

National Burglar & Fire Alarm Association (NBFAA) recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the occupation of Protective Signal Installer (Fire/Life Safety & Electronic Security Installer). Registered apprenticeship is the most practical training system available to meet that need develop individuals into skilled Journeyworkers, and to ensure the industry an adequate supply of skilled workers.

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

The purpose of these National Guideline Standards is to provide policy and guidance to employers, employer associations and their local affiliates in developing Standards of Apprenticeship for local approval and registration. These National Guideline Standards developed by the NBFAA are certified by the U.S. Department of Labor, OA, as substantially conforming to the requirements of Title 29, CFR Parts 29 and 30. State Apprenticeship Agency/Councils recognized by the OA to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

Local Standards of Apprenticeship must be developed and registered by each employer, employer association and/or their affiliates that undertake to carry out an apprenticeship training program. The Local Standards of Apprenticeship will be the written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as defined by the NBFAA and their affiliate members must meet all the requirements of the Local Registration Agency.

DEVELOPMENT OF AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES

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

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

A sample Affirmative Action Plan and Selection Procedure are attached.

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

