

**Revised**  
**NATIONAL GUIDELINES**  
**FOR APPRENTICESHIP STANDARDS**

**DEVELOPED BY**

**INTERNATIONAL PIPE TRADES JOINT TRAINING COMMITTEE**

**FOR THE OCCUPATIONS OF**

**PLUMBER,**

**PIPEFITTER/STEAMFITTER,**

**HEATING, VENTILATION, AIR CONDITIONING**  
**AND REFRIGERATION TECHNICIAN,**

**AND**

**SPRINKLER FITTER**

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

**APPROVED AND CERTIFIED BY**  
**THE U.S. DEPARTMENT OF LABOR**  
**OFFICE OF APPRENTICESHIP**

BY: \_\_\_\_\_/s/\_\_\_\_\_  
**JOHN V. LADD, ADMINISTRATOR**  
**OFFICE OF APPRENTICESHIP**

CERTIFICATION DATE: March 31, 2011

CERTIFICATION NUMBER: C-2011-05

## INTRODUCTION

The International Pipe Trades Joint Training Committee (IPTJTC) recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the piping industry. The composition of the IPTJTC is comprised of an equal number of union and management from the four crafts (Pipefitter/Steamfitter, Plumber, Sprinkler Fitter, and Heating, Ventilation, Air Conditioning and Refrigeration Technician). The IPTJTC is charged with developing Guideline Standards of Apprenticeship and having them certified with the U.S. Department of Labor, Office of Apprenticeship for policy or guideline use by local Joint Apprenticeship Training Committee (JATC) programs for registration. The IPTJTC also develops course outlines for the five years of apprenticeship; meets three or four times a year to continue the business of training which includes working with government agencies; generating text material for local committees and is available to advise and assist local programs in all areas of training.

Registered apprenticeship provides the most practical and sound method to both meet the need to prepare individuals to be skilled craft workers and to ensure industry an adequate supply of skilled workers.

The purpose of these National Guidelines for Apprenticeship Standards (National Guideline Standards), Affirmative Action Plan, and Selection Procedures, approved and certified by the U.S. Department of Labor, Office of Apprenticeship, is to provide policy and guidance to local affiliates in developing local Standards of Apprenticeship for approval and registration. State Apprenticeship Agencies recognized by the Office of Apprenticeship to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in local Apprenticeship Standards.

This recognition has resulted in the development of these Standards of Apprenticeship. 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 Sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

Each JATC that plans to carry out an apprenticeship program must properly register local Apprenticeship Standards developed from the IPTJTC's Guideline Standards. The local Standards of Apprenticeship will be the JATC's written plan outlining all the terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed to by the JATC as the Apprenticeship Program Sponsor.

## **DEVELOPMENT OF LOCAL STANDARDS OF APPRENTICESHIP, AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES**

It is the responsibility of the local JATC to develop local Standards of Apprenticeship, substantially based on these National Guideline Standards, and to register the Standards with the local Registration Agency. The Registration Agency may be the U.S. Department of Labor, Office of Apprenticeship, or a State Apprenticeship Agency recognized by the Department for Federal Purposes. The IPTJTC has National Affirmative Action Plan Guidelines as well. **The Selection Procedures are not Guidelines, but are to be adopted as presented.**

Sample Standards of Apprenticeship are provided in Attachment No.1 and are intended for Guideline use by local JATC's. For each section to be included in your locally developed Standards of Apprenticeship, the sample Standards provide an explanation of the section and, where appropriate, sample language that may be used in your local Standards. The sample language should not be used "as is" unless it accurately reflects how your program operates.

These National Guideline Standards meet the requirements of the U.S. Department of Labor, Office of Apprenticeship, as outlined in Federal regulations [Title 29, Code of Federal Regulations \(CFR\) part 29](#) and Title 29 CFR part 30. However, State Apprenticeship Agencies recognized by the Office of Apprenticeship, or local laws and regulations may have different or additional requirements that must be reflected in your local Standards.

It is, therefore, expected that the sample Standards will be customized by the JATC to accurately reflect how the local apprenticeship program will operate and meet the requirements of the local Registration Agency and any applicable State or local regulations.

The local Standards of Apprenticeship detail the plan of how the apprenticeship program will operate. On a regular basis the JATC should review its program to assess program quality and compliance with all relevant laws and regulations and with its registered Standards of Apprenticeship. The Standards must be modified to reflect any changes resulting from that review. Any such modifications must be submitted to the Registration Agency for approval before they are implemented.

Though each local JATC will develop its own Standards of Apprenticeship, all Standards must address the elements contained in the sample Standards attached. (Additional elements should be added as needed.) The local Registration Agency is available to assist the JATC in developing its own Standards of Apprenticeship using the sample Standards provided. Once developed, the local Standards of Apprenticeship will be submitted to the local Registration Agency for approval and registration.

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

**THESE NATIONAL GUIDELINES FOR APPRENTICESHIP STANDARDS FOR THE PIPING INDUSTRY  
WERE ADOPTED BY THE INTERNATIONAL PIPE TRADES JOINT TRAINING COMMITTEE ON THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 2011.**

INTERNATIONAL PIPE TRADES JOINT TRAINING COMMITTEE, INC.

Michael P. Arndt, President  
UA Director of Training

Cornelius J. Cahill, Vice President  
NFSA Representative

Logan Dockter, Vice President  
UA Local 300 Business Manager

Douglas Lea, Vice President  
UAC/PHCC-NA Representative

Joseph Shayler, Secretary  
UA Local 170 Business Manager

D. David Hardin, Treasurer  
MCAA Representative

Robert L. Cross, Director  
UA Local 68 Training Director

Patricia A. Daniels, Director  
UA Local 601 Training Director

Tony Fanelli, Director  
Canadian Contractor Representative

Thomas E. Gent, Director  
UAC/PHCC-NA Representative

Joseph Labruzzo, III, Director  
MCAA Representative

John W. Leen, Director  
UA Local 597 Training Director

James F. Lynch, Director  
NFSA Representative

INTERNATIONAL PIPE TRADES JOINT TRAINING COMMITTEE

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MCAA Representative

Douglas Lea, Vice Chairman  
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Patricia A. Daniels, Secretary  
UA Local 601 Training Director

Russell J. Borst, Member  
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Cornelius J. Cahill, Member  
NFSA Representative

Robert L. Cross, Member  
UA Local 68 Training Director

Tony Fanelli, Member  
Canadian Contractor Representative

Thomas E. Gent, Member  
UAC/PHCC-NA Representative

Joseph Labruzzo, III, Member  
MCAA Representative

John W. Leen, Member  
UA Local 597 Training Director

James F. Lynch, Member  
NFSA Representative

Ronald Townsend, Representative  
UA Canadian Representative

**CERTIFIED AND APPROVED BY:**

UNITED STATES DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP

&

INTERNATIONAL PIPE TRADES  
JOINT TRAINING COMMITTEE, INC.

\_\_\_\_\_  
/s/  
**John V. Ladd,**  
Administrator

\_\_\_\_\_  
**MARCH 31, 2011**  
Date

  
\_\_\_\_\_  
**Michael P. Arndt,**  
Chairman

\_\_\_\_\_  
**MARCH 11, 2011**  
Date

**REVISED 2011**

**SAMPLE**

**STANDARDS OF APPRENTICESHIP**

**DEVELOPED BY**

**(INSERT LOCAL PROGRAM SPONSORS NAME)**

**FOR THE OCCUPATIONS OF**

**PLUMBER**

**PIPEFITTER/STEAMFITTER**

**HEATING, VENTILATION, AIR CONDITIONING,  
AND REFRIGERATION TECHNICIAN**

**AND**

**SPRINKLER FITTER**

**Approved by**

**(Name of Registration Agency)**

These “model” National Guidelines for Apprenticeship Standards are an example of how to develop apprenticeship standards that will comply with Title 29, CFR parts 29 and 30 when tailored to a sponsor’s apprenticeship program. These model Standards do not create new legal requirements or change current legal requirements. The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and Title 29, CFR parts 29 and 30. Every effort has been made to ensure that the information in the model Apprenticeship Standards is accurate and up-to-date.

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## FOREWORD

The \_\_\_\_\_ Joint Apprenticeship and Training Committee recognizes the need for structured training to maintain the high level of skill and competence demanded in the pipe trades.

Registered Apprenticeship provides the most practical and sound method to meet that need, to prepare individuals to be skilled craft workers, and to ensure industry an adequate supply of skilled workers.

In furtherance of those goals, the \_\_\_\_\_ Joint Apprenticeship and Training Committee has established these Standards of Apprenticeship outlining all the terms and conditions for the qualification, recruitment, selection, employment and training of apprentices.

## **DEFINITIONS**

**APPRENTICE:** Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the local Sponsor providing for training and related instruction under these Standards, and who is registered with the Registration Agency.

**APPRENTICE ELECTRONIC REGISTRATION (AER):** The Federal electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides Program Sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and the Sponsor setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

**CAREER LATTICE:** Career lattice apprenticeship programs include occupational pathways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship credential.

**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. *(If applicable)*

**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 apprentices that the JATC has certified in writing to the Registration Agency that the apprentice has successfully met the requirements to receive an interim credential. *(If applicable)*

**COLLECTIVE BARGAINING AGREEMENT:** The negotiated agreement between the Union and signatory employers that sets forth the terms and conditions of employment.

**COORDINATOR/DIRECTOR:** Means the person designated by the local JATC to perform the duties stated in the standards of apprenticeship.

**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:** Means any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

**HYBRID OCCUPATION:** The hybrid approach measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job-learning and the successful demonstration of competency as described in a work process schedule. *(If applicable)*

**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. *(If applicable)*

**JOB CORPS CENTERS:** Any of the Federally-funded Job Corps Centers throughout the U.S. and Puerto Rico. Job Corps annually serves approximately 65,000 youth and young adults between 16-24 years of age. Sponsors who wish to hire Job Corps graduates trained in any occupation covered under these Standards, and who meets the minimum qualifications for apprenticeship, may do so via the *Direct Entry* provision described in *Appendix D-Selection Procedures*. *(If applicable)*

**JOINT APPRENTICESHIP TRAINING COMMITTEE (COMMITTEE):** Apprenticeship Committee (Committee) means those persons designated by the sponsor to act as an agent for the sponsor in the administration of the program. A joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).

**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. (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.)

**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 (OIL):** Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience. The task define for the apprentice in each occupation will be based upon the **DACUM\*** which represents the work processes described in these Apprenticeship Standards in line with the apprenticeship course outlines for United Association Apprenticeship Trades.

\***DACUM** is an occupational analysis method that is used when developing a training curriculum. It is widely recognized in academics as being a useful way in performing an analysis as it is compiled by expert workers in each craft identifying the duties, skills, tasks, knowledge and traits associated with each individual work process. Every specific craft within the United Association has a specific work process that is associated with it.

**PROGRAM SPONSOR:** The Sponsor in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship 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 or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments. (**Name of Registration Agency**)

**RELATED INSTRUCTION (RI):** An organized and systematic form of instruction designed to provide the apprentice with 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.

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

**SUPERVISOR OF APPRENTICE(S):** The person or persons designated by the contractor/employer who is responsible for ensuring the integrity of training and record keeping requirements on the job.

**TIME-BASED OCCUPATION:** The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule. (*If applicable*)

**TRANSFER:** A shift of apprenticeship agreement from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committee or program sponsor.

**UNION:** Means the United Association and any of its affiliated Local Unions party to an appropriate labor agreement between the parties.

**YOUTHBUILD U.S.A.:** 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. *(If applicable)*

## **SECTION I – PROGRAM ADMINISTRATION**

Program Sponsors establish a Joint Apprenticeship Training Committee (JATC) to carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship. A list of the membership and the areas of expertise they represent must be provided to the Registration Agency.

### **Structure of the Joint Apprenticeship and Training Committee (JATC)**

The JATC of Local Union \_\_\_\_\_ of the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada and the contractors' association or the signatory contractors in whose name the local Standards of Apprenticeship will be registered is the Sponsor of the Apprenticeship Program outlined under these Standards of Apprenticeship. The JATC is composed of an equal number of representatives appointed by the contractors' association and by the local union.

- A. The groups they represent will select members of the JATC.
- B. Membership will be composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s). The members from the CBA must have attained journeyworker's status in one of the trades covered under this program.
- C. 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 the JATC.

### **Administrative Procedures**

- A. The JATC will elect a Chairperson and a Secretary, and will determine the time and place of regular meetings which will take place every **(ENTER FREQUENCY)** month(s).
- B. The Chairperson and Secretary will have the power to vote on all questions affecting apprenticeship.
- C. The Chairperson and Secretary should rotate among members of the JATC.

### **Responsibilities of the Joint Apprenticeship and Training Committee**

- A. Members of the Committee will be educated as to the equal employment opportunity in apprenticeship.
- B. Members of the Committee will be educated as to the fiduciary responsibility of the JATC.
- C. Cooperate in the selection of apprentices as outlined in this program.
- D. Ensure that apprentices are under written Apprenticeship Agreements and register the local apprenticeship standards and agreements with the appropriate Registration Agency.
- E. Review and recommend apprenticeship activities in accordance with this program.
- F. Establish the minimum standards of education and experience required of apprentices.

- G. Meet at least (**ENTER FREQUENCY**) to review records and progress of each apprentice in training and recommend improvement or modification in training schedules, schooling and other training activities. Written minutes of the meeting will be kept.
- H. Determine the quality and quantity of experience on the job, which apprentices should have, and to make every effort toward their obtaining it.
- I. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- J. Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- K. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.
- L. 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 apprentices.
- M. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- N. Certify that apprentices have successfully completed their apprenticeship program.
- O. Notify the appropriate Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.
- P. Supervise all the provisions of the local standards and be responsible, in general, 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 by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned; apprentices, employers and journeyworkers.
- Q. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

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

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

**SECTION III - AFFIRMATIVE ACTION PLAN - Title 29 CFR 29.5(b)(21) and 30.4**

If the sponsor has five or more apprentices, the JATC will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR part 30. It will be attached as *Appendices C & D*.

**SECTION IV – QUALIFICATIONS FOR APPRENTICESHIP – Title 29 CFR 29.5(b)(10)**  
**(EXAMPLES)**

**Explanation**

**The sponsor must establish minimum qualifications for entry into the apprenticeship program. The purpose of this is to establish the minimum qualifications necessary for reasonable expectation of success in the trade. Qualifications must be fair, objective and equally applied. They must be clearly stated and directly related to job performance.**

Applicants will meet the following minimum qualifications:

A. Age

The JATC will establish qualifications regarding minimum age limits. (*Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.*)

**Sample Language** – Applicants shall submit reliable proof of birth date with the complete application to ensure meeting the minimum age requirement. Examples of acceptable proof include a valid driver’s license, birth certificate, or other State identification.

B. Education

A high school diploma or General Education Development (GED) equivalency approved by the State is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

An applicant who is seventeen (17) years of age at the time of application who otherwise meets all qualifications may be rated and ranked and placed on the Pool of Eligible list. Such an applicant must provide proof that a graduation certificate or GED has been awarded, and must be eighteen (18) years of age, prior to being registered by the JATC.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants will pass (a physical agility test, fitness test, or screen for the current illegal use of drugs [select all, some, or none, *if applicable*]) on acceptance into the program and prior to being employed.

D. Aptitude Test

All applicants must pass each section of **(INSERT TEST *if applicable*)**.

E. Others

(As appropriate)

**SECTION V – SELECTION OF APPRENTICES – Title 29 CFR 30.5**

Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these Standards (*Appendix D*).

**SECTION VI – APPRENTICESHIP AGREEMENT – Title 29 CFR 29.3(d) and (e) and 29.5(b)(11)**

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written Apprenticeship Agreement (*Appendix B*) signed by the JATC and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the JATC, the Registration Agency, and the employer and the Union. An additional copy will be provided to the Veteran’s State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards, the JATC’s written rules and policies and the Apprenticeship Agreement and the sections of the Collective Bargaining Agreement (CBA) that pertain to apprenticeship.

The Registration Agency will be advised within forty-five (45) days of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

**SECTION VII – RATIO OF APPRENTICES TO JOURNEYWORKERS – Title 29 CFR 29.5(b)(7)**

A numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in collective bargaining agreements or state regulations, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant. The ratio of apprentices to journeyworkers will be **(INSERT NUMBER)** apprentices to **(INSERT NUMBER)** journeyworkers.

**SECTION VIII – TERM OF APPRENTICESHIP – Title 29 CFR 29.5(b)(2)**

The term of the occupation will be five (5) years with an (OJL) attainment of 8,500 to 10,000 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.

**SECTION IX – PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(20)**

The probationary period cannot exceed twenty-five (25) percent of the length of the program, or one-year (1), whichever is shorter. All applicants selected for apprenticeship

will serve a probationary period of not more than 12 months, which include OJL and related instruction.

During the probationary period the apprenticeship agreement may be canceled at the written request of the apprentice or by the JATC. The records for each probationary apprentice 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 apprentice 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 Apprenticeship Agreement may be canceled at the written request of the apprentice, or may be suspended or canceled by the JATC for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the JATC will provide written notice to the apprentice and to the Registration Agency of the final action taken.

### **SECTION X - HOURS OF WORK**

Apprentices will generally work the same hours as journeyworkers, except that no apprentice will be allowed to work if it interferes with attendance in related instruction classes.

Apprentices 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 is accrued.

### **SECTION XI - APPRENTICE WAGE PROGRESSION - Title 29 CFR 29.5(b)(5)**

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyworker status, the JATC 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, the JATC will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the journeyworker's wage rate as established in the CBA. The percentages that will be applied to the applicable journeyworker rate are shown on the attached Sample Work Process Schedule and Related Instruction Outline (*Appendix A*). In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

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

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

Apprentice applicants seeking credit for previous experience gained outside the supervision of the JATC must submit the request at the time of application and furnish such records, affidavits, and other **(INSERT REQUIREMENTS)** to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the JATC 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 apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit would be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

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

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

During the apprenticeship the apprentice will receive such work experience and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The work experience will be under the direction and guidance of the journeyworker and/or supervisor of the apprentice(s).

If a signatory employer is unable to fulfill its training obligations due to lack of work or failure to conform to the Standards of Apprenticeship, the JATC has an obligation to move the affected apprentices to other signatory employers.

The JATC may transfer an apprentice from one employer to another to provide continuous employment and to assure more complete on-the-job learning experience in all aspects of the occupation trade.

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

The purpose of related instruction is to teach apprentices those applied academics in subject areas critical to job performance, but not adequately or effectively taught on the job. It will be up to the local JATC to establish the subject matter and hours that will be taught, the method and institution by which it will be provided for each occupation being registered. The DACUM and Course Outline provide suggested courses and hours to satisfy the necessary competencies for each occupation. To the extent possible, related instruction shall be closely correlated with the practical experience and training received on the job. The JATC will inform each apprentice of the availability of college credit. The JATC will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The JATC will require the instructors to work toward attainment of a UA Certification of Instructor of Journeyworkers and Apprentices in the Plumbing and Pipefitting Industry. All UA student instructors must complete the following six courses along with an additional 80 hours of elective courses to earn this instructor certificate. This is in accordance with Title 29 CFR 29.5(b)(4)(ii).

Requirements for the Five-Year Instructor Training Program:

First Year:

Course 101/UAT211 Fundamentals of Learning and Teaching  
(Plus 20-hour elective course)

Second Year:

Course 102/UAT212 Planning and Teaching Effective Lessons I  
Course 510/UAT210 Public Speaking

Third Year:

Course 103/UAT213 Planning and Presenting Skill & Related Information  
(Plus 20-hour elective course)

Fourth Year:

Course 104/UAT214 Techniques in Interaction and Discussion,  
and Developing Individualized Instruction  
(Plus 20-hour elective course)

Fifth Year:

Course 105/UAT215 Problem Solving and Innovations in Trade Teaching  
(Plus 20-hour elective course)

***Sample Language*** – During each segment of training each apprentice is required to participate in coursework related to the job as outlined in *Appendix A*. Hours of related training shall be no less than 246 hours per segment with a minimum of 1230 hours for the full term of apprenticeship. Apprentices will/will not be paid for hours spent attending related instruction classes. Upon completion of a five-year apprenticeship program the apprentices will receive 32 credits toward their Associate Degree from Washtenaw Community College. All instructors should work toward the attainment of completion of the UA Certification of Instructors of Journeyworkers and Apprentices in the Plumbing and Pipefitting Industry and therefore should seek continuing education.

Any apprentice who is absent from related instruction classes, unless officially excused, shall satisfactorily complete all class work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding classroom (or on-the-job learning) training without due cause, the JATC shall take appropriate disciplinary action and may cancel the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

The local JATC shall be responsible for the apprentice's progress in related instruction classes.

To the extent possible, related instruction shall be closely correlated with the on-the-job learning received.

**SECTION XV – SAFETY AND HEALTH TRAINING – Title 29 CFR 29.5(b)(9)**

All apprentices 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.

Apprentices 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 XVI – SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b)(14)**

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

No apprentice will be allowed to work without direct journeyworker supervision.

**SECTION XVII – RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b)(6)**

Each apprentice 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 apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the JATC. All data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship will be maintained by and will be the property of the JATC. This record will be included in each apprentice's record file maintained by the JATC.

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

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the JATC will, after the apprentice has been given adequate assistance and opportunity for corrective action, cancel the Apprenticeship Agreement.

**SECTION XVIII – MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(23) and 30.8**

The JATC will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records 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 XIX – CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 29 CFR 29.5(b)(15)**

**Certificate of Completion** – Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the JATC will so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(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.

**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 apprentices that the JATC has certified in writing to the Registration Agency that the apprentice has successfully met the requirements to receive an interim credential. *(If applicable)*

**SECTION XX – NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.3(2)(d) and (e) and 29.5(b)(19)**

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

**SECTION XXI – CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5 (b)(18)**

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

**(INSERT NAME OF JATC)** reserves the right to discontinue at any time the apprenticeship program 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 the JATC to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency’s regulations and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the JATC will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.7.

**SECTION XXII – AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b)(18)**

These Standards may be amended or modified at any time by the JATC provided that no amendment or modification adopted will alter any Apprenticeship Agreement 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 apprentice to whom the amendment or modification applies.

**SECTION XXIII – ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – Title 29 CFR 29.5(b)(22) and 30(11)**

The JATC will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the sponsor, and the apprentice, unless otherwise noted hereto.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship 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 29.7(k)**

For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable Grievance and Arbitration Articles of the CBA.

The JATC will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within forty-five (45) days of violations. The JATC will make such rulings, as it deems necessary in each individual case and within one hundred twenty (120) days of receiving the written notification. Either party to the Apprenticeship 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: **(The JATC should insert applicable information here.)**

**Title 29 CFR 30.11**

Any apprentice or applicant for apprenticeship 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 apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the Program Sponsor (*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, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than 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 the Program Sponsor 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 program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.

The JATC will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

**SECTION XXIV – COLLECTIVE BARGAINING AGREEMENTS - Title 29 CFR 29.11**

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- (a) Any apprenticeship provision in any collective bargaining agreement between employers and employees establishing higher apprenticeship standards; or
- (b) Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, Executive Order, or authorized regulation.

**SECTION XXV – TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – Title 29 CFR 29.5(13)**

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors, and must comply with the following requirements:

- (i) The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the committee or program sponsor;
- (ii) The transfer must be to the same occupation; and
- (iii) A new apprenticeship agreement must be executed when the transfer occurs between program sponsors.

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

**SECTION XXVI – RESPONSIBILITIES OF THE APPRENTICE**  
***(EXAMPLE ONLY)***

Apprentices, having read these Standards formulated by the JATC and signed an Apprenticeship Agreement with the JATC agree to all the terms and conditions contained therein and agree to abide by the JATC's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the JATC may deem necessary to become a skilled **(INSERT FIELD AS APPROPRIATE)**.

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the JATC and the employer in accordance with the provisions of these Standards.
- B. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Standards.
- C. 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 Sponsor.
- D. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- E. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the JATC.

## **SECTION XXVII – DISCIPLINARY ACTION**

### **Explanation**

**Each local JATC must have the authority to establish disciplinary procedures to ensure that apprentices and employers are maintaining the integrity of the training program and following the terms and conditions of the apprenticeship standards. The JATC must ensure that there is fairness and equity in the treatment of apprentices and employers.**

The following is suggested language for disciplinary action:

***Sample Language*** – The JATC may take disciplinary action against any apprentice or employer for failure to comply with the Apprenticeship Agreement or the Apprenticeship Standards.

Before invoking disciplinary action the JATC will notify the apprentice or the employer of the infraction and provide reasonable opportunity for corrective action. When disciplinary action is to be imposed, the JATC will notify the apprentice or employer by certified mail or other verifiable method to appear before the JATC for a hearing. If the apprentice or employer fails to appear before the JATC after due notice, disciplinary action may be invoked without a hearing.

Disciplinary action may include postponement of the apprentice's advancement from one segment of training to the next or temporary removal of the apprentice from the job, causing loss of employment. It may also include cancellation of the Apprenticeship Agreement and removal of the apprentice from the apprenticeship program. Such action will occur only after due notice to the apprentice and opportunity for corrective action. Removal by the JATC shall cancel the apprentice's apprenticeship agreement and the opportunity to complete the training.

Records of all disciplinary actions shall be maintained by the JATC. The Registration Agency shall be notified whenever a disciplinary action results in the cancellation of an Apprenticeship Agreement.

**SECTION XXVIII - 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 the JATC.

The JATC is 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 XXIX – OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:**

The **(INSERT EMPLOYERS NAMES OR EMPLOYER GROUP NAME OR ASSOCIATION) (INSERT NAME OF UNION OR LABOR ORGANIZATION)** hereby adopts these Standards of Apprenticeship on this \_\_\_\_ Day of \_\_\_\_\_, **(INSERT YEAR)**.

\_\_\_\_\_  
**Signature of Management**

\_\_\_\_\_  
**Signature of Labor**

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

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

\_\_\_\_\_  
**Signature of Management**

\_\_\_\_\_  
**Signature of Labor**

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

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

*Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.*