



APPRENTICESHIP PROGRAM

RADIOGRAPHY
TESTING

THE APPRENTICE

The responsibilities of an apprentice are:

- » To behave in a safe and responsible manner and in accordance with the requirements of health safety and company procedures
- » To work for the employer to the best of their ability and in accordance with MISTRAS' policies and procedures
- » To observe the employer's terms and conditions of employment
- » To demonstrate a commitment to succeed in the apprenticeship program
- » To ensure that attendance, punctuality, and attitude are excellent throughout the process
- » To attend and participate in all assigned classes at MISTRAS site locations as agreed in their developmental plan
- » To inform the appropriate individuals if they are unable to attend classes or be present in a workplace assessment within a reasonable time
- » To work with their trainer/assessors to ensure all learning components identified in their training plan are achieved and documented

SUCCESS GUIDELINES

Once accepted into the apprenticeship program, it's time to start learning and developing the apprentice's non-destructive testing (NDT) skills under the guidance and supervision of qualified SMEs and certified RT professionals. To ensure success, the apprentice should:

- » Ensure that they have the right gear and understand the workplace equipment and worksite's safety standards
- » Document the numbers of work-based hours that are required to complete the apprenticeship
- » Follow the instructions of the MISTRAS individuals who are responsible for their worksite training and development
- » Check to ensure that their progress is being tracked and their work-based hours are documented and reported
- » Submit the post-training evaluation survey

APPRENTICESHIP PROGRAM PROCESS

To be accepted into the MISTRAS Apprenticeship program, a candidate is required to go through a comprehensive screening process which includes:

- » Safety and math assessment that will be administered during the interview stage
- » Successful completion of a background check
- » Drug screening
- » Once accepted into the program, the apprentice will be required to:
 - Complete all assigned training programs
 - Obtain the State Card or IRRSP
 - Accumulate documented - experience on-the-job training (OJT) work hours within 9 months
 - Successfully pass the Computed or Digital (profile) Radiographic Testing (RT Level I and Level II certification examinations)

Upon the successful completion of the RT Apprenticeship Program, a "MISTRAS Certificate of Completion" and an exciting brand new career will be awarded to the candidate.

MISTRAS COMMITMENT

MISTRAS is committed to providing our apprentices with the opportunity to perform work and be a part of projects which will enable them to produce documented evidence towards their qualification and technical certifications in the field of RT.

To ensure the successful progression of the apprentice, MISTRAS will participate in periodic reviews of the individual's progress at regular intervals throughout their apprenticeship. These reviews are designed to provide the opportunity to discuss and address concerns and questions that the apprentice may have.

MISTRAS Group, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

TRAINING OVERVIEW

Training will be provided to the candidate by certified, experienced RT technicians and Subject Matter Experts (SMEs), web-based Training (WBT), Instructor-led Training (ILT), hands-on demonstrations and exercises, and On-the-job Training (OJT).

Assessment will include passing the applicable State Card or Industrial Radiography Radiation Safety Personnel (IRRSP), and certification examinations for Level I and Level II in Computed or Digital (profile) Testing (RT).

Coordination of training programs and classes will be provided by the MISTRAS site's Quality Manager and the Regional Human Resource Manager.

STAGES AND BENCHMARKS

The RT Apprenticeship program is 9 months in duration, with benchmarks (dates that are required to be met), on-site assessments, and training with end-point assessments (certification examinations).

QUALIFICATION ASSESSMENTS

The following sections provide an overview of the seven (7) benchmarks that make up the RT Apprenticeship program:





BENCHMARK 1 INITIAL HIRE

Prior to hire, candidates will be vetted through the interview process (Program Director), successful completion of Safety and/or Basic Math Test with a passing score of 80% or higher.

Requirements:

- » Safety/Basic Math Test
- » 40 Hour Radiation Safety ILT/Blended Course

CR/DR Course Prep:

Time between initial hire and the first benchmark should be spent preparing for the State Card exam. The apprentice should work with their mentor (Level II) on the following:

Study Material:

- » Fundamentals of Radiation Safety
- » Math associated with Radiation Safety
- » Calibration intervals
- » Maintenance intervals
- » Atomic structure

Radiation Safety WBT Courses:

- » Radiation Safety O&E
- » Radiation Safety Physics
- » Peer Checking Lessons Learned

Study material, quizzes, and WBT shall be made available to the apprentice.

BENCHMARK 2 1 MONTH

Documented proof of OJT (Experience) hours and WBT results will be uploaded to TCS within one week of receipt and notification shall be sent to Program Director upon completion.

Requirements:

- » Successful Completion of required WBT (below)

CR/DR ILT/WBT Course Prep:

Time between the second and third benchmark should be spent preparing for the upcoming course(s). The apprentice should work with their mentor (Level II) on the theory of the following:

Study Material:

- » Proper adherence to procedural requirements
- » Continued emphasis on Radiation Safety principals

Radiography WBT Courses:

- » RT Profile Radiography

Reference Material: 100-RT-007 ; 100-RT-022

* RT WBT courses shall be completed with a passing score prior to the start of the CR/DR ILT/WBT Course.

3 2 MONTHS

4 3 MONTHS

BENCHMARK 3 2 MONTHS

CR/DR ILT/WBT Course - Certificate of Completion will be awarded after completion of the End of Course exam passing grade of 70% of higher. Documented proof of OJT (Experience Hours) will be uploaded to TCS within one week of receipt and notification shall be sent to the Program Director upon completion.

Requirements:

- » CR/DR ILT/WBT Course
 - » 16 Hour System Specific ILT Course
 - » 84 OJT (Experience) Hours

Implementing RT knowledge:

Time between the third and fourth benchmark should be spent implementing the knowledge and information from the CR/DR course and preparing for the State Card/IRRSP examination. The apprentice should work with their mentor on the practical application of the following:

Study Material:

- » Radiographic technique (Exposure Arrangements i.e.: Tangential ; Through-Wall)

Study material, quizzes, and WBT shall be made available to the apprentice.

BENCHMARK 4 3 MONTHS

State Card/IRRSP Exam

Requirements:

- » Previous three (3) Benchmarks successfully completed
- » 84 OJT (Experience) Hours

State Card IRRSP:

Study material shall be made available (ILT if recommended):

Time between the fourth and fifth benchmark should be spent preparing for the upcoming Proficiency Demonstration. Continuous implementation of the previous tasks shall be maintained between the apprentice and mentor.

Mandatory Documentation:

Successful completion of the State Card/IRRSP exam. Results will be uploaded to TCS within one week of receipt/ completion and notification shall be sent to the Program Director upon completion.

5 6 MONTHS

6 9 MONTHS

BENCHMARK 5 6 MONTHS

Performance Demonstration

Requirements:

- » CR/DR (Profile) Performance Demonstration
- » 84 OJT Hours

Refining the apprentice's skill set:

Feedback, based on performance during the Proficiency Demonstration, shall be presented to the Apprentice.

Performance Demonstration:

Performance demonstration - This may be administered by the Technical Advisor or their duly designee.

Mandatory Documentation:

Documentation of the Performance Demonstration will be uploaded to TCS within one week of receipt and notification shall be sent to the Program Director upon completion.

CR/DR (Profile) Level II Certification Exams:

Time between the fifth and sixth (Final) benchmark should be spent refining the apprentice's skill set, identifying any deficiencies and correcting them, and preparing the apprentice for the upcoming Certification Exams.

Study/Practice Material:

- » Procedure navigation

Hands on Preparation:

- » Calibration and accurate wall measurements of piping system(s)

Reference materials: 100-RT-007 ; 100-RT-022

FINAL BENCHMARK 6 9 MONTHS

CR.DR Certification Exams – Results will be uploaded to TCS within one week of completion and notification shall be sent to the Program Director upon completion.

Requirements:

- » Successful completion of all previous Benchmarks

Reference materials: 100-RT-007 ; 100-RT-022

* Each benchmark and the accompanying documentation which is not met as delineated above will be grounds for removal from the Apprenticeship Program.

** Benchmarks and associated documentation at the financial reimbursement stage (9 Months (+/- 2 weeks)) which are not met will be grounds for denial of reimbursement.



KEY CONTACTS

Should you have questions about the Apprenticeship Program or Process please contact your Human Resources (HR) Manager.

[Business card or contact label]

Be part of our innovative team
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