

**NATIONAL  
TRAINEE - APPRENTICESHIP PREPARATION  
STANDARDS**

**DEVELOPED BY**

***THE OFFICE OF WORKFORCE INVESTMENT  
AND THE DIVISION OF YOUTH SERVICES  
FOR YOUTHBUILD***



# YouthBuild

**FOR CONSTRUCTION PREPARATION**

**APPROVED BY**

**Registered as part of the National Apprenticeship System in accordance  
with the basic Standards of Apprenticeship established  
by the Secretary of Labor**

**BY:** \_\_\_\_\_

John V. Ladd, Administrator  
Office of Apprenticeship

**DATE:** \_\_\_\_\_

**RAPIDS NO.:** \_\_\_\_\_



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## **FOREWORD**

The Office of Workforce Investment and the Division of Youth Services Trainee-Apprenticeship Preparation Standards for YouthBuild (*YB-TAP*) have as their objective, the preparation of construction trainees with basic and soft skills training, as well as training in entry-level technical skills that meet the requirements for entry into a registered apprenticeship program. The Office of Workforce Investment and the Division of Youth Services recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

YB-TAP standards are supported by set opportunities where trainees are engaged in service to their communities with opportunities to develop leadership and employment skills. These provide the basis for a comprehensive, integrated instructional experience that taps into the positive energies of trainees; inspires a commitment to community development; and sets the stage for their full participation in post-secondary education and training opportunities such as apprenticeships. This ensures that trainees are prepared for high-demand occupations leading to economic self-sufficiency.

This recognition has resulted in the development of these Trainee Apprenticeship Standards. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the Office of Workforce Investment and the Division of Youth Services can work to establish Trainee Apprenticeship Preparation Training program that meets the particular needs of the YouthBuild.

## **DEFINITIONS**

**CERTIFICATE OF COMPLETION OF APPRENTICESHIP:** The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

**CERTIFICATE OF TRAINING:** A Certificate of Training may be issued by the U.S. Department of Labor's, Office of Apprenticeship Administrator to those registered trainees documented as successfully completing an approved defined career lattice component of the apprentice training requirements as outlined in the Work Process Schedule of these Trainee Standards.

**ELECTRONIC MEDIA:** Media that utilize electronics or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the Internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

**EMPLOYER (YOUTHBUILD PROGRAM):** Means any person or organization employing a trainee whether or not such person or organization is a party to a Trainee Enrollment with the trainee.

**HYBRID OCCUPATION:** In addition to time-based occupations which have a fixed set time for completion and competency/performance-based occupations, a third alternative has evolved which, in effect, is a "hybrid" of the two types of training previously mentioned. This third type of training method is a combination of time and performance considerations whereby work processes are developed with a minimum - maximum time/hours for each task or job requirement.

**INTERIM CREDENTIAL:** Interim Credential means a credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice. Competency means the attainment of manual or technical skills and knowledge, as specified by an occupational standard and demonstrated by an appropriate written and hands-on proficiency measurement. Program sponsors shall identify and define all interim credentials and include a list of them in their Program Standards. Interim credentials can only be issued for recognized components of an apprenticeable occupation as identified by an appropriate job task analysis.

**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 uses an 8-digit O\*NET-SOC code. Use of the SOC classification as a 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.

**ON-THE-JOB LEARNING (OJL):** Tasks learned on-the-job, in which the trainee must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

**PROGRAM SPONSOR** The Office of Workforce Investment and the Division of Youth Services in whose name the Trainee Preparation Standards will be registered, and which will have the full responsibility for administration and operation of the YB-TAP program.

**REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS):** The Federal system, which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

**REGISTRATION AGENCY:** Means the U.S. Department of Labor, Office of Apprenticeship.

**RELATED INSTRUCTION:** An organized and systematic form of instruction designed to provide the trainee the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media or other forms of self-study approved by the Registration Agency.

**STIPEND:** Payments made in lieu of wages to students for program participation and training.

**SUPERVISOR OF TRAINEE(S):** An individual designated by the YouthBuild program to supervise or have charge and direction of a trainee.

**TIME-BASED OCCUPATION:** A time-based occupation requires a minimum of 2,000 hours of OJL and recommended 144 hours of related instruction, which includes an outline of the specific work processes and the approximate time requirement for each individual work process under that occupation. *(if applicable)*

**TRAINEE:** An individual enrolled in this program who upon completion will receive a Certificate of Training.

**TRAINEE APPRENTICESHIP PREPARATION STANDARDS:** This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

**TRAINER i.e. JOURNEYWORKER:** A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation and hired and certified by the YouthBuild Program. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation,

either through formal apprenticeship or through practical on-the-job experience and formal training).

**TRANSFER:** A shift of trainee enrollment from one YouthBuild Program to another YouthBuild Program within the same occupation, where there is agreement between the trainee and YouthBuild.

**YOUTHBUILD PROGRAM:** YouthBuild is a youth and community development program that simultaneously addresses core issues facing low-income communities: housing, education, employment, crime prevention and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their GED or high school diploma, learn job skills and serve their communities by building or renovating affordable housing or community facilities, and transform their own lives and roles in society.

## **SECTION I – PROGRAM ADMINISTRATION**

The Office of Workforce Investment and the Division of Youth Services, is responsible for the development of the YB-TAP and having them registered by the USDOL Office of Apprenticeship.

### **Responsibilities of the YouthBuild Program:**

- A. Select the trainees as outlined in this program.
- B. Ensure that trainees are under written Trainee Enrollments and registered with the Registration Agency.
- C. Review and recommend trainee activities in accordance with this program.
- D. Establish the minimum standards of education and experience required of trainees.
- E. Determine the quality and quantity of experience on the job, which trainees should have, and to make every effort toward their obtaining it.
- F. Hear and resolve all complaints of violation of Trainee Enrollments.
- G. Arrange tests or evaluations for determining the trainee's progress in manipulative skills and technical knowledge.
- H. Maintain a record of all trainees, showing their education, experience and progress in learning the occupation.
- I. Determine the physical fitness of qualified applicants to perform the work of the occupation that may require a medical examination prior to their employment as trainees.
- J. Advise trainees on the need for accident prevention and provide instruction with respect to safety in the workplace.
- K. Certify that trainees have successfully completed their YB-TAP program.
- L. Notify the Registration Agency of all new trainees to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes and notice of completions of Trainee Enrollments.
- M. Supervise all the provisions and be responsible for the successful operation of the standards by performing the duties here listed by cooperating with public and private agencies which can be of assistance

## **SECTION II-EQUAL OPPORTUNITY PLEDGE-Title 29 CFR 29.5 (b) (21) and 30.3 (b)**

The recruitment, selection, employment and training of trainees during their preparation training, shall be without discrimination because of race, color, religion, national origin or sex. The YouthBuild Program will take affirmative action to provide equal opportunity in training and will operate the preparation program as required under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended (insert state regulations here, if applicable.)

## **SECTION III- QUALIFICATIONS FOR YOUTHBUILD PROGRAM TRAINEES – Title 29 CFR 29.5(b)(10)**

Applicants will meet the following minimum qualifications:

### **Eligibility for YouthBuild**

To be eligible for YouthBuild, participant must be:

- Between 16 and 24 on the enrollment date AND
- A current or former foster youth (including youth aging out of foster care AND/OR
- A youth offender AND/OR
- A child of incarcerated parents AND/OR
- An adult offender AND/OR
- A Youth who is an individual with a disability AND/OR
- A migrant farm worker youth AND/OR
- A low –income youth AND
- A high school drop-out

### **Eligibility Exceptions**

- If the youth has a high school diploma or GED but is basic skills deficient, he or she can be enrolled under the 25% exemption.
- If the youth was referred by a high school guidance counselor to the YouthBuild program, he or she can be enrolled under the 25% exemption-only if the YouthBuild program to which he or she are referred is a high school diploma-granting program.

## **SECTION IV - SELECTION OF TRAINEES – Title 29 CFR 30.5**

Selection into the apprenticeship preparation program will be in accordance with the selection procedures established by the individual YouthBuild program.

**SECTION V – TRAINEE ENROLLMENT – Title 29 CFR 29.5(b)(11)**

The Registration Agency will be advised promptly of the execution of each Trainee Enrollment and will be given all the information required for registering the trainee.

**SECTION VI - RATIO OF TRAINEES TO TRAINERS – Title 29 CFR 29.5(b)(7)**

Consistent with proper supervision, training, safety and continuity of employment throughout the training, the ratio of trainees to trainers will not exceed a maximum of ten (10) trainees to one (1) trainer.

**SECTION VII - TERM OF TRAINING – Title 29 CFR 29.5(b)(2)**

The term of the training will be 6-24 months with an (OJL) attainment not less than a minimum of 336 hours supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period. YouthBuild Programs will need to complete Appendix B *YouthBuild Acceptance Agreement* to list the maximum time allotted for program completion.

**SECTION VIII - PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(19)**

All applicants selected for YB-TAP will serve a probationary period of 25% of the maximum term of 336 hours of OJL (or 84 hours).

During the probationary period, either the trainee or the YouthBuild Program may terminate the Trainee Enrollment, without stated cause, by notifying the other party in writing. The records for each probationary trainee will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary trainee evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period the Trainee Enrollment may be canceled at the request of the trainee, or may be suspended or canceled by the YouthBuild Program for reasonable cause after documented due notice to the trainee and a reasonable opportunity for corrective action. In such cases, the YouthBuild Program will provide written notice to the trainee and to the Registration Agency of the final action taken.

## **SECTION VI - HOURS OF WORK**

Trainees will generally work the same hours as trainers, except that no trainee will be allowed to work overtime if it interferes with attendance in related instruction classes.

Trainees who do not complete the required hours of OJL during a given segment will have the term of that segment extended until the required number of hours of training are accrued.

## **SECTION X – TRAINEE WAGE/STIPEND PROGRESSION – Title 29 CFR 29.5(b)(5)**

Trainees will be paid a progressively increasing schedule of wage/stipends (fringe benefits will not be paid) during their training based on the acquisition of increased skill and competence on-the-job and in related instruction. Before a trainee is advanced to the next segment of training, the YouthBuild Program will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, YouthBuild will be guided by the work experience and related instruction records and reports.

The progressive wage/stipend schedule will be an increasing percentage of the trainer's wage rate. The percentages that will be applied to the applicable trainer rate are shown on the attached Sample Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wage/stipend of the trainee for time spent OJL be less than that required by any minimum wage law, which may be applicable.

## **SECTION XI - CREDIT FOR PREVIOUS EXPERIENCE – Title 29 CFR 29.5(b)(12) and 30.4(c)(8)**

YouthBuild may grant credit towards the term of apprenticeship preparation to new trainees who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

Trainee applicants seeking credit for previous experience gained outside the supervision of YouthBuild must submit the request at the time of application and furnish such records, affidavits, and other documentation to substantiate the claim. Applicants requesting such credit who are selected into the YB-TAP will start at the beginning wage/stipend rate. The request for credit will be evaluated and a determination made by YouthBuild during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the trainee's previous work and training/education record and evaluation of the trainee's performance and demonstrated skill and knowledge during the probationary period.

A trainee granted credit will be advanced to the wage/stipend rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage/stipend rate to which the trainee is advanced.

The granting of advanced standing will be uniformly applied to all apprentices.

### **SECTION XII - WORK EXPERIENCE – Title 29 CFR 29.5(b)(3) and 30.8**

During the YB-TAP, the trainee will receive such OJL and related instruction in all phases of construction preparation necessary to develop the skill and proficiency in residential construction. The OJL will be under the direction and guidance of the supervisor of the apprentice(s).

### **SECTION XIII - RELATED INSTRUCTION – Title 29 CFR 29.5(b)(4)**

During each segment of training, each trainee is required to participate in coursework related to the job as outlined in Appendix A. For each occupation, the recommended term of training will include no less than 73 hours of related instruction for Residential Construction for each year of the apprenticeship preparation. Trainees agree to take such courses, as YouthBuild deems advisable. YouthBuild will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational school or other schools that can furnish related instruction the trainee may be required to take an alternate form of instruction that meets the approval of YouthBuild and the Registration Agency.

Trainees may be paid a wage/stipend for hours spent attending related instruction (or OJL) classes. If applicable, the YouthBuild Program will inform each trainee of the availability of college credit through the individual educational institution partnerships.

Any trainee who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of a trainee to fulfill the obligations regarding related instruction (or OJL) without due cause, YouthBuild will take appropriate disciplinary action and may terminate the YB-TAP Agreement after due notice to the trainee and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on-the-job. YouthBuild will monitor and document the trainee's progress in related instruction classes.

YouthBuild will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. If applicable, when possible, YouthBuild may require the instructors to take the Building Trades Multi-Craft Core Curriculum, Home Builders Institute (HBI) or National Center for Construction Education and Research (NCCER).

#### **SECTION XIV - SAFETY AND HEALTH TRAINING – Title 29 CFR 29.5(b)(9)**

All trainees will receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or State Standards that have been found to be at least as effective as the Federal Standards

Trainees will be taught that accident prevention is very largely a matter of education, vigilance and cooperation and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

#### **SECTION XV - SUPERVISION OF TRAINEES – Title 29 CFR 29.5(b)(14)**

The YouthBuild Program will be responsible for the training of the trainee on the job. Trainees will be under the general supervision of YouthBuild and under the direct supervision of the trainer to whom they are assigned. The supervisor of trainee(s) designated by the YouthBuild Program will be responsible for the trainee's work assignments, and will ensure the trainee is working under the supervision of a skilled trainer, evaluation of work performance, and completion and submittal of progress reports .

No trainee will be allowed to work without direct trainer supervision.

#### **SECTION XVI - RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b)(6)**

Each trainee may be responsible for maintaining a record of his/her work experience/training on-the-job and in related instruction and for having this record verified by his/her supervisor at the end of each week. The trainee will authorize an effective release of his or her completed related instruction records from the local school authorities to the YouthBuild program. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship preparation, will be maintained by and will be the property of YouthBuild. This record will be included in each trainee's record file maintained by YouthBuild.

Before each period of advancement, or at any other time when conditions warrant, YouthBuild will evaluate the trainee's record to determine whether he/she has made satisfactory progress. If a trainee's related instruction or on-the-job progress is found to be unsatisfactory, the YouthBuild program may determine whether the trainee will continue in a probationary status, or require the trainee to repeat a process or series of processes before advancing to the next wage/stipend classification. In such cases, YouthBuild will initiate a performance improvement plan with the apprentice.

**SECTION XVII - MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(23)**

YouthBuild will maintain for a period of five (5) years from the date of last action, all records relating to trainee applications (whether selected or not), the employment and training of trainees, 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 trainees, and records on the trainee'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 will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request to the Registration Agency.

**SECTION XVIII - CERTIFICATE OF TRAINING – Title 29 CFR 29.5(b)(16)**

Upon satisfactory completion of the requirements of the apprenticeship preparation program as established in these Standards, YouthBuild will so certify in writing to the Registration Agency and request that a Certificate of Training be awarded to the completing trainee(s). Such requests will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

A Certificate of Training will be issued by the U.S. Department of Labor's, Office of Apprenticeship Administrator to those registered trainees documented as successfully completing a defined career lattice component of the apprentice preparation training requirements as outlined in the Work Process Schedule of the YB-TAP.

**SECTION XIX - NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.3(d) and (e) and 29.5(b) (19)**

The Registration Agency will be notified within forty-five (45) of all new trainees to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Trainee Enrollments and causes.

## **SECTION XX - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(18)**

These Standards will, upon adoption by YouthBuild be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

The Office of Workforce Investment and the Division of Youth Services reserves the right to discontinue at any time the YB-TAP set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by the Registration Agency for failure of YouthBuild 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 YB-TAP program (whether voluntary or involuntary), YouthBuild will notify each trainee of the cancellation and its effects. This notification will conform to the requirements of Title 29, CFR part 29.7.

## **SECTION XXI - AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b)(18)**

These Standards may be amended or modified at any time by the Office of Workforce Investment/Division of Youth Services provided that no amendment or modification adopted will alter any Trainee Enrollment in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each trainee to whom the amendment or modification applies.

## **SECTION XXII - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – Title 29 CFR 29.5(b)(22) and 30.11**

The YouthBuild program will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the YouthBuild Program, YouthBuild, and the trainee, unless otherwise noted below.

If an applicant or a trainee believes an issue exists that adversely affects his/her participation in the YB-TAP program or violates the provisions of the Trainee Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

### **Title 29 CFR 29.7k**

YouthBuild will hear and resolve all complaints of violations concerning the Trainee Agreement and the registered YB -TAP Standards, for which written notification is

received within fifteen (15) days of violations. YouthBuild will make such rulings, as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the YB-TAP agreement may consult with the Registration Agency for an interpretation of any provision of these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is as listed in your YouthBuild Program's grievance procedure.

### **Title 29 CFR 30.11**

Any trainee or applicant for training who believes that he/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/her selection have not been followed in the operation of an YB-TAP program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the trainee or applicant's election, with the private review body established by YouthBuild (if applicable).

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

The complaint must be filed not later than one hundred eighty (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 body designated by YouthBuild to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

Complaints of discrimination in the apprenticeship preparation program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.

The YouthBuild program will provide written notice of its complaint procedure to all applicants for training.

### **SECTION XXIII - TRANSFER OF A TRAINEE AND TRAINING OBLIGATION – Title 29 CFR 29.5(b)(13)**

The transfer of a trainee between YouthBuild Programs and within YB-TAP must be based on agreement between the trainee and the YouthBuild Programs, and must comply with the following requirements:

- i. The transferring trainee must be provided a transcript of related instruction and on-the-job learning by the committee or YouthBuild.
- ii. Transfer must be to the same occupation; and
- iii. A new trainee agreement must be executed when the transfer occurs between YouthBuild Programs.

If the YouthBuild program is unable to fulfill its training obligation due to lack of work or failure to conform to these Standards that YouthBuild will make every effort to refer the trainee with his/her consent to another YouthBuild Program, Registration Agency or One Stop for placement into another apprenticeship preparation program. This will provide the trainee an opportunity for continuous training and completion of his/her YB-TAP program. The original YouthBuild program will also make available to the trainee and the receiving YouthBuild Program the trainee's training record. The trainee must receive credit from the new YouthBuild Program for the training already satisfactorily completed.

#### **SECTION XXIV - RESPONSIBILITIES OF THE TRAINEE**

Trainees, having read these Standards and signed a Trainee Enrollment with the YouthBuild program agree to all the terms and conditions contained therein and agree to abide by YouthBuild's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as YouthBuild may deem necessary to become skilled in Residential Construction.

In signing the Trainee Enrollment, trainees assume the following responsibilities and obligations under the apprenticeship preparation program:

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the YouthBuild Program in accordance with the provisions of these Standards.
- B. Respect the property of the YouthBuild Program and abide by the working rules and regulations of the YouthBuild Program.
- C. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the construction preparation program as provided under these Standards.
- D. Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by the YouthBuild program.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.

- F. The trainee will be provided with a copy of the written rules and policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

## **SECTION XXV - TECHNICAL ASSISTANCE**

Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools—may be requested to advise YouthBuild programs.

YouthBuild programs are encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of their training program.

**SECTION XXVI - OFFICIAL ADOPTION OF YB-TAP STANDARDS:**

The Office of Workforce Investment and the Division of Youth Services hereby adopts these Trainee Apprenticeship Preparation Standards on this \_\_\_\_\_ Day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
**GAY GILBERT, Administrator**  
**Office of Workforce Investment**

\_\_\_\_\_  
**Printed Name**

## Appendix A

### TRAINING SCHEDULE FOR: CONSTRUCTION PREPARATION

This schedule is attached to and a part of these Standards for the above identified training.

**1. TERM OF TRAINING**

The term of the training will be 6-24 months with an (OJL) attainment not less than a minimum of 336 hours supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period. YouthBuild Programs will need to complete Appendix B *YouthBuild Acceptance Agreement* to list the maximum time allotted for program completion.

**2. RATIO OF TRAINEES TO TRAINERS**

Consistent with proper supervision, training, safety, and continuity of employment throughout the traineeship, the ratio of trainees to trainers will not exceed a maximum of ten (10) trainees to one (1) trainer.

**3. TRAINEE WAGE/STIPEND SCHEDULE**

Trainees shall be paid a progressively increasing schedule of wage/stipends based on a percentage of the current trainer wage rate. The beginning wage/stipend for OJL must be a percentage that is at least the higher of the Federal or applicable state or local minimum wage.

**1 Year Term Example:**

1<sup>st</sup>     6 months + hours = \_\_\_%                      2<sup>nd</sup>     6 months + hours = \_\_\_%

**4. SCHEDULE OF WORK EXPERIENCE (See attached Work Process Schedule)**

YouthBuild programs may modify the work processes to meet their individual needs

**5. SCHEDULE OF RELATED INSTRUCTION (See attached Related Instruction Outline)**

## Appendix A

### WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

Participants in the YB-TAP program shall follow the most current version available of the following curricula: The Building Trades Multi-Craft Core Curriculum, Home Builders Institute Pre-Traineeship Certificate Training (PACT) and the National Center for Construction Education and Research (NCCER).

#### GENERAL COMPETENCIES

#### APPROXIMATE HOURS

- |    |  |         |
|----|--|---------|
| 1. | TOOLS AND MATERIALS<br>[Hem A; HBI – Unit 3; NCCER – Core Carpentry I<br><br>A. Care, cleaning, and safe use of tools, measuring devices and woodworking machinery<br>B. Identifying trade materials and their uses  | 34-68   |
| 2. | GENERAL PRINCIPLES<br>A. Safety [HBI – Unit 1, NCCER – Core/Carpentry I]<br>B. Plan Reading, Design Integrity<br>C. Job Readiness  | 68-136  |
| 3. | HOME BUILDING<br>[Framing (Hem C&D), Walls, Ceilings, Steps, Level 1 Carpentry (NCCER) Unit 5 PACT]<br>A. New<br>B. Rehab<br><br>ROUGH FRAMING<br>Framing floors, walls, roofs, stairs, scaffolding - and heavy construction<br>1. Laying out mud sills or plates for anchoring<br>2. Placing girders or beams<br>3. Installing sills<br>4. Placing and bracing grider posts<br>5. Installing and bridging floor joists<br>6. Laying out stair well<br>7. Laying sub-floors<br>8. Laying out story-poles<br>9. Constructing, installing and bracing wall frames<br>10. Trimming for openings | 168-338 |

11. Framing and placing ceiling joists
12. Framing roofs; laying roof decking
13. Roof covering (if in keeping with area practice)
14. Building and erecting scaffolding
15. Using builder's level
16. Batterboards, partitions, doors and windows, box-out in concrete walls, stairs and roofs

4. FINISHES 68-136  
 [Hem E-G; NCCER Level 1; HBI PACT Unit 5]

1. Putting on insulation board or housewrap for all types of walls (if in keeping with area practice)
2. Laying-out and installing door frames and jambs
3. Laying-out and installing window frames
4. Fitting and sanding doors and windows
5. Applying exterior door and window trim and hardware
6. Applying insulation (if in keeping with area practice)
7. Cutting and installing water tables
8. Constructing and applying all types of cornice and soffit
9. Finishing gable ends
10. Constructing verge or bargeboards
11. Installing gutters (if in keeping with area practice)
12. Constructing and setting columns
13. Constructing and setting newels and railings
14. Constructing porches and entrance canopies
15. Applying outside wall coverings (in keeping with area practice)
16. Laying out, constructing and setting louvers
17. Installing other exterior trim
18. Applying all hardware and fittings to outside of building
19. Fitting, sanding, installing doors and windows
20. Applying interior door and window trim
21. Applying hardware and fittings to interior of building, doors and windows
22. Applying baseboards and moldings
23. Applying interior trim
24. Constructing and setting cupboards, cabinets and wardrobes
25. Constructing and setting stairwork
26. Preparing sub-floor and applying finished wood flooring
27. Laying other types of finished flooring (in keeping with the carpenter craft and prevailing area practices)
28. Ceilings - Laying out, cutting, assembling and installing materials and component parts:
  - a. Hangers, channels, furring and backing boards
  - b. Bars: main tees, cross tees, splines

- c. Stiffeners and braces
  - d. Ceiling angles or moldings
  - e. Finish ceiling materials
29. Walls and Partitions - Laying out, cutting, assembling, erecting, applying materials and component parts:
- f. Floor and ceiling runners
  - g. Studs (wood and metal), stiffeners, bracing, fireblocking
  - h. Resilient and furring channels
  - i. Laying out, framing, enclosing vents, light wells, other openings
  - j. Wall angles and moldings
  - k. Soffit work
  - l. Drywall installation on metal framing
  - m. Studless and laminated installations
  - n. Thermal and sound insulation, if in keeping with area practice
  - o. Backing and finish materials
  - p. Fire proofing columns, beams chases

## **ELECTIVES**

1. Green Construction Techniques
2. Energy Star
3. LEED
4. Local 3<sup>rd</sup> Part Verification
5. Weatherization
6. Landscaping
7. Mitigation and Abatement
8. Welding
9. Electrical
10. Plumbing
11. Bricklaying
12. Facility Maintenance

### *Inside the Apartment Business*

- Online Module
- Practice Scenarios

### *People, Projects and Profits*

- Online Module
- Practice Scenarios

### *Interior and Exterior Maintenance and Repair*

- Participant Resource Guide
- Participant Online Practice Scenarios
- Instructor Guide

- Instructor Videos
- Participant Online Practice Scenarios
- Instructor Guide
- Instructor Videos
  - *Change a Lock (2:00)*
  - *Rekey a Lock (3:51)*
  - *Make-Ready Inspection Tips (13:00)*

#### *Electrical Maintenance and Repair*

- Participant Resource Guide
- Participant Online Practice Scenarios
- Instructor Guide
- Instructor Videos
  - Participant Online Practice Scenarios
  - Instructor Guide
  - Instructor Videos
    - *How to use a Multimeter (4:40)*
    - *Replace a Single-Pole Switch (2:23)*
    - *Replace an Incandescent Fixture (4:21)*
    - *Replace a Receptacle (4:42)*
    - *Replace a Ballast (7:00)*

#### *Plumbing Maintenance and Repair*

- Participant Resource Guide
- Participant Online Practice Scenarios
- Instructor Guide
- Instructor Videos
  - Participant Online Practice Scenarios
  - Instructor Guide
  - Instructor Videos
    - *Unclog a P-Trap Pipe (2:24)*
    - *Replace a Fill Valve (4:49)*
    - *Replace a Toilet Wax Ring (11:00)*
    - *Replace a Tub Spout (5:45)*

#### *Heating, Ventilation and Air Conditioning Maintenance and Repair: Part 1*

- Participant Resource Guide
- HVAC Servicing Procedure Manual by Carrier
- Participate Online Practice Scenarios
- Instructor Guide
- Instructor Video
  - *Hydronic Heat Basics (8:31)*

### 13. Intro to Concrete

## Related Instruction Outline

Participants in the YB-TAP will take courses on G.E.D. Preparation, High School Diploma Preparation, as well as courses that relate to the Building Trades Multi-Craft Core Curriculum, PACT and NCCER

### **CORE COMPETENCIES**

1.	Safety/OSHA 10	15
2.	Orientation to Trade	2
3.	Blueprints	8
4.	Rigging	20
5.	Power Tools	5
6.	Hand Tools	10
7.	Basic Employability	15
8.	Construction Math	15
9.	Basic Communication	5
Total Hours		95 (minimum of 73)

**Appendix B**

**YOUTHBUILD ACCEPTANCE AGREEMENT**

**ADOPTED BY**

**THE OFFICE OF WORKFORCE INVESTMENT AND THE  
DIVISION OF YOUTH SERVICES FOR YOUTHBUILD**

DEVELOPED IN COOPERATION WITH THE  
U. S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP

APPROVED BY: \_\_\_\_\_  
REGISTRATION AGENCY

DATE APPROVED: \_\_\_\_\_

NATIONAL STANDARDS – OWI/DYS for Youthbuild  
**Appendix B**

**YOUTHBUILD ACCEPTANCE AGREEMENT**

The foregoing undersigned YouthBuild program hereby subscribes to the provisions of YB-TAP formulated and registered by the Office of Workforce Investment and the Division of Youth Services and agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Federal YouthBuild program established under these Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train trainees under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Federal YouthBuild program or Registration Agency. On-the-job, the trainee is hereby guaranteed assignment to a skilled and competent trainer and is guaranteed that the work assigned to the trainee will be rotated so as to ensure training in all phases of work available.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name : \_\_\_\_\_

Title: \_\_\_\_\_

Maximum Term of Program (in hours) \_\_\_\_\_

Curriculum \_\_\_\_\_

Starting Minimum Wage/Stipend \_\_\_\_\_

Name of Company:

Address:

City/State/Zip Code:

Phone Number:

Email:

Disposition:

Original –

Copies – YouthBuild, and Registration Agency

NATIONAL STANDARDS – OWI/DYS for Youthbuild

## YouthBuild Training Apprenticeship Preparation (YB-TAP) Guidance

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**Topic:** Certified Payrolls on Davis-Bacon Work Sites

### Appendix C

**Background:** Many YouthBuild programs have developed opportunities for their training participants to work on major construction projects that are governed by the Davis-Bacon Act. When a worksite falls under Davis-Bacon contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates.

This can present a challenge to YouthBuild programs that see these types of construction projects as valuable training sites for their youth since most contractors are reluctant to pay prevailing wage rates for youth trainees who are in the process of learning and developing their skill set.

The Davis-Bacon Act contains a provision that allows for Department of Labor (DOL) certified training programs to pay less than the journeyworker wage rate to training participants. The YouthBuild Trainee Apprenticeship Preparation program (YB-TAP) is a set of national standards that were developed in accordance with the basic standards recommended by the U.S. Department of Labor's Office of Apprenticeship, as a basis from which YouthBuild can work to establish a trainee program that meets the particular needs of their area. If a YouthBuild program chooses to register with YB-TAP, this program registers the organization as a national Trainee Apprenticeship Preparation program. As such, the YouthBuild program will be an approved trainee program of the Department of Labor, which allows a YouthBuild program to pay its trainees (i.e. participants) less than the Davis-Bacon journeyworker wage rates when performing work for federal purposes.

YB-TAP has as its objective the preparation of construction trainees skilled in the rehabilitation and construction of low-income housing construction. The YB-TAP standards are designed specifically for YouthBuild to support the transition of our young people into apprenticeship opportunities and will create consistency in the construction skills training offered by YouthBuild programs across the country and build portable credentials for our youth.

## **YouthBuild Training Apprenticeship Preparation (YB-TAP) Guidance**

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### **Topic: Certified Payrolls on Davis-Bacon Work Sites**

YB-TAP was recently modified to allow stipends or wages to be paid to youth participants on Davis Bacon work sites. Both stipends and wages may not be set below either the state or Federal minimal wage rate, whichever is higher.

#### **How will a Contractor or Sub-Contractor know that YouthBuild trainees may be paid less than the journeyworker wage rate?**

You will provide a certification to the Contractor or Sub-contractor at the worksite. After you have applied to participate in YB TAP, please submit an e-mail request for the certification to [Jefferson.kirk@dol.gov](mailto:Jefferson.kirk@dol.gov). This certification will allow the employer to pay your trainees less than the journeyworker prevailing wage. Please note that you will need a certification for each Davis-Bacon worksite.

#### **What is a Certified Payroll:**

Each covered contractor and subcontractor must, on a weekly basis, provide the federal agency a copy of all payrolls providing the following information for all laborers and mechanics, the preceding weekly payroll period:

- Name individually identifying number for each employee (e.g., the last four digits of the employee's social security number).
- His or her correct work classifications
- Hourly rates of pay, including rates of contributions or costs anticipated for bona fide fringe benefits or their cash equivalents
- Daily and weekly numbers of hours worked
- Deductions made
- Actual wages paid
- If applicable, detailed information regarding various fringe benefit plans and programs, including records that show that the plan or program has been communicated in writing to the laborers and mechanics affected
- If applicable, detailed information regarding approved apprenticeship or trainee programs

(A prime contractor may require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the sponsoring government agency (or the applicant, sponsor, or owner.)

## **YouthBuild Training Apprenticeship Preparation (YB-TAP) Guidance**

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### **Topic: Certified Payrolls on Davis-Bacon Work Sites**

Each payroll submitted must be accompanied by a "Statement of Compliance." The contractor, subcontractor or the authorized officer or employee of the contractor or subcontractor who supervises the payment of wages must sign the weekly statement. Statements of Compliance are to be made on the form [WH-347 "Payroll \(For Contractors Optional Use\)"](#) or on any form with identical wording. This must be completed within seven days after the regular pay date for the pay period.

#### **What is the rate for hourly wages or stipends?**

Wages or stipends are to be paid to YouthBuild participants when they are on the job site and when they are in related occupational instruction. YouthBuild programs may not pay training participants below the rate of either the Federal or state minimum wage, whichever is higher for hours worked on a job site. YouthBuild programs may pay a flat stipend for time that youth spend in academic enrichment classes that will prepare them for either their GED or high school diploma. This stipend is not tied to minimum wage or an hourly calculation.

## Frequently Asked Questions

### The YouthBuild Trainee Apprenticeship Preparation program (YB-TAP)

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#### 1. What is the YB-TAP?

The YouthBuild Trainee Apprenticeship Preparation program (YB-TAP) is a set of national standards that were developed in accordance with the basic standards recommended by the U.S. Department of Labor's Office of Apprenticeship (OA) as a basis from which each YouthBuild program can work to establish an apprenticeship training program that meets the particular needs of its location. The YB-TAP has as its objective the preparation of construction trainees with basic and soft skills training, as well as training in entry-level technical skills that meet the requirements for entry into a registered apprenticeship program. The YB-TAP standards are designed specifically for YouthBuild to: support the transition of our young people into apprenticeship opportunities; create consistency in the construction skills training offered by YouthBuild programs across the country; and build portable credentials for our youth. By using the YB-TAP standards, YouthBuild programs will be approved trainee programs of the U. S. Department of Labor's Office of Apprenticeship. This creates an opportunity to establish closer connections between YouthBuild and registered apprenticeship.

#### 2. Is the YB-TAP required?

No, the YB-TAP is voluntary.

#### 3. Who is the employer referred to in the YB-TAP standards?

The term employer refers to the YouthBuild program (see YB-TAP Standards, page iii).

#### 4. Who is the trainer referred to in the YB-TAP standards?

The term trainer refers to the journeyworker or worker who has attained a level of expertise recognized within an industry as having mastered the skills and competencies required for the occupation and who has been hired and certified by the YouthBuild Program (see YB-TAP, page iv).

#### 5. What is a journeyworker?

A journeyworker is a worker who has completed a specified training program as a registered apprentice in any industry and has received a Master Title in learning a trade or craft, or who can give written proof of a specified number of years of qualifying experience for such trade or craft.

#### 6. Who is the trainee referred to in the YB-TAP standards?

The term trainee refers to the YouthBuild participant enrolled in your program who, upon completion, will receive a Certificate of Training (see YB-TAP, page iv).

#### 7. What is a Certificate of Training?

A Certificate of Training is issued by the U.S. Department of Labor's Office of Apprenticeship Administrator to those registered trainees (your YouthBuild participants) documented as successfully completing an approved defined *career lattice component*\* of the apprentice training requirements as outlined in the Work Process Schedule of the YB-TAP (see YB-TAP, Appendix A-2). Technical assistance will be provided to assist grantees in meeting the threshold necessary for certification.

\* Career lattice component is defined as "Replacement for the traditional "corporate ladder", enables employees to move in several directions rather than just upward. This gives employees a chance to explore new areas of the company and add more diversified tools to their toolbox"

**8. Can my YouthBuild participants count previous hours earned toward the work process schedule and related instruction outlined in the YB-TAP Appendix A?**

Yes, working within the timeline of your grant, if you have enrolled YouthBuild participants who have earned hours toward the work process schedule and related instruction outlined in Appendix A and register for YB-TAP, they can use any hours they earned before they officially signed their 671A form as previous credit.

**9. How does a YouthBuild program register for the YB-TAP?**

If you are interested in registering your participants with the YB-TAP program please submit the YouthBuild Acceptance Agreement (Appendix B, which also is also located on the YouthBuild Community of Practice under the Apprenticeship link in the Resource Room) to Anne Stom at 200 Constitution Avenue, NW, N4508, Washington, DC 20210. You may also fax your agreement to (202) 693-3113 or send a scanned copy with signatures to [stom.anne@dol.gov](mailto:stom.anne@dol.gov).

**10. What happens once I send in my YB-TAP Acceptance Agreement?**

Four phases occur once you send your YB-TAP Acceptance Agreement:

**Phase I:** You will receive an acknowledgement letter from the Office of Apprenticeship. This letter is confirmation of receipt of your application to participate in the YB-TAP. Once you receive the acknowledgement letter, you will need to Federal Express a list of prospective participants who will be part of your YB-TAP program. Details on where to send this list are included in your acknowledgement letter. In addition, you may need certification for Davis-Bacon worksites, in order to allow the employer to pay your trainees less than the journeyworker prevailing wage. If so, please email your request to [jefferson.kirk@dol.gov](mailto:jefferson.kirk@dol.gov).

**Phase II:** You will have 45 days from the date that your list of participants is received by the Office of Apprenticeship to submit form ETA-671A for each participant in your program. A blank form and a sample-completed copy of this form can be found on the Community of Practice under the Apprenticeship link in the Resource Room.

**Phase III:** In order to share information on YB-TAP programs with OA, you must track each participant who is participating in the YouthBuild MIS system. To do this, you will go to each participating youth's Assessment at Entry screen (under the Assessments & IDP tab), select "yes" for YB-TAP Participation and enter the date that YB-TAP participation began (which cannot be prior to the enrollment date). For further questions on this process, please contact the MIS Helpdesk at [missupport@youthbuild.org](mailto:missupport@youthbuild.org) or 1-866-680-0855.

**Phase IV:** Once a trainee completes all of the requirements for the YB-TAP certification, please notify your National Liaison (a chart listing the National Liaisons will be enclosed with your acknowledgement letter and copy is on the Community of Practice under the Apprenticeship link in the Resource Room), who will forward the information to OA.. The Office of Apprenticeship will send a Certificate of Training to you for each individual who has completed YB-TAP. Please remember that you must maintain the appropriate records for each of the trainees who is participating in the YB-TAP program. See pages 6 and 7 of the YB-TAP standards for specific information on recordkeeping (a copy of YB-TAP standards can be found on the Community of Practice under the Apprenticeship link in the Resource Room.)

**11. How does YB-TAP relate to the Davis-Bacon journeyworker wage rates?**

Many YouthBuild programs have developed opportunities for their training participants to work on major construction projects that are governed by the Davis-Bacon Act. When a worksite falls under Davis-Bacon, contractors and subcontractors must pay laborers and mechanics employed under the contract no less than the locally prevailing wage and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates.

If your YouthBuild program chooses to register with the YB-TAP, this will register your organization as a national Trainee Apprenticeship Preparation program. As such, your YouthBuild program will be an approved trainee program of the Department of Labor, which allows a YouthBuild program to pay its trainees (i.e. participants) less than the Davis-Bacon journeyworker wage rates when performing work for Federal purposes.

When you register, if you need certification for Davis-Bacon worksites, please email your request to [jefferson.kirk@dol.gov](mailto:jefferson.kirk@dol.gov). This certification will allow the employer to pay your trainees less than the journeyworker prevailing wage.

**12. Once I am registered with YB-TAP, are participants of my 2007/2008 YouthBuild grant exempt from the Davis-Bacon prevailing wage?**

Participants that are not registered in the YB-TAP must be paid the prevailing wage listed in the applicable Davis-Bacon wage determination on any project to which Davis-Bacon labor standards apply. Therefore, participants that are not covered by the YB-TAP must be paid the prevailing wage on Federally-funded construction projects. Additional information concerning the Fair Labor Standards Act, the Davis-Bacon and related Acts, and other federal laws enforced by the U.S. Department of Labor's Wage and Hour Division is available at [www.dol.gov/whd](http://www.dol.gov/whd). Davis-Bacon questions can be sent by email to [zzesa-whd-no-dbra-web-faq-all@dol.gov](mailto:zzesa-whd-no-dbra-web-faq-all@dol.gov).

**13. What is the requirement for trainee wage progression?**

Trainees will be paid a progressively increasing schedule of wages/stipends (minimum wage is the base requirement) during their training based on the acquisition of increased skills and competencies in on-the-job and related instruction. The wage progression can be as little as a few cents an hour. See Section X-Trainee Wage Progression (Title 29 CFR 29.5 (b) (5)) for details (YB-TAP, page 4).

**14. What is the rate for hourly wages or stipends?**

Wages or stipends are to be paid to YouthBuild participants when they are on the worksite and when they are in related occupational instruction. YouthBuild programs may not pay training participants below the rate of either the Federal or state minimum wage, whichever is higher for hours worked on a job site. YouthBuild programs may pay a flat stipend for time that youth spend in academic enrichment classes that will prepare them for either their GED or high school diploma. This stipend is not tied to minimum wage or hourly calculations.

**15. How will a Contractor or Sub-Contractor know that YouthBuild trainees may be paid less than the journeyworker wage rate?**

You will provide a certification to the Contractor or Sub-contractor at the worksite. After you apply to participate in the YB-TAP, please submit an email request for the certification to [jefferson.kirk@dol.gov](mailto:jefferson.kirk@dol.gov). This certification will allow the employer to pay your trainees less than the journeyworker prevailing wage. Please note you will need a certification for each Davis-Bacon worksite on which your YB-TAP participants work.

The following is the Davis-Bacon contract clauses link as a reference:

Standard Davis-Bacon contract clauses: [http://www.dol.gov/dol/allcfr/Title 29/Part 5/29CFR5.5.htm](http://www.dol.gov/dol/allcfr/Title_29/Part_5/29CFR5.5.htm)

Paragraph (3) sets forth requirements regarding “Payrolls and basic records” and paragraph (4) sets forth requirements regarding “Apprentices and trainees.” Paragraph (4)(ii) focuses on trainees.

## **16. What is a Certified Payroll?**

Each covered contractor and subcontractor must, on a weekly basis, provide the Federal agency (Department of Labor) a copy of all payrolls providing the following information for all laborers and mechanics and covering the preceding weekly payroll period:

- Name and individually identifying number for each employee (e.g., the last four digits of the employees’ social security number.)
- His or her correct work classifications
- Hourly rates of pay, including rates of contributions or cost anticipated for bona fide fringe benefits or their cash equivalents
- Daily and weekly number of hours worked
- Deductions made
- Actual wages paid
- If applicable, detailed information regarding various fringe benefit plans and programs, including records that show that the plan or program has been communicated in writing to the laborers and mechanics affected
- If applicable, detailed information regarding approved apprenticeship or trainee programs

A prime contractor may require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the sponsoring government agency (or applicant, sponsor, or owner.)

Each payroll submitted must be accompanied by a “Statement of Compliance.” The contractor, subcontractor, or the authorized officer or employee of the contractor or subcontractor who supervises the payment of wages must sign the weekly statement. Statements of Compliance are to be made on the form WH-347 “Payroll (For Contractors Optional Use)” or on any form with identical wording. This must be completed within seven days after the regular pay date for the pay period.

As reference-Instructions for completing payroll form, WH-347, with a link to the actual form:

<http://www.dol.gov/whd/forms/wh347instr.htm>

The “Statement of Compliance” referenced in contract clause (3)(ii)(B) is page 2 of the form.

## **17. What are the qualifications to be a YouthBuild trainee?**

The qualifications to be a YouthBuild trainee are the same as the requirements to be a YouthBuild participant (see YB-TAP, page 2).

**18. What is the ratio of trainees (YouthBuild participants) to trainers (construction supervisors)?**

Consistent with proper supervision, training, safety and continuity of employment throughout the training, the ratio cannot exceed a maximum of ten (10) trainees to (1) trainer (see YB-TAP, page 3).

**19. What is the term of training necessary to be given full credit for program completion?**

The term of training will be 6-24 months (no less than 6 months and no more than 24 months) with on-the-job training for not less than 336 hours supplemented by the required hours of related instruction as stated in the sample Work Process Schedule and Related Instruction Outline (see YB-TAP, Appendix A-2).

**20. What is the curriculum for the YB-TAP?**

1. Coursework on GED Preparation or High School Diploma Preparation.
2. A minimum of 336 hours of on-the job attainment courses that relate to any of the three pre-apprenticeship curricula: Home Builders Institute's Pre-Apprenticeship Certificate Training (PACT); The National Center for Construction Education and Research (NCCER); and The Building Trades Multi-Craft Core Curriculum.
3. A minimum of 73 hours of related instruction for construction for each year of apprenticeship preparation training.

**Note:** All YouthBuild programs must be designed to provide a curriculum that includes at least 50% of time in academic programming leading to a diploma or HSED/GED or college credit and at least 40% in construction training. This is not based on individual students but rather your overall program design. Not all of your students may achieve the YB-TAP certification if they do not meet the threshold of 336 hours of training; however, if your program design provides the opportunity for the young person to participate in that many hours of construction training, then it would meet the requirement.

**21. What national curricula were used to develop the YB-TAP standards?**

To provide the broadest opportunities for YouthBuild programs, three pre-apprenticeship curricula meet the requirements of these standards. Those three curricula are the Building Trades Multi-Craft Core Curriculum; Home Builders Institute's Pre-Apprenticeship Certificate Training (PACT); and the National Center for Construction Education and Research (NCCER). A YouthBuild program participating in YB-TAP will follow the most currently available version of one of the above curricula.

**22. Does the YB-TAP count toward our Attainment of a Degree/Certificate performance goal?**

No, the YB-TAP does not count toward your Attainment of a Degree/Certificate performance goal.

**23. Is technical assistance available around the YB-TAP?**

Yes, technical assistance will be provided to assist grantees in meeting the threshold necessary for YB-TAP certification. Please contact your Federal Project Officer for assistance.

**COMPLETING PARTICIPANT REGISTRATION FORMS (ETA 671A form)**

The below explains how to fill out form ETA-671A:

**Section A must be filled out by the YB-TAP trainee (your participant).**

**Under Section B:**

- **10: Sponsor Program** – If not already pre-populated, please enter **ZA002090008** and the sponsor (your YouthBuild organization) name and address.
- **11a. Trade/Occupation** – If not already pre-populated, please enter **Construction Craft Laborer (Construction Preparation)**.
- **11b. Occupation Code** – If not already pre-populated, please enter **0661**.
- **12. Term** - Enter the length of your program.
- **13. Probationary Period** - Enter in hours, months or years the length of your probationary period. All applicants selected for YB-TAP will serve a probationary period of 25% of the maximum term of 336 hours of On-the-Job Learning (OJL) (or 84 hours).
- **14. Credit for Previous Experience** - YouthBuild may grant credit towards the term of apprenticeship preparation to new trainees who demonstrate previous acquisition or knowledge equivalent to that which would be received under the YB-TAP standards (see Section XI Credit for previous experience).

In addition, if your trainee was enrolled in your YouthBuild program before you registered for YB-TAP, any hours earned toward the work process schedule and related instruction outlined in Appendix A can be awarded as previous credit.

For example, let us say you received a grant in July of 2009, enrolled your first participant(s) on October 15, 2009 and registered your first YB-TAP member on March 15, 2010. If you received your grant in July 2009, then you cannot start your program before that date - it has to be after the start of your grant period of performance. Next, your program begins once you officially enroll students into your MIS system. The program start date is the date of your first enrollment, i.e., October 15, 2009. You will enter that date in box 16. The date each individual trainee signs the 671A form is the day they are registered in the YB-TAP. In our example, your trainee signs up on March 15, 2010. However, if that trainee has been in your program since October 15, 2009 and had started earning hours within the work process and related instruction outlined in Appendix A since October 15<sup>th</sup>, they can use those hours as previous credit once they sign up for YB-TAP on March 15, 2010

- **15 Term Remaining** - If trainee has previous experience, please include in hours, months or years the time remaining for their term.
- **16. Date YB-TAP Training Begins** - This is the date your YouthBuild program officially began to enroll participants. It cannot be earlier than the date your grant was awarded.
- **17a. Related Instruction (Number of Hours)** - Each trainee is required to participate in coursework related to the job as outlined in Appendix A. For each occupation, the recommended term of training will include no less than 73 hours of related instruction. Courses should relate to the PACT, NCCER or The Building Trades Multi-Craft Core curriculum. Please enter the amount of related instruction hours per year each participant must complete for your program. Note, your program could be longer than 73 hours of related instruction but not less.

- **17b. YB-TAP Trainee Wages for Related Instruction** - If you are providing a stipend or wage for related instruction, enter the amount that will be paid.
- **17c. Related Training Instruction Source** - Circle if you will be using NCCER, HBI PACT or The Building Trades Multi-Craft Core Curriculum. If more than one, circle all that apply.
- **18a. Pre-Apprenticeship Hourly Wage** - Enter the wage/stipend amount the participant was making **before** they entered your YouthBuild program. This is optional.
- **18b. YB -TAP Trainee's Entry Hourly Wage** - Enter the hourly wage or stipend that will be paid to YB-TAP trainees at entry. Reminder: the beginning wage/stipend for OJL must, at a minimum, be the higher of the Federal or applicable state or local minimum wage.
- **18c. Journeyworkers Hourly Wage** - Enter your **average** Journeyworker hourly wage. If you need help doing this, see the example below:

For example, if you have two Journeyworkers with one making \$40,000 and the other making \$30,000, then you would add the two salaries and divide by two Journeyworkers for an average of \$35,000.

FORMULA:  $35,000/2080$  (hours worked in a year) = \$16.82  
 \$16.82 would be your Journeyworkers hourly wage

- **18d. Term** - Enter in each box the trainee schedule of pay for each advancement period. The employer agrees to pay the hourly wage rate identified in this section to the YB-TAP trainee each period of the apprenticeship based on the successful completion of the on-the-job learning and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months or years.
- **18e. Wage Rate** - Remember the progressive wage/stipend schedule will be an increasing percentage of the trainer's wage rate. Use your rate from 18c to determine the progression.

	Period 1	2	3	4	5	6	7	8	9	10
Term in months hours or years										
Wage Rate in % or \$ amount										

**If having trouble completing the chart:**

*Step 1:* Determine overall length of your program (6 months -24 months.)

For Example - Let us use a 12-month program.

*Step 2:* Determine length of periods you will provide wage/stipend progression increases. The YouthBuild program must decide if you want to give wage/stipend increases after a certain amount of completed hours, after a certain amount of months, a certain amount of years, or a certain number of times (a set number) over the period. This is solely at the discretion of the program.

For Example - Let us use a progressive wage increase for every 4 months within the 12-month program. In 18d.Term - check months and enter 4 months in period 1, 2, and 3.

	Period 1	2	3	4	5	6	7	8	9	10
Term in months hours or years	4mos.	4 mos.	4 mos.							
Wage Rate in % or \$ amount										

*Step 3:* Determine wage/stipend for Period 1. This is the base salary wage/stipend you plan to pay your trainee. This wage/stipend must be at least the higher of the Federal or applicable state or local minimum wage. Remember you must pay this same rate for all of your trainees.

For Example -Let's use a wage rate of \$8 an hour.

*Step 4:* To calculate the wage/stipend progression:

Calculate the participant wage/stipend divided by the hourly wage from 18c.

For Example - Let us say you confirmed the Journeyworkers' average hourly wage is \$16.82 (using the math in 18c.) and you want to pay your participants \$8 an hour (using step 3):

$$\text{FORMULA: } 8/16.82 * 100 = 47\%$$

47% is the Period One wage progression rate. In other words, the progressive wage schedule is 47% of the journeyworker's wage rate. Using this example, in 18e. under "Wage Rate" check % box and enter the wage/stipend progression percentage (i.e. 47%) for Period One.

	Period 1	2	3	4	5	6	7	8	9	10
Term in months hours or years	4 mos.	4 mos.	4mos.							
Wage Rate in % or \$ amount	47%									

Note: Wage rate percent represents the percentage of the trainee's wage in comparison to the construction trainer's wage (journeyworker wage rate). Although there is no specific relationship between what is paid to the trainee vs. the trainer, wage rate percent is always expressed as a percentage of the construction trainer's wage.

*Step 6:* Determine wage increase amount.

For Example - Let us say you plan to increase the trainee's wage by 10¢ in each period of progression. For Period 2:

$$\text{FORMULA: } \$8.10/16.82 * 100 = 48\%$$

(We took our \$8.00 wage rate per hour and added the 10¢ increase)  
 When you divide that by the Journeyworker’s hourly wage, we determine the wage increase as 48% of the Journeyworker’s hourly wage.

	Period 1	2	3	4	5	6	7	8	9	10
Term in months hours or years	4 mos.	4 mos.	4 mos.							
Wage Rate in % or \$ amount	47%	48%								

Continue this for each period you decided during step two.

For Example - For Period 3, increase by another 10¢.

FORMULA:  $\$8.20 / \$16.82 * 100 = 48.7\%$

	Period 1	2	3	4	5	6	7	8	9	10
Term in months hours or years	4 mos.	4 mos.	4 mos.							
Wage Rate in % or \$ amount	47%	48%	48.7%							

- **19. Signature of Sponsor’s Representative(s)** – This should be signed by the Director of the program. One signature is needed unless your program is co-led by two organizations.

If you have further questions about form ETA-671A, please contact [jefferson.kirk@dol.gov](mailto:jefferson.kirk@dol.gov).



**YB TAP TRAINEE REGISTRATION-SECTION II**

OMB No. 1205-0223 Expires: 01/31/2012

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

The program sponsor and YB TAP Trainee agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the YB TAP Trainee 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 YB-TAP TRAINEE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY YB-TAP TRAINEE**

1. Name (Last, First, Middle) and Address      *Social Security Number  (No., Street, City, State, Zip Code, Telephone Number)		Answer Both A and B ( <b>Voluntary</b> ) (Definitions on reverse)  4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino  b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White	5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran  6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical Training
2. Date of Birth (Mo., Day, Yr.) 12-25-2000	3. Sex (Mark one) <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Incumbent Worker <input type="checkbox"/> Adult <input type="checkbox"/> Youth <input type="checkbox"/> Dislocated Worker <input type="checkbox"/> Trade Adjustment Assistance <input type="checkbox"/> Job Corps <input type="checkbox"/> School-to-Registered Apprenticeship <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Direct Entry: _____			
8. Signature of YB TAP Trainee _____ Date _____	9. Signature of Parent/Guardian (if minor) _____ Date _____		

**PART B: SPONSOR:**

10. Sponsor Program No.    ZA002090008  Sponsor Name and Address (No. Street, City, County, State, Zip Code) [Redacted]	11a. Trade/Occupation (The work processes listed in the standards are part of this agreement). <b>Construction Craft Laborer (Construction Preparation)</b>		
	11b. Occupation Code  <b>0661</b>	12. Term (Hrs., Mos., Yrs.)	13. Probationary Period (Hrs., Mos., Yrs.)
	14. Credit for Previous Experience (Hrs., Mos., Yrs.)	15. Term Remaining (Hrs., Mos., Yrs.)	16. Date YB TAP Training Begins
17a. Related Instruction (Number of Hours Per Year) [Redacted]	17b. YB TAP Trainee Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid	17c. Related Training Instruction Source NCCER or HBI PACT or The Building Trades Multi-Craft Core Curriculum	

18. Wages: (Instructions on reverse)

18a. Pre-Apprenticeship Hourly Wage \$ \_\_\_\_\_ YB TAP Trainee's Entry Hourly Wage 18b. \$ \_\_\_\_\_ Journeyworker's Hourly Wage 18c. \$ \_\_\_\_\_

Check Box	Period 1	2	3	4	5	6	7	8	9	10
18d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.										
18e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>										

19. Signature of Sponsor's Representative(s) _____ Date Signed _____	21. Name and Address of Sponsor Designee to Receive Complaints (If applicable)
20. Signature of Sponsor's Representative(s) _____ Date Signed _____	

**PART C: TO BE COMPLETED BY REGISTRATION AGENCY**

22. Registration Agency and Address	23. Signature (Registration Agency)	24. Date Registered
25. YB TAP Trainee Identification Number (Definition on reverse):		

**Item 4.a. Definitions:**

**Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

**Item 4.b. Definitions:**

**American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

**Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Item 7. Instructions:**

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry apply. Enter "Incumbent Worker" if the individual before becoming an YB TAP trainee's was currently employed full-time by the sponsor or entities participating in the apprenticeship program (Military). Career linkage includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration (U.S. DOL/ETA) to states and local communities.

**Adult.** Also includes individuals participating in Native American Programs, and/or Migrant and Seasonal Farmworker Programs.

**Youth.** Includes Youth ages 16-21 years, and other concentrated Youth programs in designated areas.

**Dislocated Worker.** Includes an individual that has been terminated or laid off and is unlikely to return to the industry or occupation. It also includes a displaced homemaker who has been providing unpaid services to family members in the home, is no longer supported, and is unemployed or underemployed.

**Trade Adjustment Assistance.** Includes trade-affected workers who have become unemployed as a result of increased imports or shifts in production out of the United States.

**Job Corps.** Youth ages 16-24 years usually receiving services in a residential setting.

**School-to-Registered Apprenticeship.** Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

**YouthBuild.** Program transferred from the U.S. Department of Housing and Urban Development (HUD) to U.S. DOL/ETA in September 2006. It assists youth ages 16-24 to obtain education and skill training and advance toward post-secondary education and career pathways in construction and other high growth, high demand occupations while building affordable housing in their communities.

**HUD/STEP-UP.** Developed in conjunction with the U.S. Department of Housing and Urban Development (HUD). The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

**Direct Entry.** A graduate from an accredited technical training school, Job Corps training program, Youth Build Program, or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, fill in the name of the program.

**Item 18. Wage Instructions:**

18a. Pre-Apprentice hourly wage, sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

18b. Journeyworker's wage, sponsor enters wage per hour.

18c. YB TAP trainee's entry hourly wage, (hourly dollar amount paid), sponsor enters this YB TAP trainee's entry hourly wage.

18d. Term, sponsor enters in each box the YB TAP trainee schedule of pay for each advancement period.

18e. Percent or dollar amount, sponsor marks one.

**Note:** 18b. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in item 18e. of this agreement.

18d. The employer agrees to pay the hourly wage rate identified in this section to the YB TAP trainee each period of the apprenticeship based on the successful completion of the on-the-job learning and the related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

18e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

**Example - 3 YEAR APPRENTICESHIP PROGRAM**

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
hrs., mos., yrs.	1000 hrs.					
%	55	60	65	70	80	90

**Example - 4 YEAR APPRENTICESHIP PROGRAM**

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
hrs., mos., yrs.	6 mos.							
%	50	55	60	65	70	75	80	90

**Item 21.** Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.6(k)).

**Item 25. Definition:** The Registered Apprenticeship Partners Information Data System (RAPIDS), formerly known as the Registered Apprenticeship Information System (RAIS), encrypts the YB TAP trainee's social security number and generates a unique identification number to identify the YB TAP trainee. It replaces the social security number to protect the YB TAP trainee's privacy.

\*The submission of your social security number is requested. The YB TAP trainee's social security number will only be used to verify the YB TAP trainee's periods of employment and wages for purposes of complying with the Program Assessment Rating Tool (2005) of the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship needs the YB TAP trainee's social security number to match this number against the employers' wage records. Also, the YB TAP trainee's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Employment Standards Administration, that you are a registered YB TAP trainee to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an YB TAP trainee. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, YB TAP trainee's Registration - Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for YB TAP trainee program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Apprenticeship Information Management System (AIMS), which is now known as (RAPIDS) at the Office of Apprenticeship, U.S. Department of Labor. Data may be disclosed to a State Apprenticeship Council to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C.. 20210. (Paperwork Reduction Project 1205-0223).