



Advance your career at American Chemet with the

Certified Manufacturing Associate Apprenticeship

American Chemet is excited to offer a new professional development opportunity to our new and recent production employees in entry level positions.

The **Certified Manufacturing Associate Apprenticeship** is a **1-year training program** that combines your time on the job with online courses to help you learn basic manufacturing concepts and high-demand skills. After successful completion of the work hours, course requirements, and exam, you will receive certificates from the Montana Department of Labor and Industry and the Society of Manufacturing Engineers.

Benefits of the Apprenticeship for Employees

- Gain key manufacturing skills that you can use immediately at American Chemet and throughout your career.
- Earn certification that demonstrates your manufacturing knowledge, skills, and potential to current and future employers.
- Fast track your advancement through the Trainee levels at American Chemet upon successful completion of the program, expediting your eligibility for pay increases.



Montana Registered Apprenticeships

A Montana Registered Apprenticeship allows you to gain skills training for a specific occupation while working and earning a wage. Employer sponsors create training programs based on real-world work situations and skill requirements, and you learn from seasoned professionals at their companies. After completing the training, you'll receive a nationally recognized certificate.

The Certified Manufacturing Associate Apprenticeship

The Certified Manufacturing Associate Apprenticeship is a Montana Department of Labor & Industry approved apprenticeship that teaches basic manufacturing concepts that will demonstrate your potential for high-demand, entry-level manufacturing roles. It is designed for individuals who are new to manufacturing and interested in roles such as an assembler, manufacturing associate, production laborer and other entry-level manufacturing occupations.

American Chemet is the Employer Sponsor, and the apprenticeship is structured to help you achieve the skills needed to move through the company's Trainee levels.

Wage Information

Apprentices earn step increases to their wages as they make progress through the time and skill requirements. Sample progression:

Step 1	Entry Apprenticeship Wage: \$23.74
Step 2	1 st step increase, typically after 6 months: \$24.74
Step 3	Upon completion of apprenticeship and pass test: \$27.73

Apprenticeship Format and Completion Requirements

This Apprenticeship uses a **hybrid** approach. It combines on-the-job training with technical instruction. To complete the apprenticeship, you will have to meet time requirements (number of hours on the job) and skill requirements (technical instruction/competency assessments).

Work Time Requirements

1 year (2000 hours) of continuous employment, including probationary period.

Competency Requirements

Through on-the-job training, demonstrate basic manufacturing competencies, including:

- Protect self and other workers from accidents and injuries
- Operate production equipment
- Produce quality product
- Interpret technical information
- Measure and inspect work using tools and testing equipment
- Demonstrate knowledge of routine equipment maintenance
- Demonstrate knowledge of inventory and material processes
- Demonstrate knowledge of trends and current state of business
- Demonstrate continuous improvement
- Set up production equipment

Online training requirements

144 hours of technical instruction, including 25 online classes on the training platform Tooling U. (American Chemet will provide computer access and some time during work hours for classes. Employees will be expected to do some coursework on their own time.) Class List:

Safety

- Intro to OSHA
- Ergonomics
- Personal Protective Equipment

Exam: Certified Manufacturing Associate Exam from the Society of Manufacturing Engineers

- Online test
- 2-hour limit
- 75 questions
- Pass = 70%

- Lockout/Tagout Procedures
- SDS and Hazard Communication
- Bloodborne Pathogens
- Fire Safety and Prevention
- Hand and Power Tool Safety
- Safety for Assembly

Math, Measurement & Blueprints

- Basic Measurement
- Units of Measurement
- Math Fundamentals
- Math Fractions & Decimals
- Basics of Tolerance
- Blueprint Reading

Manufacturing Processes

- Intro to Assembly
- Intro to Additive Manufacturing
- Intro to CNC Machinery
- Introduction to Robotics
- Robot Safety
- Tools for Threaded Fasteners

Quality

- Quality Overview

Problem Solving

- Troubleshooting

Lean Manufacturing

- Lean Overview
- 5S Overview

Apprenticeship Completion and Certificates

The State of Montana will issue a certificate of completion to successful participants of the Certified Manufacturing Associate Apprenticeship.

The national Society of Manufacturing Engineers will issue a certificate documenting successful passage of the Certified Manufacturing Associate examination.

Successful apprentices will receive the final (Step 3) wage increase. At American Chemet, they may also be eligible for additional advancement through trainee levels based on the skills achieved during the apprenticeship.

Eligibility Requirements

State requirements

- 16 years of age or older.
- Physically able to perform the essential functions of the occupation, with or without reasonable accommodations.
- A high school diploma, HiSET, or equivalency is required. Proof of high school diploma or GED/HiSET records must be submitted.

American Chemet requirements

- Open to current employees who have worked at American Chemet for two years or less
- Open to new hires, following a waiting period (typically 90 days)
- Approval of supervisor required
- After successful completion of the program, apprentices will agree to continue to work at American Chemet for at least 12 months.

Ready to get started?

Current Employees:

Talk to your supervisor about your interest in pursuing an Apprenticeship.

New/Prospective Employees:

*Contact **Penny Balcerzak** in Human Resources for more information about this opportunity.*

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