ApprenticeshipUSA

NATIONAL GUIDELINES FOR APPRENTICESHIP STANDARDS

Developed by

(INSERT SPONSORS' NAMES OR SPONSOR GROUP NAME OR ASSOCIATION OR ORGANIZATION)

For the occupation(s) of

INSERT OCCUPATION(S)

O*NET-SOC CODE: _____

RAPIDS CODE: _____

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: _____
JOHN V. LADD, ADMINISTRATOR
OFFICE OF APPRENTICESHIP

CERTIFICATION DATE: _____

CERTIFICATION NUMBER: _____

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FOREWORD

(Insert Sponsors' Names or Sponsor Group Name or Association or Organization) recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the **(Insert Industry Type)** industry. Registered apprenticeship is the most practical and sound training system available to meet that need, to develop individuals into skilled journeyworkers, and to ensure industry an adequate supply of skilled workers.

Title 29, Code of Federal Regulations (CFR), § 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, or by a State Apprenticeship Agency recognized by the Office of Apprenticeship as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. 29, CFR § 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

The purpose of these National Guidelines for Apprenticeship Standards (National Guideline Standards) is to provide policy and guidance to local sponsors in developing these Standards for Apprenticeship for local approval and registration. These National Guideline Standards developed by the sponsor are certified by the U. S. Department of Labor, Office of Apprenticeship as substantially conforming to the requirements of 29, CFR §§ 29 and 30. 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 the local apprenticeship standards.

Local Standards of Apprenticeship must be developed and registered by each Sponsor that undertakes to carry out an apprenticeship-training program. The local Standards of Apprenticeship will be the sponsor's written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed by the sponsor, and must meet all the requirements of the Registration Agency.

The establishment of local apprenticeship programs under these National Guideline Standards will provide the sponsor with a skilled and versatile work force at each of its locations by providing apprentices the opportunity to become journeyworkers through an organized and properly supervised program of training, practical experience and related instruction.

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 5 or more apprentices, or where there is a likelihood of 5 or more apprentices, must have a written Affirmative Action Plan and Selection Procedures that is approved by the Registration Agency as part of the Standards of Apprenticeship.

A sample Affirmative Action Plan and Selection Procedures are attached.

Representatives of the Registration Agency are available to assist the local sponsor 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. Company Affirmative Action Plan's and Selection Procedures (hiring process) may be considered in lieu of utilizing the samples provided if they meet all of the requirements of 29, CFR § 30.

OFFICIAL ADOPTION OF NATIONAL GUIDELINES FOR APPRENTICESHIP STANDARDS

The (Insert Sponsors' Names or Sponsor Group Name or Association or Organization) hereby adopts these Standards of Apprenticeship on this ____ day of (Insert Month/Year).

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

Signature of Sponsor (*designee*)	**Signature of Sponsor (*designee*)**
Printed Name	**Printed Name**