

MINNESOTA CODE OF AGENCY RULES

RULES OF THE BOARD OF EXAMINERS IN WATCHMAKING

1982 Reprint



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Prepared by

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BOARD OF EXAMINERS IN WATCHMAKING

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CHAPTER ONE: WB 1-16

RULES GOVERNING LICENSED WATCHMAKERS

WB 1 The Board shall meet at the call of its officers at such time, place and manner as they shall direct.

WB 2 Applications for examination shall be filed with the Secretary at least ten (10) days before the day of the examination, and shall be made on application blanks to be obtained from the Secretary upon request.

WB 3 A passing grade in the examination for Certificate of Registration and License shall be an average grade of 75% provided applicant shall have obtained grades of not less than 70% in his written and oral and 80% in his practical.

WB 4 Persons failing an examination shall be required to take an examination in all subjects in which their grades were less than 75% and upon receiving a passing grade in said subjects and a passing average grade in the examination, a Certificate of Registration and License may be issued.

WB 5 Examination grades will not be given to applicant on day of examination. All grades are determined by the Board during meetings at which a quorum is present and the applicant is notified by mail.

WB 6 The Board shall reserve the right to withhold the issuances of a Certificate of Registration and License until it is satisfied that all representations made in the application are true.

WB 7 Applicants unsuccessful in examination shall apply for re-examination within a period of ninety days from the date of their examination.

WB 8 The Board shall issue only one large embossed certificate to a registered watchmaker. Upon proof satisfactory to the Board that a certificate has been lost or destroyed, the Board may issue a new certificate upon the payment of \$2.50 therefor.

WB 9 Applicants will receive credit for training received in watchmaking schools duly accredited by the Board.

WB 10 No Certificate of Registration and License will be revoked while the holder thereof is an active member of the military or naval forces of the United States, or engaged as a civilian in the service of the federal government for national service of the federal government, for national defence work during a period of national emergency, provided, that such holder is not, during said time, engaged in the private practice of watchmaking in this state.

(a) Upon the return of the holder to the practice of watchmaking, his license may be renewed upon payment of the renewal fee for the then current year.

WB 11 The term of apprenticeship shall be 6000 hours of work experience in approximately three years and the equivalent 144 hours per year of instruction in related trade subjects, as arranged for by the Apprentice Committee in cooperation with the employer and the State Board of Examiners in Watchmaking.

(a) If school credit is given, it shall be subtracted from the 6000 hours of the term of apprenticeship, but in no case shall the term of apprenticeship be less than 4000 hours.

WB 12 All licensed watchmakers shall notify the Secretary of the Board of any change of his address within 30 days of such change.

WB 13 All apprentice watchmakers shall notify the Secretary of the Board of any change of his address prior to any such change.

WB 14 The first 500 hours or three months of employment after signing the apprentice agreement shall be a probationary period. During this period either the employer or the apprentice may terminate the agreement by notifying the Secretary of the Board and the Apprenticeship Committee in writing. No cause or reason need be given.

(a) After the probationary period, written notification requesting cancellation to the Secretary of the Board and the Committee must also state the reasons for terminating the agreement.

WB 15 Every watchmaker shall adopt an identifying mark which shall be placed or marked into the inside of the back of every watch which he shall repair, except that, if an employee, he shall use the identifying mark of his employer. Each watchmaker shall register his identifying mark with the Board and shall advise the Board promptly of any change therein. A complete record shall be kept of all watch repairs including the name and address of the owner of the watch, the name and number of the manufacturer, the date and description of each repair and the charges therefor.

WB 16 Fees:

Examination for Certificate of Registration and License.....	\$25.00
Certificate and License by Reciprocity.....	25.00
Re-examination for Certificate of Registration.....	10.00
Annual Renewal of License - Not to exceed.....	15.00
Apprentice Certificate.....	3.00
Annual Renewal of Apprentice Certificate.....	3.00
Temporary Sixty-day permit.....	2.00
Duplicate Certificate of Registration.....	2.50
Penalty Fee.....	2.00

CHAPTER TWO: WB 17

STANDARDS OF WORKMANSHIP AND SKILL

1961 Minnesota Statutes Chapter 326.543 directs that the Board "shall define the standards of workmanship and skill" that a craftsman shall possess in order to be entitled to practice watchmaking in Minnesota. In keeping with the meaning and intent of the Statute, the standard determined shall be the minimum necessary to protect the public against incompetent workmanship.

WB 17 Pursuant to this statutory direction, the Board established the following examination, as well as the various rules found elsewhere in this booklet.

(a) PART I. Practical demonstration of applicant's skill in the manipulation of watchmaker's tools

(1) Subject A. Applicant is to furnish a 16 size pocket watch of good quality with 15 or more jewels to be prepared by the Board for examination. Applicant is required to staff the watch with a factory made staff, completely overhaul, repair and put the watch in running order.

(2) Subject B. Applicant is required to make a staff to match a sample

and a stem to fit a movement submitted by the Board. The stem is not to be threaded.

(3) The following equipment is furnished: bench, lathe with motor (applicant may bring his own lathe), staking tool and oil stones. The applicant is required to supply all other tools needed. He is also to bring prepared steel for making the staff and stem.

(b) PART II. Examination of theoretical knowledge of watch construction and repair

(1) Subject A. Written examination, 50 questions

(2) Subject B. Oral examination

(3) Requirement for Passing: An average grade of 75%, provided the applicant shall have received a grade of at least 70% in the written and oral and 80% in the practical.

(c) All examinations are conducted under the supervision of the Board in the office of the Board.

(d) The examination, in effect, constitutes the definition of minimum standards required by Statute. Every applicant must have the ability to pass the above examination to receive a Certificate of Registration and License, legally empowering or licensing him to practice this trade.

(e) It must not be assumed that the ability to pass the examination is sufficient ability to obtain and hold a good position or even to make a livelihood at the trade. Thoroughly competent and efficient workmen can only be made by years of practical experience at the bench and only such experienced workmen can command attractive wages.

(f) The Board urges watchmakers to advise men, seeking to enter the trade, of the necessity of obtaining adequate training not only in order to pass the examination, but, upon being successful in passing the examination, that they may make a livelihood at the trade.

CHAPTER THREE: WB 18

APPRENTICE LAWS AND REGULATIONS

WB 18 There are only two ways to learn watchmaking: study in an accredited watchmaking school, combined with the balance of the required 6000 hours under supervised apprenticeship; a supervised three-year apprenticeship of 6000 hours.

(a) The apprenticeship regulations are reasonable. They have been established by the Minnesota State Apprenticeship Council with the collaboration of the Minnesota Board of Examiners in Watchmaking to protect the apprentice, his employer, the public, and the watchmaking trade. The regulations are enforced by both the Council and the Board.

(b) Every prospective watchmaker apprentice and his prospective employer should study the Minnesota Board of Examiners in Watchmaking Apprenticeship Standards carefully before entering on apprenticeship.

(c) Apprentices can be employed only under a written contract called an Indenture. The standard form supplied by the Minnesota State Apprenticeship

Council is the only contract that can be used. Verbal agreements are not recognized. The Indenture is a legally binding contract. For this reason, the prospective employer should use great care in selecting an apprentice and the prospective employer should be completely certain of his ability and desire to learn this trade before entering a three-year contract.

(d) Apprentices are indentured by the Minnesota State Apprenticeship Council in accordance with Chapter 178, Minnesota Statutes, 1949 and registered by and are subject to the regulations of the Minnesota Board of Examiners in Watchmaking under Chapter 326.54, Minnesota Statutes, 1949.

(e) Requirements in General. Before an apprentice can be legally employed he must:

(1) Be registered with the Minnesota Board of Examiners in Watchmaking. Applications may be obtained from the Secretary, 415 Bremer Arcade, St. Paul. No apprenticeship will be considered until the regulations of this Board have been conformed with and the application for Certificate of Registration approved.

(2) Be indentured under the apprenticeship law, which is administered by the Minnesota State Apprenticeship Council, St. Paul, Minnesota. Indenture forms can be obtained from either the Board or the Industrial Commission.

CHAPTER IV: WB 19-36

APPRENTICESHIP STANDARDS

WB 19 Definitions:

(a) "Employer" shall be a watchmaker duly licensed by the Minnesota Board of Examiners in Watchmaking who has been approved to train apprentices.

(b) "Apprentice" shall mean a person who has signed an apprentice agreement with his employer to learn the craft of watchmaking as outlined in these standards, which agreement has been registered with Apprentice Committee and approved by the State Board of Examiners in Watchmaking and the State Director of Apprenticeship.

(c) In the absence of a local joint apprenticeship committee the State Board shall function.

(d) "Approving Agency" shall mean the Apprenticeship Council, Division of Voluntary Apprenticeship, Minnesota Department of Labor and Industry.

WB 20 Apprentice Qualifications:

(a) Age - Legal working age and preferably not over 25 years of age and reported of good reputation and character.

(b) Education - High school graduate or its equivalent is preferred. Completion of at least two years of high school or equivalent is the minimum required.

(c) Physical - Physically capable of performing the work of the craft.

(d) It shall be the policy of the Minnesota Board of Examiners in Watchmaking to give special consideration to Veterans.

WB 21 Term of Apprenticeship:

(a) The term of apprenticeship shall be 6000 hours of work experience in app-

roximately three years and the equivalent of 144 hours per year of instruction in related trade subjects, as arranged for by the Apprenticeship Committee in co-operation with the employer and the State Board of Examiners in Watchmaking.

(b) If school credit is given it shall be subtracted from the 6000 hours of the term of apprenticeship but in no case shall the term of apprenticeship be less than 4000 hours.

(c) The maximum term of apprenticeship shall be 8000 hours. If an apprentice cannot successfully complete the examination upon completion of 8000 hours, it is recommended that he leave the trade.

WB 22 Probationary Period:

(a) The first 500 hours or three months of employment after signing the apprenticeship agreement shall be a probationary period. During this period either the employer or the apprentice may terminate the agreement by notifying the State Board of Examiners in Watchmaking and the Apprenticeship Committee in writing. No cause or reason need be given.

(b) After the probationary period, written notification requesting cancellation to the State Board of Examiners in Watchmaking and the Committee must also state the reasons for terminating the agreement.

WB 23 Credit for Previous Experience:

(a) Credit may be granted on the term of apprenticeship to persons having previous trade experience and who desire to enter into an approved apprenticeship agreement in accordance with these Standards. The amount of credit to be granted shall be determined by the State Board of Examiners in Watchmaking but in no case shall the term of apprenticeship be less than 4000 hours.

WB 24 Supervision:

(a) The employer shall be responsible for the training and shall provide supervision to complete the necessary hours under these standards.

(b) The apprentice shall be under the constant supervision of the watchmaker.

WB 25 Work Experience:

(a) The following schedule of work experience shall be given the apprentice and for the approximate amount of time allotted to each part of the trade. These need not, and in many cases should not, be given in the order listed. However, every employer should follow the schedule as closely as possible.

A	Filing.....	50 hours
B	Sawing.....	50 hours
C	Grinding.....	150 hours
D	Turning.....	350 hours
E	Hardening and Tempering.....	50 hours
F	Polishing.....	100 hours
G	Finish up Drills.....	50 hours
H	Staffing.....	500 hours
I	Practice Work on Watches.....	800 hours
J	Jeweling.....	100 hours
K	Lever Escapement.....	250 hours
L	Hairspring.....	300 hours
M	General Repairs.....	3250 hours

(b) Apprentice students should handle actual repair from the time that they are able to do any of the operations. Before apprentice finishes he should know the use of depthing tool, calculation of lost wheels and pinions in trains and have an understanding of: adjustments and what they mean and accomplish; heat and cold; position and isochronism adjusting.

(c) The apprentice may be required to do other work incidental to his employment provided that no more than 10% of his time shall be devoted to such work, and that such incidental employment shall not be allowed to interfere with his proper training as an apprentice.

WB 26 Hours of Work:

(a) Apprentices shall work the same hours and be subject to the same conditions regarding overtime as the skilled watchmakers employed. In no case shall the hours of work exceed any State or Federal regulations. Should the apprentice work overtime, he shall be given credit on the term of apprenticeship for only the actual hours worked.

WB 27 Related Instruction:

(a) Every apprentice shall complete with satisfactory grades such training program and supplemental studies as the Board may direct and shall purchase, at his own expense, such books and training material required to complete the training program.

(b) Every apprentice shall be required to complete the required hours of related training equivalent to 144 hours per year in such subjects as may be designated by the State Board of Examiners in Watchmaking before being scheduled for examination. Upon making application for examination, the apprentice shall also furnish the Board with a Related Training Certification. A Certification is not to be issued by an instructor until the apprentice has, during the last six months of his apprenticeship, made and fit a staff to a watch and adjusted it for time and make and fit a stem to a Swiss type watch.

(c) Required school time shall not be compensated for by the employer and shall not be considered as hours of work.

(d) Subjects of related training shall be decided by the Related Training Advisory Committee subject to the State Board of Examiners approval.

WB 28 Wages:

(a) Apprentices shall be paid a progressively increasing scale of wages in accordance with the following schedule, provided that in no case may such wage be below the legal minimum wage. These minimum and higher rates may be paid at the discretion of the employer. Every agreement shall contain this schedule with wage rates filled in with percentage of the local prevailing hourly rates.

First.....	1000 hours period 40%
Second.....	1000 hours period 50%
Third.....	1000 hours period 60%
Fourth.....	1000 hours period 70%
Fifth.....	1000 hours period 80%
Sixth.....	1000 hours period 90%

(b) For purposes of determining the apprentice's wages, the State Director of Apprenticeship shall be furnished a statement by the employer of the prevailing watchmakers hourly rate.

(c) Apprentices who are granted credit on the term of apprenticeship shall be paid at least the minimum rate for the period to which such credit advances them.

WB 29 Periodic Examination and Records:

(a) Every apprentice shall be examined periodically, in accordance with rules and regulations as set up by the State Board of Examiners in Watchmaking. The employer shall keep a record of this work by the apprentice in order that the schedule or work experience may be completed as outlined in WB 25. This record is to be made available to the Board of Examiners in Watchmaking on request.

WB 30 Number of Apprentices:

(a) Not more than one apprentice shall be employed when less than six registered watchmakers are employed on a full time basis.

(b) A second apprentice may be indentured provided the first apprentice has completed, to the satisfaction of the Board, one-half of his apprenticeship training.

WB 31 Apprentice Agreement:

(a) Every apprentice and his parent or guardian (when he is a minor) shall sign an agreement furnished by the State Director of Apprenticeship which shall be signed by his employer and approved by the State Board of Examiners in Watchmaking.

(b) This agreement shall be filed with and approved by the State Director of Apprenticeship who will furnish copies to all interested parties.

WB 32 Adjustment of Individual Apprentice Problems:

(a) Apprentices are encouraged to take up all individual suggestions, recommendations, or minor grievances with the employer. However, any apprentice may appear before the Apprentice Committee on any matter relating to his apprenticeship. If the Committee is unable to adjust the matter satisfactorily, the apprentice may consult with the State Board of Examiners in Watchmaking. This shall not preclude an appeal to the State Director of Apprenticeship.

WB 33 Modification of Standards:

(a) These standards of apprenticeship may be amended by the State Board of Examiners in Watchmaking and approved by the Approving Agency. Such changes or amendments shall not alter or affect apprentice agreements in effect at the time for the change or amendment without the written consent of the apprentice. If an employee organization is party to the Standards, approval of the amendments by the employee organization is required.

WB 34 Certificate of Completion of Apprenticeship:

(a) Upon recommendation of the employer and approval by the State Board of Examiners in Watchmaking, apprentices who satisfactorily complete the requirements as specified, shall be given a Certificate of Completion of Apprenticeship by the Minnesota Apprenticeship Council.

WB 35 Policy:

(a) In cases where an individual employer has a collective bargaining agreement

with his employees, the standards and agreements must be approved by the employee organization prior to approval by the Approving Agency and registration with the State Board of Examiners in Watchmaking. If the time comes when a substantial number of employers have collective bargaining agreements with their employees, the committee as set up in WB 19 (C) shall consist of members of equal number representing the employees and the employers.

WB 36 Official Approvals:

(a) For the Minnesota Board of Examiners in Watchmaking:

- (1) Name: /s/ Clem Hillig
Title: President
- (2) Name: /s/ Stanley Vomacka
Title: Secretary

(b) For the Minnesota Apprenticeship Council:

- (1) Name: /s/ Frank G. Musala
Title: Secretary

Filed with the Commissioner of Administration June 30, 1964.