apprenticeship and Training.

(20) **REGISTRATION/COMPLETION/CANCELLATION OF APPRENTICES:** Provision for registration of Apprenticeship Agreements, modifications, and amendments. Notice to the Registration Agency of persons who have successfully completed Apprenticeship Programs, and notice of cancellations, suspensions and terminations of Apprentice Agreements and causes therefore.

(21) **REGISTRATION/CANCELLATION/DEREGISTRATION OF PROGRAM:** Provision for the registration cancellation and deregistration of the program and requirement for the prompt submission of any modification or amendment thereto.

(22) **TRANSFER OF TRAINING:** Transfer of employer's training obligation when the employer is unable to fulfill his obligation under the Apprenticeship Agreement to another employer under the same program with consent of the Apprentice and Apprenticeship Committee or Program Sponsor.