

**BULLETIN 2004 – 04****Date: November 24, 2003**

U.S. Department Of Labor Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS Washington, D.C. 20210	<u>Distribution:</u>  A-541 Headquarters A-544 All Field Tech A-547 SD+RD SAC+; Lab. Com	<u>Subject:</u> REVISION – International Pipe Trades Joint Training Committee National Guideline Apprenticeship Standards / Selection Procedure  <u>Code:</u> 400.1
<b>Symbols:</b> DSNIP/DMC	<b>Action:</b> Immediate	

**PURPOSE:** To transmit an approved amendment to the International Pipe Trades Joint Training Committee National Guideline Standards/Selection Procedures and the letter sent to Mr. George Bliss, Chairman, International Pipe Trades regarding the approval of the revision. The revision was approved November 25, 2003.

**BACKGROUND:** The International Pipe Trades Joint Training Committee requested and received approval for the revision of Section VII of their Selection Procedures (Appendix E – Alternative Selection Method) proposing a new addition to the existing Selection Procedure for Direct Entry for Military Veterans.

This request has been approved with the understanding that local JATCs will maintain and have available records, which will disclose the impact which each approved selection method has on employment opportunities for women and minorities into the apprenticeship program if they are being underutilized.

**ACTION:** OATELS/BAT staff should conduct regular compliance reviews in order to determine whether any of the components within the Selection Procedures are having an adverse impact on minorities and/or women.

**NOTE:** This Bulletin is being sent via Electronic Mail (e-mail).

**Appendix D**

**(SAMPLE)  
QUALIFICATIONS AND SELECTION  
PROCEDURES**

**ADOPTED BY**

***(INSERT NAME OF JATC)***

**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, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR, Part 60-3) or Title 29 CFR, Part 30.**

**SECTION VII. - SELECTION PROCEDURES (EXAMPLE)**

- K. Veterans who completed military technical training school and participated in a registered apprenticeship program, or completed military technical training school in a recognized apprenticeable occupation, during their military service, may be given direct entry into the apprenticeship program.

The Program Sponsor will evaluate the military training and on-the-job learning experience received for the granting of appropriate credit on the term of apprenticeship and the appropriate wage rate.

Credit will be granted in accordance with that section identified in the Registered Apprenticeship Program Standards as "Credit for Previous Experience." The request for credit will be evaluated and a determination made by the Program Sponsor during the probationary period when actual on-the-job learning 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 apprentices previous work and training/education record and evaluation of the apprentice's performance, skill and knowledge demonstrated during the probationary period. An apprentice granted credit shall be advanced to the wage rate designated for the period to which such credit accrues.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the program sponsor must submit such request at the time of application and furnish such records, affidavits, and other (insert local requirements) to substantiate the claim.

Entry of veterans will be done without regard to race, color, religion, national origin, or sex.