

(SAMPLE)

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

(NAME OF LOCAL APPRENTICESHIP COMMITTEE)

FOR THE OCCUPATIONS OF

(INSERT OCCUPATION(S))

DOT CODE: _____ O*NET CODE: _____

APPROVED BY

(REGISTRATION AGENCY)

These models National Guidelines for Apprenticeship Standards are an example of how to develop apprenticeship standards that will comply with 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 29 CFR Parts 29 and 30. Every effort has been made to ensure that the information in these models Apprenticeship Standards is accurate and up-to-date.

**Serving the Industry with a Bureau of Apprenticeship and Training (BAT)
Approved Program**

TABLE OF CONTENTS

	P age
Foreword.....	ii
Definitions	iii
SECTION I. Program Administration	1
SECTION II. Equal Opportunity Pledge.....	3
SECTION III. Affirmative Action Plan.....	3
SECTION IV. Qualifications for Apprenticeship	3
SECTION V. Selection of Apprentices	4
SECTION VI. Apprenticeship Agreement.....	4
SECTION VII. Ratio of Apprentices to Journeyworkers	4
SECTION VIII. Term of Apprenticeship.....	4
SECTION IX. Probationary Period	5
SECTION X. Hours of Work.....	5
SECTION XI. Apprentice Wage Progression	5
SECTION XII. Credit for Previous Experience	6
SECTION XIII. Work Experience	6
SECTION XIV. Related Instruction.....	7
SECTION XV. Safety and Health Training	7
SECTION XVI. Supervision of Apprentices	8
SECTION XVII. Records and Examinations	8
SECTION XVIII. Maintenance of Records	9
SECTION XIX. Certificate of Completion of Apprenticeship.....	9
SECTION XX. Notice to Registration Agency.....	9
SECTION XXI. Cancellation and Deregistration.....	9
SECTION XXII. Amendments and Modifications.....	10
SECTION XXIII. Adjusting Differences/Complaint Procedure	10
SECTION XXIV. Transfer of Training Obligations.....	11
SECTION XXV. Responsibilities of the Apprentice.....	12
SECTION XXVI. Technical Assistance.....	12
SECTION XXVII. Signature Page Adopting Apprenticeship Standards	13
Appendix A - Sample Work Processes and Related Instruction Outline(s)	
Appendix B - Sample Apprenticeship Agreement	
Appendix C - Template Affirmative Action Plan	
Appendix D - Qualifications and Selection Procedures	
Appendix E - Employer Acceptance Agreement	

FOREWORD

These *[insert name of Local Apprenticeship and Training Committee]* *Apprenticeship Standards* have as their objective, the training of **(INSERT OCCUPATIONS OR INDUSTRY)** skilled in all phases of the industry. The Local Apprenticeship Committee recognizes that in order to accomplish this, there must be a well-developed on-the-job learning (OJL) and related instruction program.

This recognition has resulted in the development of these Apprenticeship Standards. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Bureau of Apprenticeship and Training, as a basis from which local Apprenticeship Committees can work to develop and establish an apprenticeship training program that meets the particular needs of the area.

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 Apprenticeship Committee (Apprenticeship Committee) providing for training and related instruction under these Standards, and who is registered with the Registration Agency.

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

APPRENTICESHIP COMMITTEE: The Apprenticeship Committee established by the Sponsor under these Standards who will be charged with the operation of the program.

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.

DICTIONARY OF OCCUPATIONAL TITLES (DOT): Provides basic occupational information including job definitions, detailed tasks to be performed, and a number indicating a range of time to prepare for average performance in the occupation

EMPLOYER: Generally, an employer means any person or organization who employs an apprentice under these Apprenticeship Standards.

EMPLOYER ACCEPTANCE AGREEMENT: The written agreement between the sponsoring organization and the individual employer wishing to participate in the apprenticeship program under which these Standards are registered.

JOURNEYWORKER: A recognized level of competency as recognized within the industry. Use of the term may also refer to a mentor, technician, specialist or other skilled worker.

or

An individual who has documented sufficient skill and knowledge of a trade, craft or occupation, either through formal apprenticeship or through practical on-the-job experience, and formal training. This individual is recognized by his/her employer as being fully qualified to perform the work of the trade, craft or occupation.

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, **which replaces the DOT**, 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: Tasks learned on the job which the apprentice must be proficient before a completion certificate is granted. The learning must be through structured, supervised work experience.

PROGRAM SPONSOR: The local Apprenticeship Committee in whose name these Standards will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

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

REGISTRATION AGENCY: U.S. Department of Labor, Bureau of Apprenticeship and Training, or your State Apprenticeship Agency (insert name as appropriate).

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to his/her occupation.

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 APPRENTICES: An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

SECTION I. - PROGRAM ADMINISTRATION (SAMPLE)

Structure of the Local Apprenticeship Committee:

- A. Members of the Apprenticeship Committee shall be selected by the group(s) they represent.
- B. Technical Assistance -- such as that from the U.S. Department of Labor, Bureau of Apprenticeship and Training, State Apprenticeship Agencies, and vocational schools -- may be requested to advise the sponsor.

Administrative Procedures:

- A. The Apprenticeship Committee shall 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 of the Apprenticeship Committee should rotate among members of the Committee.

Responsibilities of Apprenticeship Committee:

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that apprentices are under written Apprenticeship Agreements and register the local apprenticeship standards and agreements with the appropriate Registration Agency.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish the minimum standards of education and experience required of apprentices.
- E. Meet at least every (enter frequency) month(s) 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.

Responsibilities (continued):

- F. Determine the quality and quantity of experience on-the-job, which apprentices should have and to make every effort toward their obtaining it.
- G. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- H. Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- I. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.
- J. 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.
- K. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- L. Certify to the local sponsors that apprentices have successfully completed their apprenticeship program.
- M. 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.

- N. 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.

SECTION II. - EQUAL OPPORTUNITY PLEDGE – Title 29 CFR 29.5(b)(20) and 30.3(b)

The recruitment, selection, employment, and training of apprentices during their apprenticeship, will be without discrimination because of race, color, religion, national origin, or sex. The Apprenticeship Committee 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 (CFR), Part 30, as amended (insert applicable state regulations here, if applicable).

SECTION III. - AFFIRMATIVE ACTION PLAN – Title 29 CFR 29.5(b) and 30.4

If the Sponsor employs five or more apprentices, the Apprenticeship Committee will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR, Part 30. It will be attached as Appendix C.

SECTION IV. - QUALIFICATIONS FOR APPRENTICESHIP – Title 29, CFR 29.5(b)(10) (EXAMPLES)

Applicants shall meet the following minimum qualifications:

A. Age

The Apprenticeship Committee will establish qualifications regarding minimum age limits. (Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.) Apprentices must not be less than 16 years of age.

B. Education

A high school diploma or GED equivalency 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.

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 may be subject to a physical agility or fitness test, or screened for the current illegal use of drugs or both on acceptance into the program and prior to being employed.

D. Aptitude Test

All applicants must pass each section of **(INSERT TEST IF APPLICABLE)**.

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 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice shall be covered by a written Apprenticeship Agreement (Appendix B) signed by the Apprenticeship Committee and the apprentice and approved by and registered with the Registration Agency. Such agreement shall 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 Registration Agency, and the employers.

An additional copy of this Apprenticeship Agreement 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 shall be given an opportunity to read and review these Standards, the Apprenticeship Committee's written rules and policies, and the Apprenticeship Agreement.

The Registration Agency will be advised promptly 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)

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers is established by the sponsor. This ratio should provide the number of **(INSERT OCCUPATIONS)** necessary for the future needs of the employer.

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

The term of the occupation shall be **(INSERT YEARS)** with an on-the-job learning attainment of **(INSERT HOURS)** supplemented by the required hours of related

instruction as stated on the Sample Work Processes and Related Instruction outlines (Appendix A). Full credit shall be given for the probationary period.

SECTION IX. - PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(19)

All applicants selected for apprenticeship shall serve a probationary period of not less than **(INSERT MONTHS) (INSERT HOURS)** of OJL.

During the probationary period either the apprentice or the Apprenticeship Committee may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice shall 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 shall 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 request of the apprentice, or may be suspended or canceled by the Apprenticeship Committee for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Apprenticeship Committee 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 shall be allowed to work overtime if it interferes with participation in related instruction.

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 are accrued.

SECTION XI. - APPRENTICE WAGE PROGRESSION – Title 29 CFR 29.5(b)(5)

Apprentices shall 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 Apprenticeship Committee 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 Apprenticeship Committee shall be guided by the work experience and related instruction records and reports.

Typically the progressive wage schedule will be an increasing percentage of the journeyworker wage rate as established by the Apprenticeship Committee. The percentages that will be applied to the applicable journeyworker rate are shown on the attached Sample Work Processes 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 Apprenticeship Committee 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 Apprenticeship Committee 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 Apprenticeship Committee 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, will 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 OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the departmental supervisor of apprentice(s).

SECTION XIV. - RELATED INSTRUCTION – Title 29 CFR 29.5(b)(4)

During each segment of training each apprentice is required to participate in coursework related to the job as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will include no less than 144 hours of related instruction for the **(INSERT OCCUPATION)** for each year of the apprenticeship. Apprentices agree to take such courses, as the Apprenticeship Committee deems advisable. The Apprenticeship Committee 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 apprentice may be

required to take an alternate form of instruction that meets the approval of the Apprenticeship Committee and Registration Agency.

Apprentices **(APPRENTICESHIP COMMITTEE inserts "will" or "will not")** be paid for hours spent attending related instruction classes.

If applicable, the Apprenticeship Committee will inform each apprentice of the availability of college credit through the (insert the names of educational institutions which will offer college credit).

Any apprentice 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 an apprentice to fulfill the obligations regarding related instruction (or OJL) without due cause, the Apprenticeship Committee will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice 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. The Apprenticeship Committee will monitor and document the apprentice's progress in related instruction classes.

The Apprenticeship Committee will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. If applicable, the Apprenticeship Committee may require the instructors to attend the [insert names of institutions that will provide training].

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

No apprentice will be allowed to work without 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 Apprenticeship Committee. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship will be the property of the Apprenticeship Committee. This record will be included in each apprentice's record file maintained by the Apprenticeship Committee.

Before each period of advancement, or at any other time when conditions warrant, the Apprenticeship Committee 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 Apprenticeship Committee 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 Apprenticeship Committee 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 Apprenticeship Committee will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

SECTION XVIII. - MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(22)

The Apprenticeship Committee 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 shall permit identification of minority and female (minority and non-minority) participants. The 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)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Apprenticeship Committee shall 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 shall be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

SECTION XX. - NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.5(b)(18)

The Registration Agency will be notified promptly 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)(17)

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

(INSERT NAME OF LOCAL APPRENTICESHIP COMMITTEE) 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 Apprenticeship Committee 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 Apprenticeship Committee 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)(17)

These Standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted shall 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)(21), and 30(11)

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

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 29.5 (b)(21)

For issues regarding wages, hours, working conditions, and other issues, apprentices may seek resolution through the applicable Grievance and Arbitration procedures.

The Apprenticeship Committee will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The Apprenticeship Committee shall 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 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: (Apprenticeship Committee 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 applicants 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 good cause shown.

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

The Apprenticeship Committee will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION XXIV. - TRANSFER OF TRAINING OBLIGATION – Title 29 CFR 29.5(13)

The Apprenticeship Committee may transfer an apprentice with his/her consent, from one employer to another, to provide continuous employment and to assure the apprentice more complete on-the-job learning experience in all aspects of the occupation.

SECTION XXV. - RESPONSIBILITIES OF THE APPRENTICE – (Example Only)

Apprentices, having read these Standards formulated by the Apprenticeship Committee and signed an Agreement with the Committee, agree to all the terms and conditions contained therein and agree to abide by the Committee's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Committee 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 Apprenticeship Committee and the employer in accordance with the provisions of these Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer and the Apprenticeship Committee.
- C. 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.
- 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 Apprenticeship Committee.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.
- F. 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 Apprenticeship Committee.
- G. The apprentice 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 XXVI. – TECHNICAL ASSISTANCE

Technical Assistance such as that from the U.S. Department of Labor, Bureau of Apprenticeship and Training, State Apprenticeship Agencies, and vocational schools-- maybe requested to advise the Sponsor.

The Sponsor 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 XXVII. - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The **(Name of SPONSOR)** hereby adopts these Standards of Apprenticeship on this _____ Day of _____, **(INSERT YEAR)**.

REPRESENTING THE (Name of the Apprenticeship Committee):

Signature of **(SPONSOR)**

Printed Name