

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

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Developed by

**Southeastern Container Corporation**

for the occupation of

**Maintenance Mechanic**

**RAIS CODE: 0308**

**O\*NET/SOC CODE: 49-9041.00**

**DEVELOPED IN COOPERATION WITH THE  
UNITED STATES DEPARTMENT OF LABOR  
BUREAU OF APPRENTICESHIP AND TRAINING**

**APPROVED AND CERTIFIED BY THE  
UNITED STATES DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

**BY: /S/ANTHONY SWOOPE  
ANTHONY SWOOPE, ADMINISTRATOR  
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

**CERTIFICATION DATE: July 6,2005**

**CERTIFICATION NUMBER: C2005-04**

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

**Southeastern Container Corporation hereby officially adopts these National Guidelines for Apprenticeship Standards on this 16 day of MAY, 2005.**

**/S/Elizabeth Drake Oberreuter  
Elizabeth Drake Oberreuter  
Southeastern Container Corporation**

## **FOREWORD**

Southeastern Container, Incorporated recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the Container manufacturing industry. Registered apprenticeship is the most practical and sound training system available to meet that need, to develop individuals into skilled journey workers, and to ensure industry an adequate supply of skilled workers.

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

The purpose of these National Guideline Standards is to provide policy and guidance to 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 Training, Employer and Labor Services as substantially conforming to the requirements of Title 29, CFR Parts 29 and 30. State Apprenticeship Agencies/Councils recognized by the Bureau 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 to 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 journey workers through an organized and properly supervised program of training, practical experience and related instruction.

## **Southeastern Container Corporation**

The Southeastern Container Corporation is responsible for the development of National Guideline Standards and having them certified by the Office of Apprenticeship Training, Employer and Labor Services, U.S. Department of Labor for use by employer and their local facilities:

## **Duties of the Southeastern Container Corporation**

The program sponsor is the policy making and administrative body and has full responsibility as to the operation and success of the apprenticeship and training programs. These responsibilities include:

1. Have the necessary facilities to assure effective training in all aspects of the trade or occupation.
2. Assure that apprentices work under the supervision of qualified journeyman (job mentors) at all times.
3. Exercise precaution for the health and safety of apprentices on the job site at all times.
4. Meet the ratio requirements as set within these standards.
5. Notify the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services of any change of apprentice status, including cancellation, suspension, and completion of apprenticeship.

## **Apprenticeship Committee Responsibilities**

The Apprenticeship committee will consist of representatives from each of the plants of the program sponsor. A chairperson and secretary shall be elected each year, except that either may succeed themselves. Regular meetings shall be held and minutes recorded thereof. Meeting at least annually is recommended.

This committee shall be responsible for:

1. Review periodically the operation of the program and the content of these standards and make recommendations to the sponsor for revisions.
2. Receive, process and resolve complaints by trainees or applicants, subject to the review and the determination of the sponsor.
3. Establish and maintain records specified in these standards.
4. Submit necessary reports and requests to the registration agency.
5. Assist the registration agency to conduct reviews of the program operation.
6. Review periodically the affirmative action performance of the program, providing the sponsor with the information necessary to establish policies to meet and maintain appropriate affirmative action goals.
7. In general, be responsible for the successful operation of the apprenticeship program, by performing the duties shown above and by obtaining publicity to develop support and interest of the public in apprenticeship.
8. Carry out other duties assigned by the sponsor.

## **Apprenticeship Coordination**

- I. Direct the interviews and process final selection of apprenticeship applicants.
- II. Provide overall direction of apprentices for both the on-the-job and related instruction.
- III. Recommend competent instructors and related class instruction.
- IV. Recommend a course outline for related instruction, as well as to coordinate related instruction with on-the-job learning.
- V. Adopt, as necessary, local rules and regulation for the conduct of the program as may be required to carry out the purposes of these standards; PROVIDED, however, that such rules and regulations are not in conflict with these standards.
- VI. Periodically review and evaluate apprentices. The basic evidence of such advancement shall be the record of the apprentices' progress on the job and during related/supplemental instruction. If such progress is not satisfactory, the Sponsor shall have the right to withhold their periodic wage advancements, suspend or cancel the apprenticeship agreement, or take other disciplinary action as set forth under established apprentice policy guidelines.
- VII. Establish and maintain such apprenticeship records as may be required by the registration agency or other applicable law.
- VIII. Provide guidance and counsel to apprentices. The program sponsor may employ an ad hoc committee in each plant to coordinate the apprenticeship program. This committee shall assume the responsibilities for the local operation of the apprenticeship program as delegated by the sponsor and the sponsor's Apprenticeship Committee.

The name, title, address, and telephone number of the ad hoc committee chairperson will be sent to the registration agency by the sponsor by means of a letter, memo or form that will be attached to, and considered part of these standards. The sponsor may change the chairperson of the ad hoc committee at any time, promptly notifying the registration agency.

The sponsor assigns to the plant ad hoc committee the authority and responsibility to:

1. Act on behalf of the sponsor in the administration of the apprenticeship program.
2. Receive and process applications for apprenticeship.
3. Communicate to skilled workers, team leaders and other personnel, the goals, objectives, policies of the apprenticeship program and the importance of their role in the apprenticeship program.
4. In general, be responsible for the successful operation of the apprenticeship program in their plant by performing the duties shown above and by obtaining publicity to develop support and interest of the public in apprenticeship

## **DEVELOPMENT OF AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES**

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

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

A sample Affirmative Action Plan and Selection Procedure are attached.

Representatives of the Registration Agency are available to assist the local 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.

SAMPLE

**STANDARDS OF APPRENTICESHIP**

**DEVELOPED BY**

***Southeastern Container Corporation  
P.O. Box 909  
Enka, NC 28728***

**FOR THE APPRENTICEABLE OCCUPATIONS:**

**Maintenance Mechanic**

O\*Net Code: 49-9041.00

RAIS Code: 0308

***The model 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 this model Apprenticeship Standard is accurate and up-to-date.***

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### Appendix A. TRADE SCHEDULES

A. On-the-Job Learning Outline

B. Related Instruction Outline

### Appendix B – SAMPLE, APPRENTICESHIP AGREEMENT

### Appendix C - SAMPLE, AFFIRMATIVE ACTION PLAN

### Appendix D - SAMPLE, QUALIFICATIONS AND SELECTION PROCEDURES

## **DEFINITIONS**

PROGRAM SPONSOR: Shall mean any person, association, committee, or organization operating an apprenticeship program, and in whose name the program is (or is to be) registered. For purposes of these standards the sponsor shall be Southeastern Container Corporation

STANDARDS or STANDARDS of APPRENTICESHIP: Shall mean a plan containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices. The standards for this program consist of this entire document, including the attached "trade schedule(s)" and other attachments hereto.

APPRENTICE: shall mean a worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn a skilled trade as defined in CFR 29.4 under standards of apprenticeship fulfilling the requirements of CFR 29.5.

JOURNEY WORKER or JOURNEY PERSON: Shall mean an individual (job mentor) who has sufficient skills and knowledge of the trade, either through formal apprenticeship training or through practical on-the-job work experience, and recognized by the Office of Apprenticeship Training, Employer and Labor Services and industry, as being fully qualified to perform the work of the trades. If the specific trade requires an occupational license the journey worker must possess the required credentials.

APPRENTICESHIP AGREEMENT: shall mean a written agreement between an apprentice and either his employer, or an apprenticeship committee acting as agent for employer(s), which agreement contains the terms and conditions of the employment and training of the apprentice.

APPRENTICESHIP COMMITTEE: Shall mean those persons designated by the sponsor to act for it in the administration of the program. This program shall use a unilateral, 4-member, apprenticeship committee that shall act on behalf of the program sponsor to administer the apprenticeship program in accordance with these standards.

REGISTRATION AGENCY: Shall mean the U.S. Department of Labor, U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services (OATELS) and/or the recognized State Apprenticeship Council (SAC) Agency.

GENDER CLAUSE: Any reference to either the male or female gender in these standards is intended to include both genders and is not to be considered as a limitation on either sex. The term journeyman as used within these standards shall be considered a performance level and not a gender term.

SUPERVISOR OF APPRENTICES: The person designated by the apprenticeship committee to oversee the apprenticeship and training program described in the standards of apprenticeship.

### **I. PURPOSE**

- A. To encourage careful selection of persons entering the trade/occupation with due regard to health, physical fitness, aptitude, attitudes, and physical characteristics.
- B. To provide an approved plan of training that will equip such persons for profitable employment demands.
- C. To assure that the program sponsor may obtain the services of proficient workers.
- D. To provide the public with the highest possible grade of projects and services in conformity with approved practices of safety and skilled craftsmanship.

## **II. QUALIFICATIONS AND SELECTION OF APPRENTICES**

- A. Qualifications: Applicants accepted and registered as apprentices shall meet the following basic qualifications:
  - 1. Age: Shall be at least 18 years of age (School-to-Work apprentices must be at least 16 years of age and require parent or guardian approval).
  - 2. Education: A high school diploma or GED is required, or agree to enroll in and complete an approved GED program within one year. (This requirement is waived for School-to-Work apprentices.)
  - 3. Physical: Shall be physically capable of performing the essential functions of the occupation without endangering themselves or their fellow workers.
  - 4. Aptitude: Shall possess the basic aptitudes essential for acquiring the skills of the trade.
  - 5. Tools: Applicants must purchase their own tools (Approx. cost \$1,500.00)
  - 6. Attendance: Internal applicants must not be on attendance probation
- B. Selection
  - 1. Equal Employment Opportunity Pledge: "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 program sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 Code of Federal Regulations, Part 30, as amended. The program sponsor shall not discriminate against a qualified individual with a disability because of the disability of the individual. The program sponsor will provide reasonable accommodation to individuals as required by federal, state or local disability law.

If five (5) or more apprentices are currently employed, or expect to be employed in the near future, the program sponsor will submit for approval a written Selection Procedure and Affirmative Action Plan in Conformity with Title 29, Code of Federal Regulations, Part 30, as amended.

2. Notice of the apprenticeship vacancies will be posted at least thirty (30) days prior to the date applications will be accepted. Notice of apprenticeship vacancies will contain the times and places applications will be available and will remain open for ten (10) working days.
3. The committee will interview all applicants meeting minimum qualifications.
4. Applicants will be chosen on the basis of an interview evaluation
5. The apprenticeship committee shall make the final determination of each application. All applicants will be notified in writing of their selection or rejection for an apprenticeship position.
6. Maintenance of Records: "Records relating to the recruitment, selection, employment and training, and any other information relevant to the operation of the program shall be maintained for five (5) years. The records shall permit identification of minority and female (minority and non-minority) participants. The records will be made available on request to the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services, U.S. Department of Labor, or other authorized representative."

### **III. APPRENTICESHIP AGREEMENT**

Each apprentice, and his or her parent or guardian, if he or she is a minor, shall be covered by a written apprenticeship agreement, signed by the program sponsor and the apprentice. Prior to signing the apprenticeship agreement, each selected apprentice shall be given an opportunity to read and review these standards. Such agreement shall contain a statement making the terms and conditions of these standards a part of the agreement, as if expressly written therein. A copy of each agreement shall be furnished to the apprentice, to the program sponsor, and Registration Agency.

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 apprentices. (See attached sample apprenticeship agreement)

### **IV. DUTIES AND RESPONSIBILITIES OF THE SPONSOR**

The program sponsor is the policy making and administrative body and has full responsibility as to the operation and success of the apprenticeship and training system. These responsibilities include:

1. Have the necessary facilities to assure effective training in all aspects of the trade or occupation.
2. Assure that apprentices work under the supervision of qualified journeymen (job mentors) at all times.
3. Exercise precaution for the health and safety of apprentices on the job site at all times.
4. Meet the ratio requirements as set within these standards.

5. Notify the Registration Agency of any change of apprentice status, including cancellation, suspension, and completion of apprenticeship.

## **V. ADMINISTRATIVE PROCEDURES AND APPRENTICESHIP COMMITTEE RESPONSIBILITIES**

The Apprenticeship committee will consist of representatives from each of the plants of the program sponsor. A chairperson and secretary shall be elected each year, except that either may succeed themselves. Regular meetings shall be held and minutes recorded thereof. Meeting at least annually is recommended.

### A. This committee shall be responsible for:

1. Review periodically the operation of the program and the content of these standards and make recommendations to the sponsor for revisions.
2. Receive, process and resolve complaints by trainees or applicants, subject to the review and the determination of the sponsor.
3. Establish and maintain records specified in these standards.
4. Submit necessary reports and requests to the registration agency.
5. Assist the registration agency to conduct reviews of the program operation.
6. Review periodically the affirmative action performance of the program, providing the sponsor with the information necessary to establish policies to meet and maintain appropriate affirmative action goals.
7. In general, be responsible for the successful operation of the apprenticeship system, by performing the duties shown above, by obtaining publicity to develop support and interest of the public in apprenticeship.
8. Carry out other duties assigned by the sponsor.

### B. Apprenticeship Coordination

The program sponsor may employ an ad hoc committee in each plant to coordinate the apprenticeship program. This committee shall assume the responsibilities for the local operation of the apprenticeship program as delegated by the sponsor and the sponsor's Apprenticeship Committee.

The name, title, address, and telephone number of the ad hoc committee chairperson will be sent to the registration agency by the sponsor by means of a letter, memo or form that will be attached to, and considered part of these standards. The sponsor may change the chairperson of the ad hoc committee at any time, promptly notifying the Registration Agency.

The sponsor assigns to the plant ad hoc committee the authority and responsibility to:

1. Act on behalf of the sponsor in the administration of the apprenticeship program.
2. Receive and process applications for apprenticeship.
3. Direct the interviews and process final selection of apprenticeship applicants.

4. Provide overall direction of apprentices for both the on-the-job learning and related instruction.
5. Recommend competent instructors and related class instruction.
6. Recommend a course outline for related instruction, as well as to coordinate related instruction with on-the-job learning.
7. Adopt, as necessary, local rules and regulation for the conduct of the program as may be required to carry out the purposes of these standards; PROVIDED, however, that such rules and regulations are not in conflict with these standards.
8. Periodically review and evaluate apprentices. The basic evidence of such advancement shall be the record of the apprentices' progress on the job and during related/supplemental instruction. If such progress is not satisfactory, the Sponsor shall have the right to withhold their periodic wage advancements, suspend or cancel the apprenticeship agreement, or take other disciplinary action as set forth under established apprentice policy guidelines.
9. Establish and maintain such apprenticeship records as may be required by the registration agency or other applicable law.
10. Provide guidance and counsel to apprentices.
11. Communicate to skilled workers, team leaders and other personnel, the goals, objectives, policies of the apprenticeship program and the importance of their role in the apprenticeship program.
12. In general, be responsible for the successful operation of the apprenticeship program in their plant by performing the duties shown above, by obtaining publicity to develop support and interest of the public in apprenticeship.

## **VI. DUTIES AND RESPONSIBILITIES OF THE APPRENTICE**

Upon reading these standards and signing the apprenticeship agreement, each apprentice shall be regarded as having voluntarily accepted all the responsibilities and obligations commonly recognized as a part of such apprenticeship and such others as may be assigned to the apprentice by the program sponsor as a means of facilitating the administration of the apprenticeship program.

Each apprentice shall be responsible to fulfill the obligations as to related instruction as set forth by the sponsor and for maintaining an accurate record of all hours spent in on-the-job learning. Apprentices must develop safe working habits, and conduct one's self at all times in a credible, ethical and moral manner.

## **VII. RATIO OF APPRENTICES TO JOURNEYPERSONS (JOB MENTORS)**

The minimum numeric ratio of journey workers to apprentices shall be consistent with proper supervision, on-the-job training, safety, continuity of employment, and an assurance or a reasonable opportunity for employment upon the completion of apprenticeship.

One (1) apprentice may be employed in each shop, and/or job-site employing a qualified journey person, one (1) additional apprentice for each two (2) additional journeypersons regularly employed thereafter.

## **VIII. TERM OF APPRENTICESHIP**

The term of apprenticeship shall be a period of reasonably continuous employment, including the probationary period, as stated in the applicable "trade schedule" attached to and made a part of these standards; plus the required hours per year of related instruction. In the event the apprentice is required to work overtime, he/she shall receive credit on the term of apprenticeship for only the actual hours worked, although their pay may be calculated at overtime rates.

An apprentice, who by unusual aptitude or past education and/or practical experience achieves the desired level of performance, in a phase of the apprenticeship in less than the time designated, may be advanced to the next phase. The determination of such advancement is the responsibility of the program sponsor.

## **IX. PROBATIONARY PERIOD**

The first three (3) months (approximately 500 hours) of employment for the apprentice, after signing the apprenticeship agreement, shall be a probationary period. During this probationary period, either party may terminate the apprenticeship agreement without stated cause. After the probationary period, the agreement may be canceled for cause, with written notice to the apprentice and after a reasonable opportunity for corrective action.

The Registration Agency shall be advised promptly of all cancellations and terminations of apprenticeship agreements, whether during or after the probationary period.

## **X. HOURS OF WORK**

Apprentices will be employed under the supervision of a competent journey worker (job mentor) at all times, and the hours of work and other conditions shall be the same as for skilled workers in the trade. Selection and compensation for overtime will be in accordance with the same procedures used for skilled workers in the trade.

Hours of work for apprentices who are minors (under 18 years of age) will be in accordance with state and federal laws governing child labor.

The sponsor will schedule apprentice work hours so apprentices may attend regularly scheduled related instruction. In the event work activity requires an apprentice to miss related instruction, the sponsor will make arrangements to assure that the missed related instruction can be made up.

## **XI. APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid an increasing schedule of wages based on the current maintenance wage rate. The sponsor will approve or deny wage advancement upon review of the apprentice's evaluation in accordance with Section XVIII Periodic Evaluation.

The wage schedule for each trade or occupation covered in these standards is stated on the applicable "trade schedule" attached to these standards. At no time will the starting wage be less than that required by any minimum wage law which may be legally applicable.

## **XII. CREDIT FOR PREVIOUS EXPERIENCE**

All persons now employed by the program sponsor as apprentices will be placed under these standards of apprenticeship, and their apprenticeship agreements will be registered with the Registration Agency. Apprentices may be given credit for documented previous experience for the time they have served as such under a verbal or written agreement, whether previously employed by the sponsor or elsewhere. Apprentices receiving credit for previous experience will be paid the wage rate of the period to which such credit advances them.

*A period of six (6) months from the registration date will be allowed for all current employees to go into the program reflecting more than 50% credit. After six months no one can be grandfathered into the program reflecting more than 50% credit.*

### **XIII. WORK EXPERIENCE**

The apprentice(s) shall be given work experience and training in the trade or occupation to assure them the skill and proficiency, which characterize a qualified journey worker within the industry. Such on-the-job training shall be carried on under the direction and guidance of a qualified journey person in the trade or occupation. The schedule of work experience for each occupation covered in these standards is the applicable "trade schedule" attached to and forming a part of these standards.

Variations in the hours spent in each area outlined in the trade schedule are permissible. The work experiences need not be in the precise order listed, nor do the scheduled hours of any operation need to be continuous.

Apprentices will demonstrate proficiency in all skill areas prescribed in the trade schedule prior to being recommended for completion of the apprenticeship.

### **XIV. RELATED INSTRUCTION**

All apprentices shall be required to attend classes in subjects related to the trade as part of their apprenticeship agreement. One hundred forty-four (144) hours per year is recommended. These classes may be delivered during or outside of regular working hours, depending upon available facilities. All time spent in such classes shall be considered hours of work. If, for any reason, classroom instruction is not available, the related training may be conducted by means of correspondence, or employer-sponsored courses upon approval of the Registration Agency.

The amount of time devoted to each subject and the sequence they are to follow will depend upon the type of work being performed by the apprentice on the job site. Instruction shall be so coordinated with the work on the job site so that the apprentice and program sponsor will receive the maximum benefit from such instruction. Failure on the part of the apprentice to fulfill their obligation as to the related training studies and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their apprenticeship agreement.

Credit may be given for previously completed related instruction. The credit will be specified, and adequately described in, or attached to, the apprenticeship agreement. Such attachment may be submitted to the supervisor of apprentices by means of a letter, signed by the sponsor and the apprentice, within the apprentice's probationary period.

Apprentices will complete all courses in the schedule of related instruction, or receive an appropriate and properly documented waiver for such courses, prior to being recommended for completion of the apprenticeship.

## **XV. SAFETY AND HEALTH TRAINING**

The program sponsor shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is training in facilities and other environments that are in compliance with either the Occupational Safety and Health standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, and as amended by Public Law 104-320, dated October 19, 1996, or state standards that have been found to be at least as effective as the federal standards.

While on the job site, it shall be the responsibility of the program sponsor to provide the apprentice a safe and healthful workplace and conditions of employment, and work assignments that the apprentice can perform safely.

## **XVI. SUPERVISION OF APPRENTICES**

The program sponsor shall designate a person who shall be known as the Supervisor of apprentices (this may be the employer, superintendent, foreman, or a qualified journey worker). It shall be the supervisor's responsibility to assign the apprentice work in accordance with the predetermined schedule of work processes.

The apprentice will be under the direction of a skilled worker while performing the work of the trade. The closeness of direction will depend on the work location, work being performed, and the skill level of the apprentice.

## **XVII. CONTINUITY OF EMPLOYMENT**

The program sponsor intends to give the apprentice continuous employment. The program sponsor reserves the right, however, to suspend the apprentice(s) whenever conditions of business make it necessary. If an apprentice is suspended because of lack of work, an opportunity will be given for reinstatement before any other person is employed as an apprentice.

## **XVIII. PERIODIC EVALUATION**

Before each period of advancement, or at any other time when conditions may warrant, the program sponsor or an authorized representative shall evaluate the apprentice(s) to determine whether they have made satisfactory progress. If the apprentice's related training or work progress is found unsatisfactory, they may be required to repeat a process or series of processes in which they are deficient, before advancing to the next wage classification.

If satisfactory progress is not being made, the apprentice may:

1. Be required to continue in a probationary status
2. Be required to repeat related instruction courses
3. Be held at their current level of advancement

Repeated failure of the apprentice to make satisfactory progress may result in termination from the program.

## **XIX. MAINTENANCE OF RECORDS**

Adequate and appropriate training records for on-the-job, related instruction and selection processes will be maintained for each apprentice. The sponsor will maintain such records in accordance with the requirements of the registration agency.

A file will be established for each apprentice that will include, at minimum, copies of the following:

1. Original application,
2. Apprentice rating sheet, if one is used,
3. Work process and related instruction records,
4. Record of advancement on the schedule of wages,
5. Comments, recommendations or complaints made to the sponsor about the program and the disposition of any complaints.
6. Completion, extension of term, or agreement cancellation requests.

The sponsor will maintain all records, including payroll, at their location for all apprentices for a period of five (5) years following the termination, for any reason of the apprenticeship agreement. The sponsor will make available, upon request, all training and payroll records of apprentices to representatives of the registration agency.

## **XX. CERTIFICATE OF COMPLETION**

Upon satisfactory completion of the requirements of apprenticeship as established herein, the program sponsor shall certify in writing the name of the completing apprentice using the required "request for completion of apprenticeship" form. This form is available from, and shall be submitted to the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services, wherein a certificate of completion of apprenticeship will be awarded to the apprentice.

## **XXI. NOTICE TO REGISTRATION AGENCY**

The Registration Agency, and shall be notified promptly of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, cancellations, and completions.

## **XXII. REGISTRATION OF STANDARDS**

These standards of apprenticeship will, upon adoption by the program sponsor, be promptly registered with, and copies thereof file with, the Registration Agency.

The program sponsor reserves the right to discontinue at any time the apprenticeship program as set forth herein, including any modifications or amendments thereto. The Registration Agency shall be notified promptly of any decision to cancel the program.

Deregistration of the apprenticeship program may be affected by the Registration Agency for failure of the program sponsor to abide by the provisions herein.

Upon deregistration or voluntary cancellation of the program, the program sponsor shall inform each apprentice, within fifteen (15) days, of the deregistration or cancellation and the effect of such an action. This notification must conform to the requirements of Title 29, Code of Federal Regulations, Part 29.7.

## **XXIII. AMENDMENTS OR REVISIONS OF STANDARDS**

These standards may be revised at any time by the program sponsor, provided that no amendment or modification adopted shall alter any apprenticeship agreement in force at the time of such change without the consent of the apprentice involved, and provided further that such amendment shall be submitted to the Registration Agency for approval prior to being placed into effect. A copy of each amendment adopted will also be furnished to each apprentice employed by the program sponsor.

## **XXIV. ADJUSTING DIFFERENCES**

Apprentices are encouraged to take up individual problems or grievance with their supervisor and/or the designated persons administering this program. Either the program sponsor or the apprentice may request advice and assistance from the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services on problems or in adjusting any differences that may arise during the term of apprenticeship.

## **XXV. COMPLAINT PROCEDURE**

**Discrimination Complaints (Title 29, CFR Part 30):** Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or 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 U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services (OATELS).

U.S. Department of Labor/OATELS  
200 Constitution Avenue, NW, Room N-5311  
Washington, DC 20210

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. The complaint shall be in writing and shall 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 the equal opportunity standards.

**Non-Discrimination Complaints (Title 29, CFR Part 29):** Any controversy or difference arising under an apprenticeship agreement that cannot be adjusted locally, and which is not covered by a collective bargaining agreement, may be submitted by an apprentice, or his or her authorized representative to the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services (ATELS) for review. Matters covered by a collective bargaining agreement are not subject to such review.

The complaint must be in writing and signed by the complainant, or authorized representative, and be submitted within sixty (60) days of the final local decision. It shall set forth the specific matter(s) complained of, together with all relevant facts and circumstances. Copies of all pertinent documents and correspondence shall accompany the complaint. The U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services will render an opinion within ninety (90) days of receipt of the complaint, based upon an investigation. When an opinion is rendered, copies will be sent to all involved parties.

## **XXVI. SEXUAL HARASSMENT**

It shall be the policy of the program sponsor to prohibit sexual harassment in the workplace. As defined by the Equal Employment Opportunity Commission: "Sexual harassment is the unwelcome or unsolicited verbal, physical, or sexual conduct that is made a term or condition of employment, is used as a basis of employment or advancement decisions, or has the effect of unreasonably interfering with work or creating an intimidating, hostile, or offensive work environment".

The program sponsor will take whatever actions are necessary to preclude incidents of sexual harassment from occurring so that all apprentices are afforded the opportunity to work in an environment free from unsolicited, unwelcome, sexual overtones. All apprentices are expected to support the efforts of the program sponsor by fostering an open and friendly work environment, yet one free from inappropriate pressures for all members of the workplace.

Complaints of sexual harassment in the workplace may be filed and processed under Title 29, CFR Part 30, and the procedures set forth in Section XXV of these standards.

## **XXVII. CONSULTANTS**

Advice and assistance in the successful operation of this apprenticeship program will be available at any time, upon request by the program sponsor, from representatives of the Registration Agency.

## **XXVIII. CONFORMANCE WITH STATE AND FEDERAL LAWS**

No section of these standards of apprenticeship shall be construed as permitting violation of any Law of any State or of the United States.

## **XXIX. APPRENTICESHIP COORDINATOR**

The program sponsor may employ a person as a full or part-time apprenticeship coordinator. This person shall assume the responsibilities for the operation of the apprenticeship program as delegated by the sponsor

The name, title, address, and telephone number of the coordinator will be sent to the registration agency by the sponsor by means of a letter, memo or form that will be attached to, and considered part of, these standards. The sponsor may change the coordinator at any time, promptly notifying the registration agency.

The sponsor assigns to the coordinator of apprentices the authority and responsibility to:

1. Act on behalf of the sponsor in the administration of the apprenticeship program,
2. Receive and process applications for apprenticeship.
3. Direct the interviews and process final selection of apprenticeship applicants.
4. Provide overall direction of apprentices, for both the on-the-job and related instruction.
5. Evaluate the progress of apprentices and recommend their progression, retention, termination or completion.
6. Provide guidance and counsel to apprentices.
7. Communicate to skilled workers, team leaders and other personnel, the goals, objectives, policies of the apprenticeship program and the importance of their role in the apprenticeship program.
8. Review periodically the operation of the program and the content of these standards and make recommendations to the sponsor for revisions.
9. Receive process and resolve complaints by trainees or applicants, subject to the review and the determination of the sponsor.
10. Establish and maintain records specified in these standards.
11. Submit necessary reports and requests to the registration agency.
12. Assist the registration agency to conduct reviews of the program operation.
13. Review periodically the affirmative action performance of the program, providing the sponsor with the information necessary to establish policies to meet and maintain appropriate affirmative action goals.
14. Carry out other duties assigned by the sponsor.

### **XXX. SCHOOL-TO-REGISTERED APPRENTICESHIP LINKAGE**

The school to apprenticeship linkage program is an innovative approach to education and training that allows qualified high school students to effectively bridge the gap between high school and the world of work by means of the apprenticeship system. High school students who are selected for entry into the program shall be employed part-time as registered apprentices while completing their secondary education. Upon completion of their required courses for high school graduation, the student/apprentice will be expected to continue in the program as a full time apprentice. It is further understood that if the student/apprentice does not complete the required course material for high school graduation the apprenticeship agreement will be canceled, in essence, no school - no work.

The program sponsors minimum age requirement shall be waived for participants who are accepted and indentured as student/apprentices in the school to apprenticeship linkage program. At no time will the student/apprentice be less than 16 years of age.

The minimum education requirement shall be waived for participants who are accepted and indentured as student/apprentices in the school to apprenticeship linkage program.

Student/apprentices participating in the school to apprenticeship linkage program shall work a reduced workday and workweek while attending and completing their high school requirements.

It is the understanding and intent of all concerned parties (education, employer/sponsor, apprentice, and registration agency) that the conditions of work for school to work apprentices shall be the same as other apprentices employed, and shall be governed by the approved apprenticeship standards.

Prior to enrolling any student/apprentice into the school-to-apprenticeship program, the registration agency will need to approve a formal school-to-apprenticeship linkage agreement between the high school and the sponsor of the apprenticeship program.

**XXXI. OFFICIAL ADOPTION OF STANDARDS**

The foregoing standards of apprenticeship are hereby officially adopted on this \_\_\_\_\_ day of \_\_\_\_\_ 2005.

Program sponsor: Southeastern Container Corporation

By: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

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

Appendix A  
**TRADE SCHEDULE**  
**Maintenance Mechanic**  
**O\*NET/SOC CODE: 49-9041.00 RAIS CODE: 0308**

This trade schedule supplement is attached to and a part of the standards of apprenticeship for Southeastern Container Corporation

**1. QUALIFICATIONS FOR APPRENTICES (Section II)**

Applicants accepted and registered as apprentices shall meet the following basic qualifications:

1. Age: Shall be at least 18 years of age (school-to-work apprentices must be at least 16years of age and require parent or guardian approval).
2. Education: A high school diploma or GED is required, or agree to enroll in and complete an approved GED program within one year.
3. Physical: Shall be physically capable of performing the essential functions of the occupation without endangering themselves or their fellow workers.
4. Aptitude: Shall possess the basic aptitudes essential for acquiring the skills of the trade.

**2. TERM OF APPRENTICESHIP (Section VIII)**

The term of apprenticeship shall be a period of not less than 8,000 hours of reasonably continuous employment and training on the job, supplemented by the required hours of related technical instruction.

**3. PROBATIONARY PERIOD (Section IX)**

The first three (3) months (approximately 500 hours) of employment for the apprentice, after signing the apprenticeship agreement, shall be a probationary period. During this probationary period, either party may terminate the apprenticeship agreement without stated cause. After the probationary period, the agreement may be canceled for cause, with written notice to the apprentice and after a reasonable opportunity for corrective action.

#### **4. RATIO OF APPRENTICES TO JOURNEY WORKERS (Section VII)**

One (1) apprentice may be employed in each shop, and/or job-site employing a qualified journey person, one (1) additional apprentice for each two (2) additional journey persons regularly employed thereafter.

#### **5. APPRENTICE WAGE SCHEDULE (Section XI)**

Apprentices shall be paid an increasing schedule of wages based on the current maintenance wage rate. The sponsor will approve or deny wage advancement upon review of the apprentice's evaluation.

New hire apprentices shall be paid \$0.50 per hour less than current rates for qualifying maintenance mechanic based upon length of service in the apprenticeship program. Upon completion of the apprenticeship program, the wage shall be the current rate for qualifying maintenance mechanic based upon length of service with the company.

To be advanced to the next level the apprentice must have completed both the on-the-job training (OJT) hours and the related training component, as stated above.

**TRADE SCHEDULES**  
**Maintenance Mechanic**  
**O\*NET/SOC CODE: 49-9041.00 RAIS CODE: 0308**

**A. SCHEDULE OF WORK PROCESSES (Section XIII)**

During the term of apprenticeship, the apprentice shall receive such instruction and experience, in all branches of the occupation, as is necessary to develop a practical and versatile worker. Major processes in which apprentices will be trained (although not necessarily in the order listed) and approximate hours (not necessarily continuous) to be spent in each are as follows:

- |                           |      |
|---------------------------|------|
| 1. Preventive maintenance | 200  |
| a. How to setup           |      |
| b. How to perform         |      |
| c. Lubrication            |      |
| d. Record keeping         |      |
| 2. Mechanical             | 2000 |
| a. Tolerances             |      |
| b. Cams                   |      |
| c. Bearings               |      |
| d. Drive systems          |      |
| e. Rebuilding worn parts  |      |
| f. Reading blueprints     |      |
| g. Troubleshooting        |      |
| h. Measuring equipment    |      |
| 3. Electrical             | 2000 |
| a. 120 volt circuits      |      |
| b. 240 volt circuits      |      |
| c. 480 volt circuits      |      |
| d. Dc circuits            |      |
| e. Photoeyes              |      |
| f. Troubleshooting        |      |
| g. Frequency drives       |      |
| h. Reading schematics     |      |
| i. Conduit installation   |      |
| j. Nec standards          |      |
| k. Measuring equipment    |      |

|                                   |      |
|-----------------------------------|------|
| 4. Programmable logic controllers | 1000 |
| a. Installation                   |      |
| b. Setup                          |      |
| c. Troubleshooting                |      |
| d. Programming                    |      |
| 1. Writing a program              |      |
| 2. Modifying a program            |      |
| 3. Troubleshooting a program      |      |
| 5. Welding                        | 500  |
| a. Mig                            |      |
| b. Tig                            |      |
| c. Stick                          |      |
| d. Brazing                        |      |
| e. Soldering                      |      |
| f. Using a torch                  |      |
| g. Using a plasma cutter          |      |
| 6. Rigging                        | 100  |
| a. Strapping machinery            |      |
| b. Moving machinery               |      |
| c. Setting up machinery           |      |
| d. Leveling                       |      |
| 7. Air and water systems          | 500  |
| a. Installation                   |      |
| b. Startup                        |      |
| c. Rebuilding                     |      |
| d. Pipefitting                    |      |
| e. Filters                        |      |
| 8. Shop equipment                 | 500  |
| a. Proper use of tools            |      |
| b. Repairing                      |      |
| c. Safety                         |      |
| 9. Forklifts and man lifts        | 100  |
| a. Certification                  |      |
| b. Repair                         |      |
| 10. Parts                         | 100  |
| a. Using technical manuals        |      |
| b. Identifying                    |      |
| c. Requisitioning                 |      |
| d. Replacing                      |      |

|  |             |
|--|-------------|
| 11. Familiarization of equipment and processes | 500         |
| a. Process control                             |             |
| b. Sequence of operation                       |             |
| c. Troubleshooting                             |             |
| 12. Pneumatic and hydraulic systems            | 200         |
| a. Valves                                      |             |
| b. Cylinders                                   |             |
| c. Rebuilding                                  |             |
| d. Repair                                      |             |
| e. Troubleshooting                             |             |
| 13. Miscellaneous                              | 300         |
| a. Painting                                    |             |
| b. Dehumidifiers                               |             |
| c. Air conditioning                            |             |
| d. Building maintenance                        |             |
| <b>Total hours</b>                             | <b>8000</b> |

**RELATED INSTRUCTION OUTLINE:  
Maintenance Mechanic  
O\*NET/SOC CODE: 49-9041.00\_RAIS CODE: 0308**

The related instruction outlines the courses that provide the technical ability that supplements the on-the-job training. It is through the combination of both the on-the-job training and the related technical instruction that the apprentice can reach the skilled level of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship.

Source: TBD

Method: Classroom

| <b>Course Title</b>            | <b>Contact Hours.</b> |
|--------------------------------|-----------------------|
| Blueprint Reading              | 30                    |
| Industrial Math                | 45                    |
| Hydraulics                     | 45                    |
| Welding                        | 30                    |
| Safety                         | 15                    |
| Electricity                    | 75                    |
| Industrial Motors              | 45                    |
| Programmable Logic Controllers | 75                    |
| Applied Mechanics              | 45                    |
| Preventive Maintenance         | 30                    |
| Troubleshooting                | 45                    |
| Computer                       | 45                    |
| Electives                      | 75                    |
| Total                          | 600                   |

**Appendix B**

**SAMPLE  
APPRENTICESHIP AGREEMENT**

Program Registration and  
Apprenticeship Agreement  
Office of Apprenticeship Training,  
Employer and Labor Services (OATELS)

**U.S. Department of Labor**  
Employment and Training Administration



**APPRENTICE REGISTRATION-SECTION II**

OMB No. 1205-0223 Expires: 05/31/05

**Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Bureau of Apprenticeship and Training or the recognized State Apprenticeship Agency shown below. (Item 22)**

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30.3, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29.6

**PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE**

|   |  |  |  |  |   |
|---|--|--|--|--|---|
| 1. Name (Last, First, Middle) and Address<br>(No., Street, City, State, Zip Code)   |  | *Social Security Number<br>____-____-____<br>(Voluntary-See reverse)   | Answer Both A and B (Voluntary)<br>(Definitions on reverse)  |  | 5. Veteran Status (Mark one)<br><input type="checkbox"/> Non-Veteran<br><input type="checkbox"/> Veteran  |
| 2. Date of Birth (Mo., Day, Yr.)  |  | 3. Sex (Mark one)<br><input type="checkbox"/> Male <input type="checkbox"/> Female   | 4.a. Ethnic Group (mark one)<br><input type="checkbox"/> Hispanic or Latino<br><input type="checkbox"/> Not Hispanic or Latino |  | 6. Highest education level<br>(Mark one)<br><input type="checkbox"/> 8th grade or less<br><input type="checkbox"/> 9th to 12th grade<br><input type="checkbox"/> GED<br><input type="checkbox"/> High School Graduate |
| 7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse)<br><input type="checkbox"/> None <input type="checkbox"/> Adult <input type="checkbox"/> Youth <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> School-to-Registered-Apprenticeship<br><input type="checkbox"/> Incumbent Worker <input type="checkbox"/> Job Corps <input type="checkbox"/> Dislocated Worker <input type="checkbox"/> Direct Entry: _____ |  | 4.b. Race (mark one or more)<br><input type="checkbox"/> Am. Indian or Alaska native<br><input type="checkbox"/> Asian<br><input type="checkbox"/> Black or African American<br><input type="checkbox"/> Native Hawaiian or other Pacific Islander<br><input type="checkbox"/> White |  |  |   |
| 8. Signature of Apprentice _____ Date _____   |  | 9. Signature of Parent/Guardian (if minor) _____ Date _____  |  |  |   |

**PART B: TO BE COMPLETED BY SPONSOR**

|   |   |  |  |  |   |   |   |   |   |    |
|---|---|--|--|--|---|---|---|---|---|----|
| 10. Sponsor Program No.<br>Sponsor Name and Address (No. Street, City, County, State, Zip Code) |   | 11a. Trade/Occupation (The work processes listed in the standards are part of this agreement). |  |  |   |   |   |   |   |    |
|   |   | 11b. Occupation Code<br>3456   | 12. Term (Hrs., Mos., Yrs.)              | 13. Probationary Period (Hrs., Mos., Yrs.) |   |   |   |   |   |    |
|   |   | 14. Credit for previous Experience (Hrs., Mos., Yrs.)  | 15. Term remaining (Hrs., Mos., Yrs.)    | 16. Date apprenticeship begins             |   |   |   |   |   |    |
| 17a. Related Instruction (Number of Hours Per Year)   | 17b. Apprentice wages for Related Instruction<br><input type="checkbox"/> Will Be Paid<br><input type="checkbox"/> Will Not Be Paid |  | 17c. Related Training Instruction Source |  |   |   |   |   |   |    |
| 18. Wages: (Instructions on reverse)  |   | 18a. Pre-Apprenticeship Hourly Wages \$ _____  |  |  |   |   |   |   |   |    |
| 18b. Term (Hrs., Mos., Yrs.)  | Period 1  | 2  | 3  | 4  | 5 | 6 | 7 | 8 | 9 | 10 |
| 18c. (Choose % or \$)   |   |  |  |  |   |   |   |   |   |    |
| 18d. Journeyworker's or completion hourly wage \$ _____   |   | 18e. Apprentice entry hourly wage \$ _____   |  |  |   |   |   |   |   |    |
| 19. Signature of Sponsor's Representative(s) _____ Date Signed _____                            |   | 21. Name and address of sponsor designee to receive complaints (If applicable)                 |  |  |   |   |   |   |   |    |
| 20. Signature of Sponsor's Representative(s) _____ Date Signed _____                            |   |  |  |  |   |   |   |   |   |    |

**PART C.: TO BE COMPLETED BY REGISTRATION AGENCY**

|                                     |   |   |
|-------------------------------------|---|---|
| 22. Registration Agency and Address | 23. Signature (Registration Agency) _____ | 25. Apprentice Identification Number (Definition on reverse): |
|                                     | 24. Date Registered                       |   |

Item 4.a. Definitions:

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4.b. Definitions:

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Item 7. Instructions: Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry applies. Enter "Incumbent Worker" if the individual before becoming an apprentice was currently employed full-time by the sponsor or entities participating in the apprenticeship program. Career linkage includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration to states and local communities.

Adult. Also includes individuals participating in Native American Programs, and/or Migrant and Seasonal Farm worker Programs.

Youth. Includes Youth ages 16-21 years, and other concentrated Youth programs in designated areas, Dislocated Worker.

Includes an individual that has been terminated or laid off and is unlikely to return to the industry or occupation.

It also includes a displaced homemaker who has been providing unpaid services to family members in the home, is no longer supported, and is unemployed or underemployed.

Job Corps. Youth ages 16-24 years usually receiving services in a residential setting.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16-17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

HUDJSTEP-UP. Developed in conjunction with the U.S. Department of Housing and Urban Development (HL 0). The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

Direct Entry. A graduate from an accredited technical training school, Job Corps training program or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, fill in the name of the program.

Item 18. Wage Instructions:

Than. Pre-Apprehend Hourly Wage, sponsor enters the hourly wage in the quarter prior to becoming an apprentice.

ISb. Term, sponsor enters in each box the apprentice schedule of pay for each advancement period.

ISo. Percent, sponsor enters, preferably, the percent of journeyworker's wage.

ISd. Journeyworker's wage, sponsor enters date and wage per hour.

1 Se. Apprentice entry hourly wage, (hourly dollar amount paid), sponsor enters apprentice hourly wage.

Note:

1 Sb. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the on-the-job learning and the related instruction outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

1 Sc. The wage rates preferably are expressed in percent of journeyworker's wage, but may also be expressed in dollars and cents, depending on the industry.

ISd. If the employer is signatory to a collective bargaining agreement, the journeyworkers wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworkers hourly rate that will be the basis for the progressive wage schedule identified in item IOc. of this agreement.

Example-5 YEAR APPRENTICESHIP PROGRAM

| <u>Term</u>      | <u>Period 1</u> | <u>Period 2</u> | <u>Period 3</u> | <u>Period 4</u> | <u>Period 5</u> | <u>Period 6</u> |
|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| hrs., mos., yrs. | 1000 hrs.       |
| "/s              | 55              | 60              | 65              | 70              | 80              | 90              |

Examine -4 YEAR APPRENTICESHIP PROGRAM

| <u>Term</u>      | <u>Period 1</u> | <u>Period 2</u> | <u>Period 3</u> | <u>Period 4</u> | <u>Period 5</u> | <u>Period 6</u> | <u>Period 7</u> | <u>Period 8</u> |
|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| hrs., mos., yrs. | 6 mos.          |
| "4               | 50              | 55              | 60              | 65              | 70              | 75              | 80              | 90              |

Item 25. Definition:

The apprentice identification number is a unique number generated by the Registered Apprenticeship Information System (the OATELS' data-base), which is used to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

"The submission of your social security number is voluntary. For purposes of the Davis Bacon Act of 1931, as amended, u.s. code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5., your social security number will be used to verify and certify to the U.S. Department of Labor, Employment Standards Administration, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. that will be used to verify your periods of employment and wages for purposes of complying with Memorandum t<sub>3</sub>-02-05 of the Office of Management and Budget related to the President's Management Agenda for performance and budget integration of Federal Programs. Your response is voluntary. Failure to disclose your social security number on this room will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number. whichj is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration — Section II Form, is authorized under the National Apprenticeship Act, 29 u.s.c. so, and code of Federal Regulations 29 Part 29.1. The data is used for apprenticeship program statistical

**Appendix C**

**SAMPLE**

**AFFIRMATIVE ACTION PLAN**

**ADOPTED BY**

**Southeastern Container Corporation**

**AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30  
AMENDED MAY 12, 1978**

**DEVELOPED IN COOPERATION WITH THE  
BUREAU OF APPRENTICESHIP AND TRAINING  
UNITED STATES DEPARTMENT OF LABOR**

**APPROVED BY \_\_\_\_\_  
REGISTRATION AGENCY**

**DATE APPROVED: \_\_\_\_\_**

Each Registered Apprenticeship Program Sponsor who employs five or more apprentices must prepare and submit to the Registration Agency for approval, an Affirmative Action Plan (AAP) and Selection Procedure (SP) which substantially addresses the content of the following samples (Attachments C and D).

Each sponsor may submit an existing, AAP and SP for approval or use the attached samples as guides in developing their Plans.

Assistance is available through their local Registration Agency office.

### **SECTION I - INTRODUCTION**

The Sponsor enters this Plan with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The Sponsor seeks to increase the recruitment of qualified women and minorities for possible selection into the apprenticeship program in the event females and/or minorities are underutilized in the apprenticeship program. The Sponsor hereby adopts the following nondiscriminatory pledge and Affirmative Action Plan.

This Plan is a supplement to the Apprenticeship Standards. Any changes made by the sponsor shall become part of this written Plan, once approved by the Bureau of Apprenticeship and Training, U. S. Department of Labor.

### **SECTION II - EQUAL OPPORTUNITY PLEDGE**

The Sponsor commits to the following Equal Opportunity Pledge:

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.

### **SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES**

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program the Sponsor pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women's labor force in the Sponsor's labor market area. Once the labor force is determined, the sponsor can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. (Affirmative Action Plan Workforce Analysis form is attached).

## **SECTION IV - OUTREACH AND POSITIVE RECRUITMENT**

The Sponsor's affirmative action plan includes the following outreach and positive recruitment efforts that would reasonably be expected to increase minority and women's participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. Once those efforts have been checked, the sponsor shall set forth the specific steps they intend to take under each identified effort. The Sponsor will identify a significant number of activities in order to enable it to meet its obligation under Title 29, CFR Part 30.4(c).

A. An announcement of apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the following agencies/organizations:

- Registration Agency
- Women's Organizations/Centers
- Local Schools
- Employment Service Centers
- One Stop Centers
- Vocational Education Schools
- Other Organizations/Centers (which can effectively reach minorities and women)
- Newspapers (which are circulated in the minority community and among women)

The announcement shall include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the Sponsor's equal opportunity policy. Applications will be taken for no less than a two (2) week period.

- B. Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
- C. Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D. Internal communication of the Sponsor's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the Sponsor's various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR Part 30.

- E. Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs shall provide for pre-testing experience and training. In initiating and conducting these programs, the Sponsor may be required to work with other Sponsors and appropriate community organizations. The Sponsor shall also initiate programs to prepare women and encourage women to enter traditionally male programs.
- F. Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory occupational training, or others designed to afford related work experience or prepare candidates for apprenticeship. The Sponsor shall make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G. Utilizing skilled Craft Workers to assist in the implementation of affirmative action in the apprenticeship program.
- H. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and female apprentices and skilled Craft Workers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions)

**(Identify**

**Action:)**

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**FOR EACH BOX CHECKED IN SECTION IV, LIST EACH SPECIFIC STEP THAT THE SPONSOR WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP**

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**SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The Sponsor will make an annual review of its current Affirmative Action Plan and its overall effectiveness and institute any revisions or modifications warranted. The review shall analyze (independently and collectively) the affirmative action steps taken by the Sponsor for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. The Sponsor will work diligently to identify the cause and affect that result from their affirmative action measures. The Sponsor will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the Affirmative Action Plan must be submitted to the Registration Agency for registration. The Sponsor will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed annually and updated where necessary.

**SECTION VI - OFFICIAL ADOPTION**

**The Southeastern Container Corporation hereby officially adopts this Affirmative Action Plan on this \_\_\_\_\_ day of \_\_\_\_\_, 2005**

\_\_\_\_\_  
**SIGNATURE OF (SPONSOR PROVIDES TITLE)**

\_\_\_\_\_  
**PRINTED NAME**

**AFFIRMATIVE ACTION PLAN**

**Maintenance Mechanic (Craft Worker)**

*(SPONSOR MUST COMPLETE A WORKSHEET FOR EACH REGISTERED OCCUPATION)*

**ANALYSIS WORKSHEET**

Occupational Title: Maintenance Mechanic (Craft Worker)

RAIS Code: 0308

Sponsor: Southeastern Container Corporation

O\*Net Code: 49-9041.00

Address: P.O. Box 909, 1250 Sandhill Road

City: Enka State: NC Zip: 28728

Phone: 828-667-0101 ext 1434

Type of selection method used: \_\_\_\_\_

Labor Market Area(s): \_\_\_\_\_

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**LABOR MARKET AREA DATA**

Total Labor Force in Labor Market Area: \_\_\_\_\_

Number Women: \_\_\_\_\_ (     %) of Labor Force

Number Minority: \_\_\_\_\_ (     %) of Labor Force

Working Age Population in Labor Market Area: \_\_\_\_\_

Number Women: \_\_\_\_\_ (     %) of working age population

Number Minority: \_\_\_\_\_ (     %) of working age population

Indicate the General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship.

Number Women: \_\_\_\_\_

Number Minority: \_\_\_\_\_

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**SPONSOR'S WORKFORCE DATA**

Craft Workers: \_\_\_\_\_

Number Women: \_\_\_\_\_ ( \_\_\_\_\_ %) of Craft Workers

Number Minority: \_\_\_\_\_ ( \_\_\_\_\_ %) of Craft Workers

Apprentices: \_\_\_\_\_

Number Women: \_\_\_\_\_ ( \_\_\_\_\_ %) of Apprentices

Number Minority: \_\_\_\_\_ ( \_\_\_\_\_ %) of Apprentices

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**DETERMINATION OF UTILIZATION**

Minority Underutilization:            Yes            No \_\_\_\_\_    \_\_\_\_\_  
Female Underutilization:            Yes            No \_\_\_\_\_    \_\_\_\_\_

(Note: all factors need not be weighted equally.)

**SPONSOR'S GOALS:**

The sponsor agrees to make good faith efforts to attain the goal of selecting \_\_\_\_\_ % minorities and \_\_\_\_\_ % women during the next year or hiring period. These goals shall not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

Estimated Number of new apprentices to be hired during the next year: \_\_\_\_\_.

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Approved by Registration Agency

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Appendix D**

**SAMPLE**

**QUALIFICATIONS AND SELECTION  
PROCEDURES**

**ADOPTED BY**

**Southeastern Container Corporation**

**DEVELOPED IN COOPERATION WITH THE  
BUREAU OF APPRENTICESHIP AND TRAINING  
UNITED STATES DEPARTMENT OF LABOR**

**APPROVED BY \_\_\_\_\_  
REGISTRATION AGENCY**

**DATE APPROVED: \_\_\_\_\_**

**The certification of this selection procedure is not a determination that, when implemented, the selection procedure meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR part 60-3) or Title 29 CFR Part 30.**

## **SECTION I - MINIMUM QUALIFICATIONS “EXAMPLES”**

Applicants shall meet the following minimum qualifications:

A. Age

An applicant, who is sixteen (16) years of age and is participating in a school-to-work program or equivalent and who otherwise meets all qualifications may be rated, ranked and placed on the list of eligible applicants. Such an applicant must be eighteen (18) years of age prior to being accepted into the apprenticeship program.

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 shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others.

Qualified applicants may be subject to a physical examination or drug screening or both on acceptance into the program and prior to being employed. The cost of the examination and/or drug screening shall be the responsibility of the Sponsor.

## **SECTION II - APPLICATION PROCEDURES “EXAMPLES”**

A. Applicants shall be accepted throughout the year. All persons requesting an application shall have one made available upon signing the applicant log.

B. All applications shall be identical in form and requirements. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.

- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Sponsor.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age – driver’s license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeals right available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview.

### **SECTION III - SELECTION PROCEDURES “EXAMPLES”**

- A. The Sponsor shall schedule the interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the Applicant Rating Form taking into account the information on the application, required documents, if applicable, and the judgment derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant’s final rating.
- D. Applicants will be placed on a Ranking List according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It shall be the responsibility of the applicant to keep the Sponsor informed of their current mailing address and telephone number.

- F. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by Certified Mail-Return Receipt Requested, to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicants' name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants, who were not placed during the two (2) year period they were on the ranking list, will be required to reapply.
- H. During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.
- I. Youth who complete a Job Corps training program in the occupation of Electronic Systems Technician, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The Sponsor shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates shall be done without regard to race, color, religion, national origin, or gender. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- J. Veterans who completed military technical training school and participated in a registered apprenticeship program while in the military in a related occupation may be given direct entry into the apprenticeship program. The Sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The Sponsor will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex.

#### **SECTION IV - COMPLAINT PROCEDURE**

- A. Any apprentice or applicant for apprenticeship who believes that he or 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 or 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 U.S. Department of Labor or, at the apprentice or applicant's election, with the private review body established by the sponsor (if applicable).
- B. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 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 bodies designated by the Sponsor to review such complaints, any referral of such complaint by the complainant to the Department must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Department for good cause shown.
- D. Complaints of sexual harassment in the workplace may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.
- E. The Sponsor will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

#### **SECTION V - MAINTENANCE OF RECORDS**

The Sponsor will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants and the original application for each applicant. The records pertaining to individual applicants, selected or rejected, shall be maintained in such manner as to permit the identification of minority and female (minority and non-minority) participants.

In addition to the above requirements, adequate records shall include a brief summary of each interview (if applicable) and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records of applicant selections shall be maintained for not less than 5 years and made available upon request to the Department of Labor or other authorized representative.

**SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES**

The *(Insert Name of Sponsor)* hereby officially adopts these Selection Procedures on this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
SIGNATURE OF (SPONSOR TO PROVIDE TITLE)

\_\_\_\_\_  
PRINTED NAME

**ATTACHMENT D**

**SAMPLE EMPLOYER ACCEPTANCE AGREEMENT**

The following undersigned Employer hereby agrees to comply with the provisions of the Apprenticeship Standards (Program Number \_\_\_\_\_) formulated by the Southeastern Container Corporation.

I hereby agree to carry out the intent and purpose of the said Standards and to abide by the rules and decisions of the Apprenticeship Committee established under these Standards. I have been furnished a true copy of these Apprenticeship Standards, and have read and understand them and hereby request certification to train Apprentices in the occupation classification identified under the provisions of these Standards, with all attendant rights and benefits thereof, until canceled voluntarily or revoked for good cause by the Registration Agency.

\_\_\_\_\_  
(Name of Employer)

\_\_\_\_\_  
(Address of Employer)

\_\_\_\_\_  
(City, State and Zip Code)

\_\_\_\_\_  
(Area Code and Telephone Number)

\_\_\_\_\_  
(Name and Title of Representative)

\_\_\_\_\_  
(Signature of Representative)

**Note: EACH PARTICIPATING EMPLOYER SHALL COMPLETE THIS FORM AND FILE WITH THE PROGRAM SPONSOR. AN ADDITIONAL COPY WILL BE FORWARDED TO THE REGISTRATION AGENCY FOR THEIR RECORDS, IN ACCORDANCE WITH REGISTRATION AGENCY POLICY.**