

BULLETIN 2002-17

Date: August 23, 2002

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	Subject: Revised National Guideline Standards – Plumbing, Heating, and Cooling Contractors -National Association <u>Code:</u> 400.1
Symbols: DSNIP/FG		Action: Immediate

PURPOSE: To transmit to the Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) staff revised National Guideline Standards for the Plumbing, Heating, and Cooling Contractors – National Association (PHCC).

BACKGROUND: The OATELS Administrator certified the revised National Guideline Standards for PHCC on August 21, 2002. An electronic copy of the National Guideline Standards is attached for your information and use.

If you have any questions, please contact Frank Goethe at (202) 693-3785.

ACTION: OATELS/BAT staff should review and retain a copy of this bulletin, including all attachments, as a source for developing apprenticeship standards and/or providing technical assistance.

NOTE: This bulletin is being sent via electronic mail (e-mail).

Attachment

**NATIONAL
GUIDELINES FOR
APPRENTICESHIP STANDARDS**

developed by

PLUMBING-HEATING-COOLING CONTRACTORS ASSOCIATION



for the occupation of:

Plumber

O*NET/SOC CODE: 47-2152.02

RAIS CODE: 0432

Developed in cooperation with the
United States Department of Labor
Bureau of Apprenticeship and Training

APPROVED AND CERTIFIED BY:

//Signed//

ANTHONY SWOOPE, ADMINISTRATOR
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES
UNITED STATES DEPARTMENT OF LABOR

CERTIFICATION DATE: August 21, 2002
CERTIFICATION NUMBER: C-92067

PREFACE

The Plumbing, Heating, and Cooling Contractors-National Association (PHCC) developed these National Guidelines Standards and had them certified by the U.S. Department of Labor's Office of Apprenticeship Training, Employer and Labor Services (OATELS), 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 local standards.

It will be the responsibility of the program sponsor to work with the registration agency at the local level to develop local apprenticeship standards substantially based on these National Guideline Standards and register the standards with the registration agency.

Experience has demonstrated that the most practical and sound method of preparing workers for employment in skilled occupations is through planned apprenticeship—a training concept which provides for employment and training under actual job conditions supervised by journey workers and at wages commensurate with the apprentice's skill. In addition, the apprentice's knowledge and understanding of the occupation is enhanced through participation in approved courses of related and supplemental instruction.

PHCC recognizes this need for continuous training to maintain the high level of skill and competence demanded by this industry. Further, recognizing that the responsibility for training rests with those in industry who are the benefactors of a skilled workforce, PHCC has formulated and adopted these apprenticeship standards for the training of apprentices.

Finally, this program will benefit the community and the general public by providing a continuing supply of skilled and competent journey workers who will protect the health of the nation. Skilled journey workers possess the expertise to provide superior work that results in quality installations.

POLICY

It is the stated policy of PHCC to develop quality training programs for apprentices so that continuity and growth of our worker resources may be assured to the advantage of both the industry and the nation. To this end, it is recommended that local bodies participating in the training of apprentices adopt the guidelines set forth below as local program policy:

1. The local apprenticeship program shall be made available to the widest possible number of employers, regardless of any relationship, agreement or membership a given employer may have with other organizations.
2. Local apprenticeship programs shall secure sponsorship of their state or local affiliate of PHCC.
3. Any local standards of apprenticeship developed under the sponsorship of a PHCC affiliate shall bear the name of that affiliate.
4. Local apprenticeship committees, participating employers and apprentices entering into an apprenticeship agreement under a given set of local standards of apprenticeship shall be governed by the terms of such local standards.

THE PHCC NATIONAL ASSOCIATION APPRENTICESHIP COMMITTEE

A. COMPOSITION

The PHCC National Association Apprenticeship Committee for this program shall be composed of contractor employers appointed by the President of PHCC. However, one of these members, termed an Advisory Member, may be drawn from the field of vocational training.

Each member may serve until replaced.

The President of PHCC shall designate the chairperson.

B. DUTIES

The committee, to the extent authorized by the PHCC Executive Committee, is the administrative body for the national apprenticeship program and, as such, shall establish rules and regulations governing its procedures as may be required.

The committee shall determine the time, place and frequency of meetings.

Among other duties that may arise, the committee shall:

1. Endeavor to keep this program under constant study with respect to its applicability to the changing needs of the industry and to its effectiveness as a guide, making such recommended changes for improvement as studies indicate.
2. Promote the use and issuance of certificates of completion to apprentices upon their successful completion of apprenticeship, thereby recognizing their efforts and qualifications.
3. Promote the development and use of practical sources of related instruction that can be recommended to local apprenticeship committees in the industry.
4. Encourage and promote the use of the apprenticeship program as a means of improving public relations by development of news releases and articles regarding training programs.
5. Obtain from OATELS/BAT, and other such sources as may be available, the information necessary to build a complete file of information on industry apprenticeship programs.
6. Promote this program through personal appearances and other means at important industry meetings.

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 local 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 local Affirmative Action Plan (Appendix E) and Selection Procedure (Appendix F) should be substantially based as presented in the attached appendices. Local programs should be specific regarding outreach efforts to be undertaken. These are to be identified in the affirmative action plan.

Sample affirmative action plan and selection procedures are attached.

Representatives of the local registration agency are available to assist in finalizing the standards of apprenticeship, affirmative action plan and selection procedure. Once developed, they should be submitted to the local registration agency for approval and registration.

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

The Plumbing-Heating-Cooling Contractors-National Association Apprenticeship Committee hereby officially adopts these national guidelines for apprenticeship standards on this 1st day of August, 2002.

//Signed//

08/01/02

William Trombly Sr.
President

Date

(EXAMPLE)

APPRENTICESHIP STANDARDS

developed by

(PROGRAM SPONSOR'S NAME)

for the occupation of:

Plumber

O*NET/SOC CODE: 47-2152.02

RAIS CODE: 0432

APPROVED BY

(REGISTRATION AGENCY)

SERVING THE INDUSTRY WITH A BUREAU OF APPRENTICESHIP AND TRAINING (BAT)
APPROVED APPRENTICESHIP PROGRAM

TABLE OF CONTENTS

DEFINITIONS		ii
SECTION I.	PROGRAM ADMINISTRATION	1-2
SECTION II.	QUALIFICATIONS FOR APPRENTICESHIP	3
SECTION III.	EQUAL EMPLOYMENT OPPORTUNITY PLEDGE	3
SECTION IV.	APPRENTICESHIP AGREEMENT	3
SECTION V.	RATIO OF APPRENTICES TO JOURNEY WORKERS	4
SECTION VI.	TERM OF APPRENTICESHIP	4
SECTION VII.	PROBATIONARY PERIOD	4
SECTION VIII.	HOURS OF WORK	4
SECTION IX.	APPRENTICE WAGE SCHEDULE	5
SECTION X.	CREDIT FOR PREVIOUS EXPERIENCE	5
SECTION XI.	WORK EXPERIENCE	5
SECTION XII.	RELATED INSTRUCTION.....	5
SECTION XIII.	SAFETY AND HEALTH TRAINING	6
SECTION XIV.	SUPERVISION OF APPRENTICES	6
SECTION XV.	RECORDS AND PERIODIC EXAMINATION.....	6
SECTION XVI.	CONTINUITY OF EMPLOYMENT	7
SECTION XVII.	TRANSFER OF TRAINING OBLIGATION.....	7
SECTION XVIII.	MAINTENANCE OF RECORDS.....	7
SECTION XIX.	CERTIFICATE OF COMPLETION OF APPRENTICESHIP	7
SECTION XX.	NOTICE TO REGISTRATION AGENCY	7
SECTION XXI.	CONSULTANTS.....	7
SECTION XXII.	REGISTRATION/CANCELLATION/DEREGISTRATION	8
SECTION XXIII.	AMENDMENTS OR MODIFICATIONS.....	8
SECTION XXIV.	ADJUSTING DIFFERENCES/EEO COMPLAINT PROCEDURE.....	8-9
SECTION XXV.	OFFICIAL ADOPTION OF STANDARDS.....	10

APPENDICES

APPENDIX A	OCCUPATIONAL SCHEDULE	
APPENDIX B	SCHEDULE OF WORK EXPERIENCE	
APPENDIX C	RELATED INSTRUCTION OUTLINE	
APPENDIX D	APPRENTICESHIP AGREEMENT (SAMPLE)	
APPENDIX E	AFFIRMATIVE ACTION PLAN (<i>if appropriate</i>)	
APPENDIX F	QUALIFICATIONS AND SELECTION PROCEDURES	<i>(if appropriate)</i>
APPENDIX G	EMPLOYER ACCEPTANCE AGREEMENT	

DEFINITIONS

APPRENTICE: A person meeting the qualifications described in Section II of these standards who has entered into a written apprenticeship agreement providing for learning and acquiring the skills of a recognized occupation under the provisions of these standards and who is registered with the registration agency.

APPRENTICESHIP AGREEMENT: The written agreement shall mean the written document between the apprentice and program sponsor setting forth the responsibilities and obligations of both with respect to the apprentice's employment and training under these standards. Each apprenticeship agreement shall be registered with the registration agency.

APPRENTICESHIP PROGRAM COORDINATOR: The individual responsible for reviewing, communicating, developing and maintaining all aspects of the apprenticeship program.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The certificate of completion issued by the registration agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in the standards of apprenticeship.

DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.): Provides basic occupational information including job definitions, detailed tasks to be performed, and a number indicating a range of time required to prepare for average performance in the occupation. The last update to the DOT was completed in 1991. Much of the data in the DOT was collected much earlier than that, during the 1970's, which does not accommodate the needs of today's labor market. An advisory panel on the Dictionary of Occupational Titles was convened in 1990 and published a report in 1993 that laid the basis for the development of the Occupational Information Network, or O*NET.

EMPLOYER: Any contractor member of PHCC utilizing the apprenticeship standards per agreement in Appendix G.

JOURNEY WORKER: An individual who has documented sufficient skills and knowledge of a trade, craft or occupation, either through formal apprenticeship or through practical on-the-job experience, and formal training. This individual is recognized by his/her employer as being fully qualified to perform the work of the trade, craft or occupation.

LOCAL APPRENTICESHIP COMMITTEE: The apprenticeship committee acting with the knowledge and consent of any state or local affiliate of PHCC.

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the Federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification, which replaces the DOT, uses an 8-digit O*NET-SOC code. Use of the SOC classification as the basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

PHCC: The Plumbing-Heating-Cooling Contractors-National Association.

PHCC NATIONAL ASSOCIATION APPRENTICESHIP COMMITTEE: The committee established by PHCC at the national level that shall administer the national apprenticeship program. It shall provide advice, service and assistance to local apprenticeship committees and employer sponsors.

PROGRAM SPONSOR: The company, employer or PHCC affiliate under whose name the local standards of apprenticeship will be registered, and who will have the full responsibility for administration and operation of the apprenticeship program.

REGISTRATION AGENCY: U.S. Department of Labor's Bureau of Apprenticeship and Training, or the recognized state apprenticeship agency (*as appropriate*).

REGISTERED APPRENTICESHIP INFORMATION SYSTEM (RAIS): The Federal system, which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs. Formerly known as the Apprenticeship Information Management System (AIMS).

STANDARDS or STANDARDS OF APPRENTICESHIP: This entire document, including the attached occupational schedule(s); appendices and other attachments and any future modifications or additions approved by the registration agency.

SECTION I. – PROGRAM ADMINISTRATION

(Insert Name Of Local Apprenticeship Committee)

A. COMPOSITION

1. The *(insert name of local apprenticeship committee)* shall be responsible for the administration and supervision of the standards.
2. The committee shall consist of no less than five employers. A quorum shall consist of at least three such members.
3. The committee will select a chairperson and a recording secretary; both of these officers shall have the right of voice and vote on all business that comes before the committee.
4. The committee may procure advisors or consultants, if such is deemed in the best interests of the training program. Such advisors or consultants shall serve without vote.
5. The committee shall meet at least once per month throughout the entire year.
6. The committee shall establish any additional rules as may be necessary to fulfill its responsibility for the administration of the training program.

B. DUTIES

1. To implement approved standards of apprenticeship and to register such local standards with the appropriate registration agency.
2. To screen and select qualified applicants for apprenticeship and to refer such applicants to participating member firms for employment and training.
3. To place apprentices under a written apprenticeship agreement.

4. To establish minimum standards of related instruction and on-the-job training required of apprentices, and to see these are adhered to both on the job and in the classroom.
5. To approve apprenticeship agreements between the apprentices and employer and to submit these agreements to the appropriate registration agency.
6. To hear and resolve all complaints or violations of apprenticeship agreements. The employer or the apprentice may consult with the local chapter of PHCC at any time for an interpretation of any provision of the standards over which differences may occur.
7. To arrange tests for determining the apprentice's progress in manipulative skills and technical knowledge.
8. To provide for continuous employment of apprentices insofar as possible.
9. To maintain a record of each apprentice's training progress on the job and in related instruction.
10. To make an annual report covering the work of the local apprenticeship committee to the local chapter of PHCC.
11. To visit the place where training classes are held at least once each semester.
12. To verify progress in skill achievement by periodically observing the apprentices performing actual work, and by reviewing such progress with the employer.
13. To notify the registration agency when apprentices have satisfactorily completed their apprenticeship and to request the issuance of a Certificate of Completion of Apprenticeship to such apprentices.
14. To notify the registration agency of all terminations and cancellations of apprenticeship agreements.
15. To insure that the apprenticeship program at all times remains in compliance with Federal, state and local requirements, as well as those of the registration agency.
16. To be responsible for the successful operation of the approved standards by performing the duties herein listed.
17. The committee may award credit to apprentices for previous experience upon successful completion of the equivalency examination.

SECTION II. - QUALIFICATIONS FOR APPRENTICESHIP - 29.5(b)(10)

Qualifications: Applicants accepted and registered as apprentices shall meet the following minimum qualifications:

1. **Age:** Shall be at least 16 years of age at the time of entry in the program, unless state or local laws and applicable insurance regulations supersede such minimum age requirement.
2. **Physical:** Shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others.
3. **Education:** A high school diploma or GED equivalency is recommended. Applicants who do not possess one of the recommended documents must demonstrate suitable capability to maintain the established pace of the instructional program.

SECTION III. - EQUAL EMPLOYMENT OPPORTUNITY PLEDGE - (29.5(b)(20)

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended.”

If five (5) or more apprentices are currently employed or expect to be employed in the near future, the program sponsor will submit for approval a written affirmative action plan and selection procedure in conformity with the above regulations.

SECTION IV. - APPRENTICESHIP AGREEMENT - 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice shall be covered by a written apprenticeship agreement signed by the program sponsor and the apprentice. Such agreement shall contain a statement making the terms and conditions of these standards a part of the agreement, as if expressly written therein. A copy of each agreement shall be furnished to the apprentice, to the program sponsor, and to the registration agency.

The registration agency will be advised promptly of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice. See sample Apprenticeship Agreement (Appendix D).

SECTION V. - RATIO OF APPRENTICES TO JOURNEY WORKERS - 29.5(b)(7)

Only that number of apprentices will be employed as can be given proper supervision and training and can be assured of reasonable opportunity for employment on the completion of the apprenticeship. The program sponsor's ratio of apprentices to journey workers shall be as stated on the applicable Occupational Schedule (Appendix A) attached to and made a part of these standards.

SECTION VI. - TERM OF APPRENTICESHIP - 29.5(b)(2)

The term of apprenticeship shall be a period of reasonably continuous employment, including the probationary period, as stated on the applicable Occupational Schedule (Appendix A) attached to and made a part of these standards; plus the required hours per year of related instruction. In the event apprentices are required to work overtime, they shall receive credit on the term of apprenticeship for only the actual hours worked, although their pay may be calculated at overtime rates.

The apprentice's progress in each phase of apprenticeship may be determined on an actual hour basis. Therefore, an apprentice who, by unusual aptitude or past education and/or practical experience, achieves the desired level in a phase of the apprenticeship in less than the time designated may be advanced to the next phase. The determination of such advancement is the responsibility of the program sponsor.

SECTION VII. - PROBATIONARY PERIOD - 29.5(b)(8), (b)(19)

The first 6 months (approximately 1000 hours) of employment for the apprentice, after signing the apprenticeship agreement shall be a probationary period. During this probationary period, either party may terminate the apprenticeship agreement without stated cause. After the probationary period, the agreement may be canceled for cause, with written notice to the apprentice and after a reasonable opportunity for corrective action. Those completing the probationary period shall be given full credit for such period towards the completion of the apprenticeship.

The registration agency shall be advised promptly of all cancellations and terminations of apprenticeship agreements, whether during or after the probationary period.

SECTION VIII. - HOURS OF WORK

Apprentices will be employed under the supervision of a competent journey worker at all times, and the hours of work and other conditions shall be the same as for journey workers within the program sponsor's workforce doing comparable work.

SECTION IX. - APPRENTICE WAGE SCHEDULE - 29.5(b)(5)

Apprentices shall be paid a progressively increasing schedule of wages for each hour spent on the job during their apprenticeship based on the acquisition of increased skill and competence as the training progresses.

The wage schedule for each occupation covered in these standards is stated on the applicable Occupational Schedule (Appendix A) attached to these standards. At no time will the starting wage rate be less than that required by any minimum wage law which may be legally applicable.

SECTION X. - CREDIT FOR PREVIOUS EXPERIENCE - 29.5(b)(12)

The program sponsor may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these standards of apprenticeship. Apprentices will be granted credit for previously acquired experience, training or skills in an equal manner. Apprentices receiving credit for previous experience will be paid the wage rate of the period to which such credit advances them.

SECTION XI. - WORK EXPERIENCE - 29.5(b)(3)

Apprentices shall be given work experience and training in the occupation to assure them the skill and proficiency that characterize a journey worker within the industry. Such on-the-job training shall be carried on under the direction and guidance of a journey worker in the occupation. The applicable Schedule of Work Experience (Appendix B) is attached to and forms a part of these standards.

SECTION XII. - RELATED INSTRUCTION - 29.5(b)(4)

All apprentices shall be required to attend classes in subjects related to the occupation as part of their apprenticeship agreement. A minimum of one hundred forty-four (144) hours per year is required. These classes may be given during or outside the regular working hours, depending upon available facilities. All time spent in such classes after regular working hours shall not be considered as hours of work. If required to attend classes during regular working hours, the apprentices shall be compensated at their regular hourly rate. If, for any reason, classroom instruction is not available, the related training may be conducted by means of correspondence or home study upon approval by the registration agency.

To the extent possible, related instruction shall be closely correlated with the practical experience and on-the-job training. The applicable "Related Instruction Outline" (Appendix C) is attached to and forms a part of these standards.

Failure on the part of apprentices to fulfill their obligation as to the related instruction and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their apprenticeship agreement. The program sponsor shall monitor and document apprentices' progress in their related instruction.

SECTION XIII. - SAFETY AND HEALTH TRAINING - 29.5(b)(9)

The program sponsor shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is training in facilities and other environments that are in compliance with either the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, and subsequent amendments to the Public Law, or state standards that have been found to be at least as effective as the Federal standards. Safety in the use of tools and equipment and in job conduct shall be stressed in related training and on-the-job training throughout the term of apprenticeship. Apprentices shall be provided with initial indoctrination and instruction in order to enable them to perform their work in a safe manner. Initial indoctrination shall include instruction relative to pertinent company safety requirements, reporting of accidents, and availability of first aid medical facilities.

SECTION XIV. - SUPERVISION OF APPRENTICES - 29.5(b)(14)

The program sponsor shall designate a person who shall be known as the Supervisor of Apprentices (this may be the maintenance supervisor or a journey worker). It shall be the supervisor's responsibility to assign the apprentice work in accordance with the predetermined work process schedule and to ensure the apprentice is working under the supervision of a skilled journey worker.

SECTION XV. - RECORDS AND PERIODIC EXAMINATION - 29.5(b)(6)

Each apprentice shall be responsible for maintaining a record of his/her work experience and training on the job and in related instruction and for having this record verified by his/her supervisor at the end of each month. This record will be included in each apprentice's record file maintained by the program sponsor.

Before each period of advancement, or at any other time when conditions may warrant, the program sponsor or an authorized representative may examine the apprentice's training records to determine whether he/she has made satisfactory progress. If the apprentice's related instruction or work progress is found unsatisfactory, he/she may be permitted to continue in a probationary status, or be required to repeat a process or series of processes in which he/she is deficient, before advancing to the next wage classification.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journey worker, the supervisor should recommend to the program sponsor that the agreement be terminated after the apprentice has been given adequate assistance and opportunity for corrective action. Such a finding shall be deemed adequate cause for the cancellation of the apprenticeship agreement. The registration agency shall be notified in writing of any such cancellation.

SECTION XVI. - CONTINUITY OF EMPLOYMENT

The program sponsor intends and expects to give the apprentice continuous employment. The program sponsor reserves the right, however, to suspend apprentices whenever conditions of business make it necessary. If an apprentice is suspended because of lack of work, he/she shall be offered reinstatement before any other person is employed as an apprentice.

SECTION XVI. – TRANSFER OF TRAINING OBLIGATION – 29.5(b)(13)

The program sponsor will make every effort to transfer their training obligation when they are unable to fulfill their obligation under the apprenticeship agreement to another participating sponsor with the consent of the apprentice and the program sponsor.

SECTION XVIII. - MAINTENANCE OF RECORDS - 29.5(b)(22)

The program sponsor shall maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records shall permit identification of minority and female (minority and non-minority) participants. The records shall be made available on request to the registration agency.

SECTION XIX. - CERTIFICATE OF COMPLETION OF APPRENTICESHIP - 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship program as established herein, the program sponsor shall certify in writing to the registration agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s).

SECTION XX. - NOTICE TO REGISTRATION AGENCY - 29.5(b)(18)

The program sponsor shall promptly notify the registration agency of all new apprentice registrations, credit granted, suspensions for any reason, reinstatements, extensions, cancellations, terminations and completions and identify the cause for each action.

SECTION XXI. - CONSULTANTS

Representatives of the registration agency will be available to advise and assist in the successful operation of this apprenticeship program upon request by the program sponsor.

SECTION XXII. - REGISTRATION/CANCELLATION/DEREGISTRATION - 29.5(b)(17)

These standards of apprenticeship shall, upon adoption by the program sponsor, be promptly registered with, and copies thereof filed with, the registration agency.

The program sponsor reserves the right to discontinue at any time the apprenticeship program as set forth herein, including any modifications or amendments thereto. The registration agency shall be notified promptly of any decision to cancel the program.

Deregistration of the apprenticeship program may be effected by the registration agency for failure of the program sponsor to abide by the provisions herein. Such deregistration will be in accordance with the registration agency's regulations and procedures. Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the program sponsor shall notify each apprentice of the cancellation and the effect of it. This notification will conform to the requirements of Title 29, CFR Part 29.7

SECTION XXIII. - AMENDMENTS OR MODIFICATIONS - 29.5(b)(17)

These standards of apprenticeship may be amended at any time by the program sponsor provided that no amendment or modification adopted shall alter any apprenticeship agreement in force at the time of such change without the consent of the apprentice involved, and provided further that such amendment shall be submitted to the registration agency for approval and registration prior to being placed into effect. A copy of each amendment adopted will also be furnished to each apprentice employed by the program sponsor.

SECTION XXIV. - ADJUSTING DIFFERENCES/EEO COMPLAINT PROCEDURE - 29.5(b)(21)

Apprentices are encouraged to take up individual problems or grievances with their supervisor and/or the designated persons administering this program. The name and address of the appropriate authority under the program to receive, process and make disposition of complaints will be provided to all apprentices. Either the program sponsor or the apprentice may request advice and assistance from the registration agency on problems or in adjusting any differences that may arise during the term of apprenticeship.

Title 29 CFR 29.5(b)(21)

The program sponsor shall hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards, for which written notification is received within fifteen (15) days of violations. The program sponsor shall make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to apprenticeship agreement may consult with the registration agency for an interpretation of any provision of the standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is: *(Program sponsor should insert applicable information)*.

Title 29 CFR 30.11

Any apprentice or applicant for apprenticeship who believes he or she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of the apprenticeship program, may personally or through an authorized representative, file a complaint with the U. S. Department of Labor or, at the apprentice or applicant's election, with a private review body established by the program sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards.

The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards.

The program sponsor shall provide each applicant and apprentice with this complaint procedure and the names and addresses of the local, state and Federal contacts for receiving complaints.

SECTION XXV. - OFFICIAL ADOPTION OF STANDARDS

The foregoing standards of apprenticeship are hereby officially adopted this ___ day of ___ 2002.

(NAME OF PROGRAM SPONSOR):

Signature of Authorized Representative

Title

Printed Name

Date

**Appendix A
PLUMBER**

RAIS Code: 0432 O*NET SOC Code: 47-2152.02

This occupational schedule is attached to and a part of the apprenticeship standards for the above identified occupation.

1. TERM OF APPRENTICESHIP (Section VI)

The term of apprenticeship shall be a period of approximately 8000 hours of reasonably continuous employment and training on the job, supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEY WORKERS (Section V)

The maximum initial ratio allowable shall not exceed one (1) apprentice to one (1) journey worker steadily employed on a job site. Thereafter, one (1) additional apprentice may be added for each three (3) additional journey workers steadily employed on a job site.

3. APPRENTICE WAGE SCHEDULE (Section IX)

Wage increases will be granted upon the successful completion of both the on-the-job training and the related instruction. Apprentices shall be paid a progressively increasing schedule of wages based on the following schedule:

1 st period - (1000 hrs) - ___%	5 th period - (1000 hrs) - ___%
2 nd period - (1000 hrs) - ___%	6 th period - (1000 hrs) - ___%
3 rd period - (1000 hrs) - ___%	7 th period - (1000 hrs) - ___%
4 th period - (1000 hrs) - ___%	8 th period - (1000 hrs) - ___%

Current Journey Worker Wage Rate \$ _____ per hour.

4. SCHEDULE OF WORK EXPERIENCE (Section XI)

(See attached Occupational Schedule)

5. RELATED INSTRUCTION OUTLINE (Section XII)

(See attached Course Outline)

Appendix B
SCHEDULE OF WORK EXPERIENCE (Section XI)
PLUMBER
RAIS Code: 0432 O*NET SOC Code: 47-2152.02

<u>Work Processes</u>	<u>Approximate Hours</u>
Installation of piping for waste (500 hrs.), soil (500 hrs.), sewerage (100 hrs.), vent (300 hrs.), and leader lines (100 hrs.)	1,500
Installation of piping for hot (500 hrs.) and cold (750 hrs.) water for domestic purposes	1,250
Installation of lead pipe, tin pipe, lead joints, sheet lead, solder work and lead burning.....	10
Assembly in position and connection of fixtures and appliances used in domestic heating (200 hrs.), gas fittings (400 hrs.), plumbing and drainage system (1,900 hrs.).....	2,500
Welding and brazing connected with the trade	250
Maintenance and repairing of heating, plumbing, gas fittings, and refrigeration service.....	800
Operation, care, and use of all tools and equipment connected with the trade	525
Operation and maintenance of complete repair service and drain cleaning	540
Code, blueprint reading and sketching, and safety requirements	625
TOTAL.....	8,000 hours
 ADVANCED TRAINING PROGRAM – OPTIONAL	
A. Installation and maintenance of steam and hot water heating systems.....	1,000
B. Power and industrial process piping	200
C. High and low pressure boilers	250
D. Estimating	150
E. Supervisory training.....	100
F. Business administration.....	200
G. Solar.....	100
TOTAL.....	2,000 hours

Appendix C

RELATED INSTRUCTION OUTLINE (Section XI)

1st Year

SUBJECT	SUGGESTED TIME
Installation Practices	48 Hours
Mathematics	33 Hours
Related Science.....	9 Hours
Blueprint Reading and Sketching	24 Hours
Occupation Safety and Health Course	30 Hours
First Aid.....	12 Hours
TOTAL.....	156 HOURS

2nd Year

SUBJECT	SUGGESTED TIME
Installation Practices	54 Hours
Mathematics	18 Hours
Blueprint Reading and Sketching	18 Hours
Related Science.....	18 Hours
Welding.....	36 Hours
Rigging and Hoisting.....	12 Hours
TOTAL.....	156 Hours

3rd Year

SUBJECT	SUGGESTED TIME
Installation Practices	36 Hours
Mathematics	36 Hours
Gas Code.....	18 Hours
Related Science.....	36 Hours
Blueprint Reading and Sketching	18 Hours
Field Trips	12 Hours
TOTAL.....	156 Hours

4th Year

SUBJECT	SUGGESTED TIME
Installation Practices	54 Hours
Related Science.....	12 Hours
Mathematics	18 Hours
Blueprint Reading	24 Hours
Plumbing Code	36 Hours
Plumbing Curriculum Review	12 Hours
TOTAL.....	156 Hours

Appendix D

Apprenticeship Agreement Office of Apprenticeship Training, Employer and Labor Services

U.S. Department of Labor
Employment and Training Administration



Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Bureau of Apprenticeship and Training or the recognized State Apprenticeship Agency shown below. (Item 22)

OMB No. 1208-0223
Expires: 02/28/2002

Privacy Act Statement: The information requested herein is used for apprenticeship program statistical purposes and will only be disclosed in accordance with the provisions of the Privacy Act, as amended. (Privacy Act of 1974) (P.L. 93-579).

The program sponsor and apprentice agree to the terms of Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30.3, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29.6.

Part A: To be completed by sponsor

1. Sponsor (Name and address) Program No. _____

2a. Trade (The work processes listed in the standards are part of this agreement) _____

2b. DOT symbol _____

3. Term (Hrs., Mos., Yrs.) _____

4. Probationary period (Hrs., Mos., Yrs.) _____

5. Credit for previous experience (Hrs., Mos., Yrs.) _____

6. Term remaining (Hrs., Mos., Yrs.) _____

7. Date apprenticeship begins (Indenture date) _____

6. Related instruction a. Number of hours per year _____

b. Method Classroom Shop Correspondence

c. Source Voc. Ed. Sponsor Other

d. Apprentice wages for related instruction Will be paid Will not be paid

9. Apprenticeship wages: For completing instructions on this item, see reverse side.

	Period 1	2	3	4	5	6	7	8	9	10
a. Term (Hrs., Mos., Yrs.)										
b. Percent										

c. Journey person's Wage as of _____ is _____ per hour.

10a. Signature of committee (if applicable) _____ Date Signed _____

10b. Signature of committee (if applicable) _____ Date Signed _____

11. Signature of authorized representative (Employer/Sponsor) _____ Date Signed _____

12. Name and address of sponsor designee to receive complaints (if applicable) _____

Part B: To be completed by apprentice. Note to Sponsor: Part B should only be filled out by apprentice.

13. Name (Last, first, middle), and address (No., Street, City, County, State, Zip Code) _____ *Social Security number _____

14. Date of birth (Mo., Day, Yr.) _____

15. Sex (X one) Male Female

16. Apprenticeship school linkage Yes No

17. a. Race (X one) Am. Indian or Alaska Native Asian or Pacific Islander Black White

b. Ethnic Group (X one) Hispanic origin Not of Hispanic origin

18. Veteran Status (X one) Veteran Non Veteran

19. Highest education level (X one) 8th grade or less 9th to 12th grade GED High School Graduate

20. Signature of apprentice _____ Date _____

21. Signature of parent/guardian (if minor) _____ Date _____

Part C: To be completed by registration agency

22. Registration agency and address _____

23. Signature (Registration agency) _____

24. Date registered _____

*The submission of your social security number is voluntary. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. (For the Privacy Act, the Records Maintenance Authority and OMB Disclosure statements, see reverse side.)

Appendix E
AFFIRMATIVE ACTION PLAN

ADOPTED BY

(Name of Program sponsor)
(Location: _____)

AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30
AMENDED MAY 12, 1978

**DEVELOPED IN COOPERATION WITH THE
U.S. DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING**

APPROVED BY: _____
REGISTRATION AGENCY

DATE APPROVED: _____

SECTION I - INTRODUCTION

(Insert program sponsor's name) enters this plan with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. (Insert program sponsor's name) seeks to increase the recruitment of qualified women and minorities for possible selection into the apprenticeship program in the event females and/or minorities are underutilized in the apprenticeship program. (Insert program sponsor's name) hereby adopts the following nondiscriminatory pledge and affirmative action plan.

This plan is a supplement to the apprenticeship standards. Any changes made by the program sponsor shall become part of this written plan, once approved by the registration agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE

(Insert program sponsor's name) commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30.”

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, (Insert program sponsor's name) pledges to identify outreach efforts under Section IV that will be undertaken. The purpose of the analysis is to determine the minority and women's labor force in (Insert program sponsor's name) labor market area. Once the labor force is determined, (Insert program sponsor's name) can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the registration agency.

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

(Insert program sponsor's name) affirmative action plan includes the following "checked" outreach and positive recruitment efforts that would reasonably be expected to increase minority and women's participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. **Once those efforts have been checked, (Insert program sponsor's name) shall set forth the specific steps they intend to take under each identified effort.** (Insert program sponsor's name) will identify a significant number of activities in order to enable it to meet its obligation under Title 29, CFR Part 30.4(c).

A. An announcement of apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the following agencies/organizations:

- Registration Agency
- Women's Organizations/Centers
- Local Schools
- Employment Service Centers
- One Stop Centers
- Vocational Education Schools
- Other Organizations/Centers (which can effectively reach minorities and women)
- Newspapers (which are circulated in the minority community and among women)

The announcement shall include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and (Insert program sponsor's name) equal opportunity policy. Applications will be taken for no less than a two (2) week period.

B. Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.

C. Cooperation with local school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.

D. Internal communication of (Insert program sponsor's name) equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid (Insert program sponsor's name) in meetings its obligation under Title 29, CFR Part 30.

- E. Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs shall provide for pre-testing experience and training. In initiating and conducting these programs, (Insert program sponsor's name) may be required to work with other sponsors and appropriate community organizations. (Insert program sponsor's name) shall also initiate programs to prepare women and encourage women to enter traditionally male programs.
- F. Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory occupational training, or others designed to afford related work experience or prepare candidates for apprenticeship, (Insert program sponsor's name) shall make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G. Utilizing journey workers to assist in the implementation of affirmative action in the apprenticeship program.
- H. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc.; use of present minority and female apprentices and journey workers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

(Identify Action:)

SECTION VI - OFFICIAL ADOPTION

This affirmative action plan is officially adopted by (Insert program sponsor's name):

Signature of Authorized Representative

Title

Printed Name

Date

AFFIRMATIVE ACTION PLAN
WORKFORCE ANALYSIS

Occupational Title: _____ RAIS Code: _____

Sponsor: _____ DOT Code: _____

Address: _____ O*NET/SOC Code: _____

City: _____ State: _____ Zip: _____

Phone: _____ Type of selection method used: _____

Labor Market Area: _____

STATISTICAL AREA LABOR FORCE ANALYSIS

Total Work Force:

Women: _____ (%) of Work Force

Minority: _____ (%) of Work Force

SPONSOR'S STATISTICAL DATA

Journey Workers:

Total Journey Workers:

Women: _____ (%) of Journey Workers

Minority: _____ (%) of Journey Workers

Apprentices:

Total Apprentices:

Women: _____ (%) of Apprentices

Minority: _____ (%) of Apprentices

DETERMINATION OF UTILIZATION

Minority Underutilization: _____ Yes _____ No

Female Underutilization: _____ Yes _____ No

SPONSOR'S GOALS:

The sponsor agrees to take affirmative action with the goal of selecting % minorities and
% women during the next year or hiring period.

Estimated Number of new apprentices to be hired during the next year:

Sponsor's Signature

Approved by Agency

Title

Title

Date

Date

Appendix F
QUALIFICATIONS AND SELECTION
PROCEDURES

ADOPTED BY

(INSERT PROGRAM SPONSOR'S NAME)
(Location:)

DEVELOPED IN COOPERATION WITH THE
U.S. DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING

APPROVED BY: _____
REGISTRATION AGENCY

DATE APPROVED: _____

The certification of this selection procedure is not a determination that, when implemented, the selection procedure meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR part 60-3) or Title 29 CFR Part 30.

SECTION I - MINIMUM QUALIFICATIONS

Applicants accepted and registered as apprentices must meet the following minimum qualifications:

- A. **Age:** Shall be at least 16 years of age at the time of entry in the program, unless state or local laws and applicable insurance regulations supersede such minimum age requirement.
- B. **Physical:** Shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others.
- C. **Education:** A high school diploma or GED equivalency is recommended. Applicants who do not possess one of the recommended documents must demonstrate suitable capability to maintain the established pace of the instructional program.

SECTION II - APPLICATION PROCEDURES

- A. All persons requesting an application shall have one made available upon signing the applicant log.
- B. All applications shall be identical in form and requirements. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the apprenticeship standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by (Insert program sponsor's name).
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age - driver's license, birth certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualification. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeals right available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview.

SECTION III - SELECTION PROCEDURES

- A. The program sponsor shall schedule the interview and evaluation session. All applicants who have met the basic qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the Applicant Rating Form taking into account the information on the application, required documents, if applicable, and the judgment derived from the interview.

- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the name of the applicant having the highest score at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It shall be the responsibility of the applicant to keep the program sponsor informed of their current mailing address and phone number.
- F. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested," to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period they were on the ranking list will be required to reapply.
- H. During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.
- I. Youth who complete a Job Corps training program in any occupation covered in the Apprenticeship Standards, who meet the minimum qualification of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and be given first opportunity for placement. The program sponsor shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates shall be done without regard to race, color, religion, national origin, or gender.
- J. Veterans who completed military technical training school and participated in a registered apprenticeship program while in the military in the Plumbing, Heating and Cooling Industry may be given direct entry into the apprenticeship program. The program sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The program sponsor will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex.

SECTION IV - COMPLAINT PROCEDURE

Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the U. S. Department of Labor or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Department of Labor must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The Department of Labor for good cause shown may extend the time.

Complaints of sexual harassment in the workplace may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.

(Insert program sponsor's name) will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION V - MAINTENANCE OF RECORDS

(Insert program sponsor's name) will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including but not limited to job assignment, promotion, demotion, layoff or termination, rate of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with these regulations, as may be required by the Department of Labor. The records pertaining to individual applicants, selected or rejected, shall be maintained in such a manner as to permit the identification of minority and all female participants.

In addition to the above requirements, adequate records shall include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction. Records shall be maintained for 5 years from the date of last action and made available upon request to the Department of Labor or other authorized representative.

SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The foregoing selection procedure is hereby officially adopted by the (Insert program sponsor's name):

Signature of Authorized Representative

Title

Printed Name

Date

Appendix G

EMPLOYER ACCEPTANCE AGREEMENT

The undersigned(Contractor or Employer)
hereby agree to comply with the provisions of these apprenticeship standards formulated by the
Plumbing-Heating-Cooling Contractors Association (PHCC), and adopted by the area PHCC
chapter, or contractor where no chapter exists.

We also agree to carry out the intent and purpose of the said standards and to abide by the rules
and decisions of the PHCC Apprenticeship Training Committee established under these
Standards. We have been furnished a true copy of these apprenticeship standards and have read
and understand them and do hereby request certification to train apprentices in the occupation
classification identified under the provisions of these standards, with all attendant rights and
benefits thereof, until canceled voluntarily by the program sponsor or revoked for good cause by
the registration agency.

(Name of Employer)

(Address of Employer including City, State and Zip Code)

(Area Code and Telephone Number)

(Name and Title of Representative)

(Signature of Representative)

(Date)

NOTE: EACH PARTICIPATING EMPLOYER SHALL COMPLETE THIS FORM AND FILE WITH
THE PROGRAM SPONSOR. AN ADDITIONAL COPY WILL BE FORWARDED TO THE
REGISTRATION AGENCY FOR ITS RECORDS.