



Artisan Historic Contracting Apprenticeship Handbook

Sponsored By: *International Guild of Artisans & Masters*



Program: 4-Year Specialized Restoration Training
Focus: Historic Craftsmanship & Preservation

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Section 1: Program Overview

- **Duration:** 4 Years

This means the program will take **four full years** to complete. Think of it like high school—each year builds on the last. During these four years, you'll learn step by step, starting with the basics and moving toward advanced skills. The time is spread out so you can practice, improve, and really understand everything before moving on.

- **Objective:** Develop mastery in 10 specialized restoration areas

The goal of the program is to make you an **expert in 10 different areas of historic restoration**. Restoration means fixing or bringing old things—like buildings, furniture, or artwork—back to their original beauty. These areas could include things like:

- **Woodwork** (repairing old doors, windows, and floors)
- **Stonework** (fixing old stone walls or monuments)
- **Metalwork** (restoring iron gates or hardware)
- **Painting and Finishes** (using special paints and coatings to protect and beautify surfaces)
- **Glasswork** (repairing stained glass or old windows)
- **Plaster and Masonry** (fixing walls and ceilings)
- **Roofing** (restoring historic roofs)
- **Hardware Restoration** (fixing old locks, hinges, and handles)
- **Flooring** (repairing historic floors)
- **Decorative Details** (restoring fancy trim, carvings, or ornaments)

By the end, you won't just know a little about each—you'll be **really good at all of them**.

- **Outcome:** Certified Historic Restoration Specialist

When you finish the program, you'll earn a **special certificate** that proves you are a **Historic Restoration Specialist**. This is like getting a diploma, but it shows you have advanced skills in restoring historic buildings and objects. People who own old homes, museums, or landmarks will trust you to take care of their valuable history because you have official training and certification.



AHC Apprenticeship Program

Build Your Future in Historic Restoration

The **Artisan Historic Contracting (AHC) Apprenticeship Program** is designed to train the next generation of skilled restoration professionals. Our program is rooted in a **10-Point Skill Framework** across **10 Specialized Restoration Areas**, ensuring comprehensive, hands-on learning that preserves architectural heritage.

10 Specialized Restoration Areas

1. **Historic Wood Siding Restoration**
2. **Architectural Millwork & Trim**
3. **Doors & Windows Restoration**
4. **Staircases & Rail Systems**
5. **Flooring Restoration**
6. **Surface Finishes (Paint, Shellac, Oil, Wax)**
7. **Turning & Shaping (Lathe Work, Carving)**
8. **Measurement & Takeoff**
9. **Structural Repairs & Joinery**
10. **Hardware & Fastening Systems**

Each area includes **10 essential skills** that apprentices will master, from traditional joinery and millwork to advanced finishing techniques. This structured approach ensures you gain the expertise needed for a successful career in historic restoration.

Program Highlights

- **Hands-On Training:** Work on real restoration projects under expert guidance.
 - **Historic Accuracy:** Learn authentic techniques that honor architectural heritage.
- Career Advancement:** Build a foundation for long-term growth in a specialized trade.

Compensation

When you are **accepted into the program**, you are **hired immediately** as a paid apprentice.

- **Starting Wage:**
- **\$16.50 per hour minimum**
- After the **Program Administrator's evaluation**, your starting wage may be adjusted to **\$16.50–\$18.00 per hour**, based on experience and skill assessment.

Why Join AHC?

- Become part of a team dedicated to preserving history.
- Gain specialized skills that set you apart in the restoration industry.
- Earn while you learn—your training is your career launchpad.

Work Hours and Scheduling for Apprentices

An apprentice's schedule can vary based on project needs. While the standard expectation is **up to 40 hours per week**, there are situations where hours may be fewer or certain days may be off. Common reasons include:

- **Trade Overlap:** When multiple trades (e.g., electrical, plumbing, carpentry) are working in the same area, sequencing is critical. If another trade must complete its work first, the apprentice may be temporarily paused.
- **Inspections:** Local building inspections or code compliance checks can halt work until approval is granted.
- **Material Delays or Site Conditions:** Sometimes work cannot proceed due to supply chain issues or environmental factors.

Nature of the Trades

Construction and restoration involve **specialized trades**, each with unique tasks and timing:

- **Electrical:** Requires precise wiring, panel setup, and safety grounding.
- **Plumbing:** Involves water supply, drainage, and fixture installation.
- **Carpentry & Finish Work:** Includes framing, trim, and restoration details.
- **Masonry & Structural Work:** Focused on stability and historical integrity.

These trades often **interdepend**, meaning one must finish before another can start. This sequencing ensures efficiency and compliance.

Strict Adherence to Code and Safety

Every task is governed by **local building codes, OSHA standards, and safety regulations**. This includes:

- **Permits and Inspections:** Work cannot proceed without proper approvals.
- **Personal Protective Equipment (PPE):** Mandatory for all workers.
- **Hazard Mitigation:** Electrical lockout/tagout, fall protection, and dust control.
- **Quality Assurance:** Ensures historical restoration meets both modern safety and preservation standards.

Students in Local School OJT Programs

If you are enrolled in your local school's **On-the-Job Training (OJT) Program**, your pay and related employment details are governed by your school's policies—not by the employer alone.

What you need to do:

- **Refer to your school's official OJT guidelines** for pay structure and requirements.
- **Contact your school's program administrator** for clarification on wages, hours, and compliance with educational standards.

This ensures that your participation aligns with both **state education regulations** and the school's program objectives.

Section 2: Specialized Areas

AHC Specializes In

1. **Historic Wood Siding Restoration**
2. **Architectural Millwork & Trim**
3. **Doors & Windows Restoration**
4. **Staircases & Rail Systems**
5. **Flooring Restoration**
6. **Surface Finishes (Paint, Shellac, Oil, Wax)**
7. **Turning & Shaping (Lathe Work, Carving)**
8. **Measurement & Takeoff**
9. **Structural Repairs & Joinery**
10. **Hardware & Fastening Systems**



1. Historic Wood Siding Restoration

1. Identifying historic wood species and profiles
2. Assessing rot, insect damage, and moisture issues
3. Safe removal and salvage of original siding
4. Repairing and splicing damaged boards
5. Matching historic profiles with reproduction techniques
6. Proper priming and sealing for exterior durability
7. Installing siding with correct spacing and fasteners
8. Weatherproofing joints and seams
9. Using low-VOC adhesives and finishes
10. Documenting restoration for historic compliance

Architectural Millwork & Trim

1. Reading historic millwork profiles and patterns
2. Measuring and templating complex trim shapes
3. Cutting and shaping moldings with precision tools
4. Repairing cracks and splits in decorative trim
5. Reproducing missing sections using hand tools and machines
6. Applying traditional finishes (shellac, wax, oil)
7. Installing trim with concealed fastening techniques
8. Understanding expansion gaps and seasonal movement
9. Matching paint layers for historic authenticity
10. Cataloging millwork for restoration records

3. Doors & Windows Restoration

1. Removing doors/windows without damaging frames
2. Assessing sash cord, pulley, and balance systems
3. Reglazing windows with historic putty techniques
4. Repairing mortise-and-tenon joints in door frames
5. Stripping old finishes safely
6. Installing reproduction hardware (locks, hinges)
7. Weatherstripping for energy efficiency without altering design
8. Aligning and rehanging doors for proper swing
9. Glass cutting and fitting for historic panes
10. Documenting hardware and joinery details

4. Staircases & Rail Systems

1. Understanding stair geometry and rise/run ratios
2. Repairing or replacing balusters and newel posts
3. Restoring handrails with proper shaping and sanding
4. Reinforcing structural integrity of treads and risers
5. Matching wood species for replacements
6. Installing traditional joinery (dowel, mortise)
7. Applying period-correct finishes
8. Ensuring code compliance while preserving design
9. Repairing decorative elements (volutes, scrolls)
10. Documenting restoration for historic records

5. Flooring Restoration

1. Identifying historic flooring materials (pine, oak, fir)
2. Removing damaged boards without harming adjacent areas
3. Repairing subfloor and joists for stability
4. Sanding and leveling uneven surfaces
5. Matching historic board widths and lengths
6. Applying traditional finishes (oil, wax, shellac)
7. Installing replacement boards with correct fasteners
8. Blending new boards with aged patina
9. Addressing squeaks and movement issues
10. Maintaining proper humidity for wood longevity

6. Surface Finishes (Paint, Shellac,

1. Identifying historic paint layers and finishes
2. Safe stripping techniques for lead-based coatings
3. Mixing and applying milk paint and chalk paint
4. Applying shellac and tung oil for woodwork
5. Waxing and buffing for period-correct sheen
6. Understanding curing times and environmental factors
7. Color matching for historic authenticity
8. Using low-VOC products for sustainability
9. Layering finishes for durability and aesthetics
10. Documenting finish schedules for compliance

7. Turning & Shaping (Lathe Work)

1. Setting up and operating a wood lathe safely
2. Turning spindles, balusters, and decorative elements
3. Carving ornamental details by hand
4. Selecting appropriate chisels and gouges
5. Maintaining tool sharpness for precision work
6. Reading historic patterns and reproducing them
7. Sanding and finishing turned pieces
8. Repairing damaged carvings without altering design
9. Matching wood grain for visual continuity
10. Documenting carved and turned components

8. Measurement & Takeoff

1. Reading architectural drawings and blueprints
2. Using folding rules, calipers, and marking gauges
3. Calculating material quantities accurately
4. Measuring complex angles and curves
5. Creating templates for irregular shapes
6. Recording measurements for restoration logs
7. Understanding scaling and proportion in historic work
8. Using digital tools for precision when allowed
9. Verifying measurements before cutting
10. Communicating measurements clearly to team members

9. Structural Repairs & Joinery

1. Assessing structural integrity of historic framing
2. Repairing beams and joists using traditional methods
3. Executing mortise-and-tenon and dovetail joints
4. Reinforcing weak connections with concealed fasteners
5. Using epoxy consolidants for wood stabilization
6. Installing sister joists and splices for strength
7. Understanding load paths and weight distribution
8. Matching historic joinery techniques for authenticity
9. Applying adhesives and clamps correctly
10. Documenting structural interventions for compliance

10. Hardware & Fastening Systems

1. Identifying period-correct hardware styles
2. Removing and restoring antique hinges and locks
3. Installing reproduction mortise locksets
4. Aligning hardware for smooth operation
5. Using square-cut nails and traditional fasteners
6. Understanding mechanical vs. adhesive fastening
7. Repairing or replacing sash cord and pulley systems
8. Applying corrosion protection to metal components
9. Cataloging hardware for restoration records
10. Ensuring hardware meets functional and aesthetic standards

Section 3: Year-by-Year Curriculum

4-Year Apprenticeship Training Program

Focus: Mastery of Specialized Restoration Areas

Structure:

- **Year 1:** Fundamentals – Tools, Safety, Measurement, Basic Joinery
- **Year 2:** Intermediate – Doors, Windows, Siding, Hardware
- **Year 3:** Advanced – Turning, Shaping, Millwork, Finishes
- **Year 4:** Mastery – Complex Restorations, Project Management, Code Compliance

AHC Apprenticeship Pay Advancement Timeline

Year 1: Fundamentals

Focus: Tools, Safety, Measurement, Basic Joinery

- **Starting Point:** 0 points (\$0.00)
- **End of Year Goal:** 10 points (\$1.00 increase)
 - **Progression:**
- Month 1–3: 2 points (\$0.20)
- Month 4–6: 4 points (\$0.40)
- Month 7–9: 7 points (\$0.70)
- Month 10–12: 10 points (\$1.00)

Year 2: Intermediate

Focus: Doors, Windows, Siding, Hardware

- **Starting Point:** 10 points (\$1.00)
- **End of Year Goal:** 20 points (\$2.00 increase)
 - **Progression:**
- Month 13–15: 12 points (\$1.20)
- Month 16–18: 15 points (\$1.50)
- Month 19–21: 18 points (\$1.80)
- Month 22–24: 20 points (\$2.00)

Year 3: Advanced

Focus: Turning, Shaping, Millwork, Finishes

- **Starting Point:** 20 points (\$2.00)
- **End of Year Goal:** 30 points (\$3.00 increase)
 - **Progression:**
- Month 25–27: 22 points (\$2.20)
- Month 28–30: 25 points (\$2.50)
- Month 31–33: 28 points (\$2.80)
- Month 34–36: 30 points (\$3.00)

Year 4: Mastery

Focus: Complex Restorations, Project Management, Code Compliance

- **Starting Point:** 30 points (\$3.00)
 - **End of Year Goal:** 40 points (\$4.00 increase)
 - **Progression:**
 - Month 37–39: 32 points (\$3.20)
 - Month 40–42: 35 points (\$3.50)
 - Month 43–45: 38 points (\$3.80)
 - Month 46–48: 40 points (\$4.00)
- ☐ **Total Potential Increase Over 4 Years:** \$4.00 per hour (40 points)
- ☐ **System Benefits:** Transparent, skill-based, and tied to measurable milestones.

□ Ten Skill Points for Apprentices

Each Specialized Area becomes a skill point:

1. **Wood Siding:** Identification, removal, repair, and installation of historic siding.
2. **Millwork & Trim:** Precision cutting, molding, and replication of profiles.
3. **Doors & Windows:** Sash cord replacement, glazing, mortise locksets.
4. **Stair Systems:** Balusters, newel posts, nosing, and structural integrity.
5. **Flooring:** Historic plank restoration, refinishing, and subfloor repair.
6. **Finishes:** Application of shellac, tung oil, milk paint, chalk paint.
7. **Turning & Shaping:** Lathe operation, carving, and ornamental detailing.
8. **Measurement & Takeoff:** Accurate material estimation and layout planning.
9. **Structural Repairs:** Joist hangers, brackets, and load-bearing joinery.

Overview of the AHC 10-Point System

- **Purpose:** To reward apprentices for skill development and mastery in historic restoration trades.
- **Value:** Each point = **\$0.10 per hour increase** in base pay.
- **Structure:** 10 Specialized Areas, each worth **1 point** when competency is demonstrated.

The 10 Specialized Areas

1. **Tools & Safety** – Proper use of hand/power tools, PPE compliance.
2. **Measurement & Layout** – Accurate measuring, marking, and layout techniques.
3. **Basic Joinery** – Mortise & tenon, dowels, and traditional joinery.
4. **Doors** – Hanging, fitting, and restoring historic doors.
5. **Windows** – Sash repair, glazing, and hardware installation.
6. **Siding & Exterior Trim** – Historic siding restoration and weatherproofing.
7. **Hardware & Fasteners** – Correct installation of period hardware.
8. **Turning & Shaping** – Lathe work, curved elements, and ornamental shaping.
9. **Millwork & Finishes** – Moldings, casing, and authentic finishing techniques.
10. **Code Compliance & Project Management** – Understanding building codes, sequencing, and managing restoration projects.

How Points Are Earned

- **Assessment:** Each area has a **competency checklist** (e.g., tool safety, precision, finish quality).
- **Verification:** Skills are evaluated by a **Master Craftsman or Program Lead**.
 - **Incremental Progress:**
- Partial mastery = **0.5 point**
- Full mastery = **1 point**
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- **Timing:** Points are awarded as milestones are achieved, not just at year-end.

Example Progression

- Apprentice demonstrates safe tool handling → earns **0.5 point**.
- Completes joinery project meeting quality standards → earns **1 point**.
- By mastering all 10 areas → **10 points = \$1.00/hr increase**.

Why This System Works

- **Transparent:** Apprentices know exactly what skills lead to pay increases.
- **Skill-Based:** Rewards competency, not just time served.
- **Motivational:** Encourages continuous learning and mastery.

Section 4: Apprentice Tool Catalog

Tools Apprentices Must Acquire:



Measuring & Marking Tools

- **Combination Square** *Usage:* For precise 90° and 45° measurements.
- **Folding Rule** *Usage:* Accurate length measurement for layouts.
- **Chalk Line** *Usage:* Straight lines for siding and flooring alignment.
- **Marking Gauge** *Usage:* Consistent marking for joinery depth.

Cutting Tools

- **Back Saw / Dovetail Saw**
- **Keyhole Saw**

Planing & Smoothing

- **Block Plane**
- **Jack Plane**

Fastening Tools

- **Claw Hammer**
- **Nail Set**

Specialty Tools

- **Drawknife**
- **Plumb Bob**

Safety Gear

- **Dust Mask / Respirator**
- **Shop Apron**

Section 5: Program Guidelines

Program Guidelines – Requirements

1. Minimum Age: 18

- **Legal Basis:**
 - **Fair Labor Standards Act (FLSA), 29 U.S.C. § 203(I)** – Defines child labor restrictions.
 - **Occupational Safety and Health Act (OSHA), 29 U.S.C. § 651 et seq.** – Prohibits minors under 18 from hazardous occupations, including construction and restoration work.
- **Why:** Ensures compliance with federal child labor laws and safety standards.

2. High School Diploma or Equivalent

- **Legal Basis:**
 - **Workforce Innovation and Opportunity Act (WIOA), 29 U.S.C. § 3101 et seq.** – Encourages educational attainment for workforce programs.
 - **Equal Employment Opportunity Commission (EEOC) Guidelines, 29 C.F.R. § 1606** – Requires nondiscriminatory application of educational prerequisites.
- **Why:** Confirms readiness for technical training and aligns with federal workforce development standards

3. Physical Ability for Manual Work

- **Legal Basis:**
 - **Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.** – Employers may require essential physical functions if reasonable accommodations are provided.
 - **OSHA Standards, 29 C.F.R. Part 1926** – Mandates safe performance of physical tasks in construction environments.
- **Why:** Ensures apprentices can safely perform duties while respecting ADA compliance.

4. Commitment to 4-Year Program

- **Legal Basis:**
 - **National Apprenticeship Act, 29 U.S.C. § 50** – Governs registered apprenticeship programs and structured training timelines.
 - **State Labor Codes** (varies by jurisdiction) – Often require documented training agreements for apprenticeships.
- **Why:** Provides a structured pathway for skill development and wage progression under recognized apprenticeship standards.

AHC Apprenticeship Code of Conduct

During Program

1. Respect Instructors and Peers

- Treat all team members with professionalism and courtesy.
- **Infraction Remedy:** Verbal warning → Written notice → Possible suspension.

1.

•Maintain Safety Standards

- Follow OSHA guidelines and AHC safety protocols at all times.
- **Infraction Remedy:** Immediate retraining; repeated violations may result in removal from program.

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•Complete Assignments on Time

- Meet deadlines for projects and evaluations.
- **Infraction Remedy:** Mandatory catch-up sessions; persistent delays affect advancement points.

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•No Unauthorized Tool Use

- Use tools only under supervision and with proper training.
- **Infraction Remedy:** Tool access revoked until retraining completed.

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•Maintain Personal Hygiene

- Arrive clean and presentable; avoid strong odors that may affect the work environment.
- **Infraction Remedy:** Private counseling; repeated issues may lead to suspension.

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•Use Appropriate Language

- No profanity, discriminatory remarks, or offensive comments.
- **Infraction Remedy:** Immediate warning; repeated violations result in formal disciplinary action.

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•Follow Dress Code

- Wear work-appropriate attire: safety boots, protective gear, and clothing suitable for manual labor.
- **Infraction Remedy:** Sent home to correct attire; repeated violations may affect program standing.

After Completion

1. Uphold AHC Values

- Integrity, craftsmanship, and historical preservation.
- **Infraction Remedy:** Review by AHC Ethics Committee; corrective action plan required.

1.

•Mentor New Apprentices

- Share knowledge and foster growth in the next generation.
- **Infraction Remedy:** Loss of mentorship privileges if standards are not met.

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•Follow Ethical Restoration Practices

- Adhere to preservation codes and avoid shortcuts that compromise quality.
- **Infraction Remedy:** Formal review; potential suspension of AHC certification.

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Reward for Full Compliance

Opportunity to Open Your Own AHC Franchise

- Graduates who complete the program with **zero major infractions** and demonstrate mastery in all 10 specialized areas qualify for **AHC Franchise Ownership Pathway**, including:
 - Business training
 - Brand licensing
 - Ongoing support from AHC headquarters

Section 6: Signature Page

apprentice signatures

instructor signatures