

BULLETIN 2001 - 03**Date: November 27, 2000**

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS) Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAC+; Lab.Com	<u>Subject:</u> REVISED National Guideline Standards - Home Builders Institute <u>Code:</u> 400.1
Symbols: DSNIP/BLT		<u>Action:</u> Immediate

PURPOSE: To inform OATELS/BAT staff of the National Association of Home Builders, Home Builders Institute Apprenticeship and Training Committee's revised National Guideline Standards.

BACKGROUND: The revised National Guideline Standards for the National Home Builders Institute were certified by the OATELS Administrator on October 18, 2000.

The occupation of Residential Carpenter has been added to the National Guideline Standards.

As you begin working with local Home Builders Associations, the Home Builders Institute has requested that you have the Association(s) contact Dennis Torbett, Vice President for Apprenticeship, or John Hattery, Program Manager, at (202) 371-0600 so that they can provide additional assistance to the Association(s).

An electronic copy of the National Guideline Standards are attached for your information and use.

If you have any additional questions, please contact (202) 219-5921 x.130.

ACTION: OATELS staff should familiarize themselves with the National Guideline Standards. Bureau State Directors should provide copies to their SAC partners as appropriate.

Attachment

**NATIONAL
GUIDELINES FOR
APPRENTICESHIP STANDARDS**

developed by

**HOME BUILDERS INSTITUTE
EDUCATION and TRAINING ARM OF
ASSOCIATION OF HOME BUILDERS
APPRENTICESHIP AND TRAINING**
for the occupations of



**THE NATIONAL
COMMITTEE**

Residential Carpenter

**Building Maintenance Repairer
(Building and Apartment Maintenance Technician)**

Approved and Certified by the
UNITED STATES DEPARTMENT OF LABOR OFFICE OF APPRENTICESHIP TRAINING,
EMPLOYER and LABOR SERVICES

BY: /s/ Anthony Swoope
Anthony Swoope, Administrator
Office of Apprenticeship Training, Employer and Labor Services

CERTIFICATION DATE: October 18, 2000



NATIONAL
GUIDELINES FOR
APPRENTICESHIP STANDARDS

for the occupations of

Residential Carpenter

Building Maintenance Repairer
(Building and Apartment Maintenance Technician)

FOREWORD

The Home Builders Institute (HBI) recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the home building industry.

Registered apprenticeships are the most practical and sound training system available to meet that need, to develop individuals into skilled journey workers, and to ensure industry an adequate supply of skilled workers.

Title 29, Code of Federal Regulations, Part 29, outlines the requirements for registration of acceptable apprenticeship programs for Federal purposes, and sets forth labor standards that safeguard the welfare of apprentices. Such registration may be by the Bureau of Apprenticeship and Training, U.S. Department of Labor or by a State Apprenticeship Agency recognized by the Bureau as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. Title 29, Code of Federal Regulations, Part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

The purpose of these National Guidelines is to provide policy and guidance to State and Local Home Builders Association (HBA) in developing Standards of Apprenticeship for local approval and registration. These National Guideline Standards, developed by Home Builders Institute, the Education and Training arm of the National Association of Home Builders are certified by the Bureau of Apprenticeship and Training, U.S. Department of Labor, as substantially conforming to the requirements of Title 29, CFR Parts 29 and 30. State Apprenticeship Councils recognized by the Bureau of Apprenticeship and Training to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the state or local apprenticeship standards.

Local Standards of Apprenticeship must be developed and registered by each sponsor that undertakes to carry out an apprentice training program. The local Standards of Apprenticeship will be the sponsor's written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed to by the sponsor, and must meet all the requirements of the local Registration Agency.

HOME BUILDERS INSTITUTE APPRENTICESHIP AND TRAINING COMMITTEE

The HBI Apprenticeship and Training Committee, a standing committee of the National Home Builders (NAHB), is charged with development of Guidelines for Apprenticeship Standards and having them certified by the Bureau of Apprenticeship Training, Employer and Labor Services, U.S. Department of Labor, for use by local Apprenticeship Committees.

The duties of the National Apprenticeship and Training Committee include:

Assist and advise the State or local HBAs on accepted practices for furthering sound apprenticeship procedures at the local level.

Act in advisory capacity to State or local HBAs and to interpret the meaning and purpose of any clauses contained within the National Guidelines for Apprenticeship Standards.

Meet at the NAHB convention, spring and fall Board of Directors meeting, to review the progress on apprenticeship in the industry.

In general, to encourage and enforce the adoption and application at the local level of sound apprenticeship practices.

DEVELOPMENT OF STATE OR LOCAL STANDARDS OF APPRENTICESHIP

It is the responsibility of the Home Builders Association to develop local Standards of Apprenticeship substantially based on these National Guidelines, and to register the Standards with the local Registration Agency which may be BAT or a recognized State Apprenticeship Agency.

The purpose of Apprenticeship Standards is to set forth standards to safeguard the welfare and training of apprentices and to extend the application of such standards by prescribing policies and procedures concerning the registration.

Sample Standards of Apprenticeship are provided in Attachment No. 1 and are intended for guideline use by local sponsors. The sample Standards provide for each section to be included in locally developed Standards of Apprenticeship, an explanation of the section and, where appropriate, sample language that may be used in your local Standards. The sample language should not be used "as is" unless it accurately reflects how your program operates. The Apprenticeship Standards must meet the requirements of the Registration Agency and any applicable State or local regulations.

Though each Home Builders Association will develop its own Standards of Apprenticeship, all Standards must contain provisions concerning the following:

- a. The employment and training of the apprentice in a skilled occupation
- b. The term of apprenticeship
- c. An outline of the on-the-job training work process
- d. Provision for organized, related instruction
- e. A progressively increasing schedule of wages
- f. Periodic review and evaluation of the apprentice's progress, and maintenance of appropriate progress records

- g. The numeric ratio of apprentices to journey workers
- h. A reasonable probationary period with full credit for successful completion of such period and authority for the termination

- i. Adequate and safe equipment and facilities for training, and safety training for apprentices

- j. The minimum qualifications required by the sponsor for persons entering the apprenticeship program

- k. The placement of apprentices under a written Apprenticeship Agreement that incorporates the Apprenticeship Standards

- l. The granting of advanced standing or credit for previous experience, training or skills, if applicable, for all applicants equally, with commensurate wages for any progression step so granted

- m. Transfer of the employer's training obligation when the employer is unable to fulfill its obligation

- n. Assurance of qualified training personnel and adequate supervision on the job
- o. Recognition of successful completion of apprenticeship
- p. Identification of Registration Agency
- q. Provision for the registration, modification, cancellation and deregistration of the program

- a. Provision for the registration of Apprenticeship Agreements and for notice to the Registration Agency of completions, cancellations, suspensions, extensions, and terminations of Apprenticeship Agreements, and causes therefore
- b. A statement the program will be conducted in conformity with all applicable Federal and State EEO laws, regulations, rules, and adopted plans
- c. The name and address of the appropriate authority to receive, process, and dispose of complaints
- d. The recording and maintenance of all records as required by the Registration Agency and any other applicable laws; and
- e. When the sponsor expects to have five or more apprentices registered, a written Affirmative Action Plan and Selection Procedure detailing the Sponsor's commitment to equal opportunity in the recruitment, selection, employment and training of all apprentices.

DEVELOPMENT OF AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES

Equal employment opportunity is required of every registered apprenticeship program. Such requirements apply to the recruitment, selection, employment, and training of apprentices throughout their apprenticeship.

Those programs with five or more apprentices, or where there is a likelihood of five or more apprentices, must have a written Affirmative Action Plan and Selection Procedure that is approved by the Registration Agency as part of the Standards of Apprenticeship.

The written Affirmative Action Plan must include the following sections explained in more detail.

- A. Utilization analysis and establishment of goals and timetables
- B. Outreach activities and commitments
- C. Complaint Procedure
- D. Record keeping and retention of records
- E. Provision for internal review and self-audit
- F. Selection Procedure

Representatives of the local Registration Agency are available to assist the sponsor in developing its Standards of Apprenticeship, Affirmative Action Plan, and Selection Procedures using the sample provided. Once developed, the local Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedures must be submitted to the local Registration Agency for approval and registration.

**OFFICIAL ADOPTION OF THESE NATIONAL GUIDELINES
FOR APPRENTICESHIP STANDARDS:**

The Home Builder Institute, Educational Arm of the National Home Builders Apprenticeship and Training Committee, hereby adopts these National Guidelines for Apprenticeship Standards.

REPRESENTING THE HOME BUILDERS INSTITUTE:

<u>/s/ Frederick Humphreys</u> President, Home Builders Institute	<u>10/30/00</u> Date
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<u>/s/ Frank Gambony</u> Chairperson, Home Builders Institute Apprenticeship and Training Committee	<u>10/30/00</u> Date
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<u>/s/ Thomas E. Woods</u> Chairman, Home Builders Institute Board of Trustees	<u>10/30/00</u> Date
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<u>/s/ Kent Conine</u> Vice President National Association of Home Builders	<u>10/30/00</u> Date
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ATTACHMENT NO. 1

SAMPLE

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

(HBA State or Local Committee Name)

For the Occupation of

Residential Carpenter

Building Maintenance Repairer
(Building and Apartment Maintenance Technician)

APPROVED BY

(Name of Registration Agency)

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