

Revision

NATIONAL
GUIDELINES FOR
APPRENTICESHIP STANDARDS

Developed by the

**International Union of Electronic, Electrical, Salaried,
Machine and Furniture Workers (IUE), the Industrial
Division of the Communications Workers of America
(CWA),
AFL-CIO, CLC.**

for the occupations of

**Electrician
Machine Repairer, Maintenance
Maintenance Machinist
Millwright
Pipe Fitter
Plumber
Tool and Die Maker**

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

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

BY: _____
**JOHN V. LADD, ADMINISTRATOR
OFFICE OF APPRENTICESHIP**

CERTIFICATION DATE: _____

CERTIFICATION NO: _____

FOREWORD

IUE-CWA, the Industrial Division of the Communications Workers of America (CWA), AFL-CIO, CLC. has believed from the beginning of our existence that the ability of working men & women to perform in highly skilled, technical positions is unlimited when training and educational resources are made available.

We recognize the need for structured training programs to maintain the high level of skill and competence demanded in the manufacturing industry. Our progress as a union and the strength of our nation will be measured in part by our ability to provide an avenue of opportunity for all 25 workers to achieve ultimate skills in their chosen craft. Registered apprenticeship programs are the most practical and sound training system available to develop individuals into skilled journeymen, 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, Office of Apprenticeship, or by a State Apprenticeship Agency recognized by the Office of Apprenticeship as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. Title 29, CFR part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

The purpose of these National Guidelines for Apprenticeship Standards (National Guideline Standards) is to provide policy and guidance to local Joint Apprenticeship and Training Committee (JATC) members in developing Standards for Apprenticeship for local approval and registration. These National Guideline Standards, developed by the IUE-CWA are certified by the U. S. Department of Labor, Office of Apprenticeship, as substantially conforming to the requirements of Title 29, CFR parts 29 and 30. State Apprenticeship Agencies recognized by the Office of Apprenticeship to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

Local Standards of Apprenticeship must be developed and registered by each JATC that undertakes to carry out an apprenticeship training program. The local Standards of Apprenticeship will be the JATC's written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed by the JATC, and must meet all the requirements of the local Registration Agency and the IUE-CWA Division Skilled Trades Committee (DSTC).

The IUE-CWA has dedicated time to develop an efficient training program so the apprentice can, through a systematic program of on-the-job learning and related instruction, become skilled in their trade. The degree of success that the IUE-CWA has in its operation will depend entirely upon the willingness of all local parties to cooperate in this joint activity. Quality training methods remain a high priority with the IUE-CWA.

THE DIVISION SKILLED TRADES COMMITTEE (DSTC)

In order to ensure continuous activity and progress in apprenticeship and training in the manufacturing industry, the DSTC was established to serve in an advisory and promotional capacity. This DSTC is made up of DSTC Chairperson and Representatives from the former IUE-CWA Regions and Conference Boards.

The IUE-CWA has developed the attached National Guideline Standards for local JATCs to utilize in developing their local Apprenticeship Standards. The IUE-CWA and the DSTC looks to the cooperative effort and initiative of local JATCs to increase and maintain long-lasting apprenticeship activities.

The DSTC will arrange for every assistance possible to be given to the local JATCs in establishing practical and sound apprenticeship and training programs to enable qualified persons to obtain the necessary training in order to prepare them for the responsibilities they must assume as craft workers. Additionally, the IUE-CWA will provide updated apprentice training for the industry through periodic surveys and recommendations as necessary.

Duties of the DSTC:

The DSTC will:

- A. Encourage local JATC's to establish programs in accordance with these National Guideline Standards.
- B. Encourage employers to cooperate with the local JATCs in all areas of training.
- C. Make a national annual report on progress made in apprenticeship.
- D. Encourage each member and/or local JATC to cooperate with the DSTC on the development and use of related instruction material.

DEVELOPMENT OF AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURE

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 Procedures are attached.

Representatives of the Registration Agency are available to assist the local JATC in developing its Standards of Apprenticeship, Affirmative Action Plan and Selection Procedures using the sample provided. Once developed, the Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedures must be submitted to the Registration Agency for approval and registration. Company Affirmative Action Plan's and Selection Procedures (hiring process) may be considered in lieu of utilizing the samples provided if they meet all of the requirements of Title 29, CFR part 30.

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

IUE-CWA, the Industrial Division of the Communications Workers of America (CWA),
AFL-CIO, CLC. hereby officially adopts these National Guidelines for Apprenticeship
Standards on this _____day of _____, 2009.

Signature
James D. Clark
President
IUE-CWA

Signature
Roy Konkey
Division Skilled Trades Committee
Apprenticeship Coordinator

(SAMPLE)

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

**(INSERT EMPLOYERS NAMES OR EMPLOYER
GROUP NAME OR ASSOCIATION)**

(NAME OF UNION OR LABOR ORGANIZATION)

FOR THE OCCUPATION(S) OF

(INSERT OCCUPATION(S))

O*NET-SOC CODE: _____

RAPIDS CODE: _____

APPROVED BY

(REGISTRATION AGENCY)

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

TABLE OF CONTENTS

		Page
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	6
SECTION XII	Credit for Previous Experience.....	6
SECTION XIII	Work Experience.....	7
SECTION XIV	Related Instruction	7
SECTION XV	Safety and Health Training.....	8
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	10
SECTION XXII	Amendments and Modifications	10
SECTION XXIII	Adjusting Differences/Complaint Procedure.....	10
SECTION XXIV	Collective Bargaining Agreements	12
SECTION XXV	Transfer of an Apprentice and Training Obligation.....	12
SECTION XXVI	Responsibilities of the Apprentice	12
SECTION XXVII	Technical Assistance	13
SECTION XXVIII	Signature Page Adopting Apprenticeship Standards	14
Appendix A - Sample Work Process Schedule and Related Instruction Outline		
Appendix B - Sample Apprenticeship Agreement		
Appendix C - Template Affirmative Action Plan		
Appendix D - Qualifications and Selection Procedures		

FOREWORD

These [***INSERT NAME OF JOINT 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 JATC recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

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

DEFINITIONS

(Some of these definitions may not apply to all registered apprenticeship programs – Employers may add or delete definitions depending on their need.)

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

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

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

APPRENTICESHIP COMMITTEE: The Joint Apprenticeship and Training Committee (JATC) shall consist of equal number of representatives appointed by the Union and Employer, and in whose name the Standards of Apprenticeship are registered.

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.

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

ELECTRONIC MEDIA: Media that utilize electronics or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the Internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

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

JOURNEYWORKER: A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

ON-THE-JOB LEARNING (OJL): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

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

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

REGISTRATION AGENCY: Means the U.S. Department of Labor, Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments.

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

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

SUPERVISOR OF APPRENTICE(S): An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

TIME-BASED OCCUPATION: A time-based occupation requires a minimum of 8,000 hours of OJL and recommended 144 hours of related instruction, which includes an outline of the specific work processes and the approximate time requirement for each individual work process under that occupation.

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

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

SECTION I – PROGRAM ADMINISTRATION

Structure of the Joint Apprenticeship and Training Committee (JATC)

- A. Members of the JATC will be selected by the groups they represent.
- B. Membership will be composed of representatives appointed by the Sponsor. A minimum of two members must be journeyworkers in one of the trades covered under this program.
- C. The Committee shall elect a chairperson and a recording secretary. When the chairperson represents management, the recording secretary shall represent the union and vice versa.
- D. Technical Assistance - such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools may be requested to advise the JATC.

Administrative Procedures:

- A. The JATC will determine the time and place of regular meetings which will take place every 3 months.
- B. The Chairperson and Secretary will have the power to vote on all questions affecting apprenticeship.
- C. The Chairperson and Secretary should rotate among members of the JATC.
- D. A minimum of 4 JATC members, 2 from management and 2 from the union will be needed for a quorum. A full JATC is preferred.

Responsibilities of the Joint Apprenticeship and Training 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 3 months 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.
- 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. Shall meet at least once each year with each apprentice to discuss his or her progress in the program, and to give the apprentice an opportunity to express any concerns regarding his or her apprenticeship.
- K. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- L. Certify 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

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 (CFR), part 30, as amended (insert state regulations here, if applicable).

SECTION III - AFFIRMATIVE ACTION PLAN

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

SECTION IV- QUALIFICATIONS FOR APPRENTICESHIP – (EXAMPLES)

Applicants will meet the following minimum qualifications:

A. Age

Apprentices must not be less than 18 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.

D. Aptitude Test

The JATC shall establish a minimum score on any Validated Aptitude or Asset tests

Applicants must pass both assessment and validated aptitude tests, as established by the JATC.

E. Others

As appropriate.

SECTION V - SELECTION OF APPRENTICES

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

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written Apprenticeship Agreement (Appendix B) signed by the JATC and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the JATC, the Registration Agency, and the employer and the Union.

If the Apprentice is a veteran, an additional copy will be provided to veterans State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

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

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

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices in training to journeyworker should not exceed one (1) apprentice to one (1) journeyworker unless otherwise agreed to by the Company and the Union. This ratio should provide the number of workers necessary for the future needs of the employer.

SECTION VIII - TERM OF APPRENTICESHIP

The term of apprenticeship shall be established by the local apprenticeship standards in accordance with the schedule of work process and related instruction as approved by the Registration Agency and as outlined on the Sample Work Process Schedule and Related Instruction Outline as shown in Appendix A. Full credit will be given for the probationary period.

SECTION IX - PROBATIONARY PERIOD

All applicants selected for apprenticeship will serve a probationary period of not less than (6 months) or 1000 hours of OJL.

During the probationary period either the apprentice or the JATC may terminate the Apprenticeship Agreement, with stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

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

SECTION X - HOURS OF WORK

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

To maintain the proper schedule for graduating apprentices, their standard workweek shall be 40 hours. Any changes in the apprentices' standard workweek required by seasonal fluctuations shall be negotiated between the JATC and the Company. In case an apprentice is required to work overtime, such overtime work shall be under the direct supervision of a journeyworker, and the apprentice shall receive credit on the term of apprenticeship for only the actual hours worked.

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

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on-the-job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyworker status, the JATC will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the JATC will be guided by the work experience and related instruction records and reports.

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

Recommended wage scale, apprentices in each of the trades covered by local standards shall be paid a progressively increasing schedule of wages, but not less than the following:

1 st	1,000 hours – Not less than 84% of the Journeyworker wage rate
2 nd	1,000 hours – Not less than 86% of the Journeyworker wage rate
3 rd	1,000 hours – Not less than 88% of the Journeyworker wage rate
4 th	1,000 hours – Not less than 90% of the Journeyworker wage rate
5 th	1,000 hours – Not less than 92% of the Journeyworker wage rate
6 th	1,000 hours – Not less than 94% of the Journeyworker wage rate
7 th	1,000 hours – Not less than 96% of the Journeyworker wage rate
8 th	1,000 hours – Not less than 98% of the Journeyworker wage rate

Apprentices shall reach top rate after completion of all requirements outlined in this agreement.

SECTION XII - CREDIT FOR PREVIOUS EXPERIENCE

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

Apprentice applicants seeking credit for previous experience gained outside the supervision of the JATC must submit the request at the time of application and furnish such records, affidavits, transcripts, military records and other documentation to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the JATC during the probationary period when actual on-the-job and related instruction performance can be examined.

Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit 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

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 supervisor of the apprentice(s).

SECTION XIV - RELATED INSTRUCTION

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 listed in these standards, the recommended term of apprenticeship will include no less than 144 hours of related instruction for each year of the apprenticeship. Apprentices agree to take such courses as the JATC deems advisable. The JATC 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 Sponsor and the Registration Agency.

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

If applicable, the JATC 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 JATC 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 JATC will monitor and document the apprentice's progress in related instruction classes.

The JATC will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. If applicable, when possible, the JATC may require the instructors to attend training.

SECTION XV - SAFETY AND HEALTH TRAINING

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

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

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

SECTION XVII - RECORDS AND EXAMINATIONS

Each apprentice may be responsible for maintaining a record of his/her work experience/training on-the-job and in related instruction and for having this record verified by his/her supervisor at the end of each week. The apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the JATC. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by and will be the property of the JATC. This record will be included in each apprentice's record file maintained by the JATC.

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

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

SECTION XVIII - MAINTENANCE OF RECORDS

The JATC will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and women (minority and non-minority) participants. These records will be made available on request to the Registration Agency.

SECTION XIX. - CERTIFICATE OF COMPLETION OF APPRENTICESHIP

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the JATC will so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

SECTION XX - NOTICE TO REGISTRATION AGENCY

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

SECTION XXI - CANCELLATION AND DEREGISTRATION

These Standards will, upon adoption by the JATC and the IUE-CWA Division Skilled Trades Committee be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

(INSERT NAME OF JATC) reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by the Registration Agency for failure of the JATC to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

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

SECTION XXII - AMENDMENTS OR MODIFICATIONS

These Standards may be amended or modified at any time by the JATC provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Registration Agency and the Division Skilled Trades Committee 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

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

The JATC will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The JATC will 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 appeal to the Registration Agency must be submitted within sixty (60) days of the final local committee decision. It must set forth the specific matter(s) complained of, together with relevant facts and circumstances. Copies of pertinent documents and correspondence must accompany the complaint. The name and address of the appropriate authority to receive, process and make disposition of complaints is: **(The JATC should insert applicable information here).**

Title 29 CFR 30

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the Program Sponsor (if applicable).

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than one hundred eighty (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the Program Sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

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

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

SECTION XXIV. - COLLECTIVE BARGAINING AGREEMENTS

No provisions in these Standards of Apprenticeship shall be construed as permitting violation of any applicable, State or Federal laws or regulations.

Nothing in these Standards of Apprenticeship shall be interpreted as being inconsistent with existing or subsequent CBAs establishing higher standards. In the event of a conflict, the higher standards, whether in the Apprenticeship Standards or the CBA, shall prevail.

SECTION XXV - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION

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

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

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

SECTION XXVI - RESPONSIBILITIES OF THE APPRENTICE (EXAMPLE ONLY)

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

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

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the JATC and the employer in accordance with the provisions of these Standards.

- B. Respect the property of the employer and abide by the working rules and regulations of the employer.
- 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 Sponsor.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- F. 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 XXVII - TECHNICAL ASSISTANCE

Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools—may be requested to advise the JATC.

The JATC is encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of their training program.

SECTION XXVIII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

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

Signature of Management

Signature of Labor

Printed Name

Printed Name

Signature of Management

Signature of Labor

Printed Name

Printed Name

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

Appendix A

OCCUPATION SCHEDULE FOR: ELECTRICIAN

O*NET-SOC CODE: 47-2111.00

RAPIDS CODE: 0159

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The term of the occupation shall be four (4) years with an OJL attainment of 8000 hours supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

1 to 1

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate **or** as per the CBA.

1 st	1,000 hours – Not less than 84% of the Journeyworker wage rate
2 nd	1,000 hours – Not less than 86% of the Journeyworker wage rate
3 rd	1,000 hours – Not less than 88% of the Journeyworker wage rate
4 th	1,000 hours – Not less than 90% of the Journeyworker wage rate
5 th	1,000 hours – Not less than 92% of the Journeyworker wage rate
6 th	1,000 hours – Not less than 94% of the Journeyworker wage rate
7 th	1,000 hours – Not less than 96% of the Journeyworker wage rate
8 th	1,000 hours – Not less than 98% of the Journeyworker wage rate

The current Journeyworker top wage rate is \$_____ Date _____

4. **SCHEDULE OF WORK EXPERIENCE**

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

ELECTRICIAN

Schedule of Work Processes

	<i>Hours</i>
Safety training and procedures.....	100
Rebuild and repair electrical equipment	1,300
Motors	
Meters	
Instruments	
Solenoids	
Miscellaneous	
Construction and installation.....	1,800
Planning and job layout	
Conduit and pipe	
Machines and equipment	
Light and power distribution	
General building maintenance	1,200
Substations (secondary circuits)	
Light and power circuits	
Elevators	
Cranes	
Hoists, etc.	
General machine and equipment maintenance	1,800
Control systems	
Venting	
Induction heating	
Machine tools	
Welding equipment	
Electrochemical equipment	
Electronic equipment and controls	800
Construction and installation	
Troubleshooting and repair	
Programmable controllers.....	<u>1,000</u>
TOTAL	8,000

5. SCHEDULE OF RELATED INSTRUCTION

ELECTRICIAN

<i>First Year</i>	<i>Hours</i>
Shop arithmetic and algebra.....	20
D.C. fundamentals of electroplating, batteries and mechanics	30
Wiring, magnetism, and armature winding	32
Generators and motors	35
D.C. controllers and cranes	35
Blueprint reading and drawing	8
Elementary physics	<u>8</u>
Subtotal	168
 <i>Second Year</i>	
Shop geometry, trigonometry, and vectors	52
A.C. fundamentals and A.C. circuits	54
Transformers, polyphase systems, and Alternators	54
Elementary physics	<u>8</u>
Subtotal	168
 <i>Third year</i>	
Single and multi-speed A.C. motors and stator winding	52
A.C. controllers and press controls	54
Instruments, relays, reactors, and lighting arrestors	54
Social economics.....	<u>8</u>
Subtotal	168
 <i>Fourth year</i>	
Industrial electronics and control welding	56
Blueprint reading and drawing	56
National Electrical Code	<u>56</u>
Subtotal	<u>168</u>
TOTAL	672

Appendix A

OCCUPATION SCHEDULE FOR: MACHINE REPAIRER, MAINTENANCE

O*NET-SOC CODE: 49-9041.00

RAPIDS CODE: 0292

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The term of the occupation shall be four (4) years with an OJL attainment of 8000 hours supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

1 to 1

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate **or** as per the CBA.

1 st	1,000 hours – Not less than 84% of the Journeyworker wage rate
2 nd	1,000 hours – Not less than 86% of the Journeyworker wage rate
3 rd	1,000 hours – Not less than 88% of the Journeyworker wage rate
4 th	1,000 hours – Not less than 90% of the Journeyworker wage rate
5 th	1,000 hours – Not less than 92% of the Journeyworker wage rate
6 th	1,000 hours – Not less than 94% of the Journeyworker wage rate
7 th	1,000 hours – Not less than 96% of the Journeyworker wage rate
8 th	1,000 hours – Not less than 98% of the Journeyworker wage rate

The current Journeyworker top wage rate is \$_____ Date_____

4. SCHEDULE OF WORK EXPERIENCE

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

MACHINE REPAIRER, MAINTENANCE

Schedule of Work Processes

	<i>Hours</i>
Safety training and procedures.....	100
Tool crib.....	100
Lathe	900
Milling machines	1,200
Grinders (surface, external, internal, miscellaneous)	800
Shaper, planer, and slotter	500
Bench and general repair	3,000
Hydraulics	400
CNC machining	<u>1,000</u>
 TOTAL	 8,000

5. **SCHEDULE OF RELATED INSTRUCTION**

MACHINE REPAIRER, MAINTENANCE

<i>First Year</i>	<i>Hours</i>
Use, care, and reading of tools.....	20
Shop arithmetic.....	20
Algebra	20
Machine tool operation theory	44
Blueprint reading	44
Safety instruction	<u>20</u>
Subtotal	168
 <i>Second Year</i>	
Shop geometry	24
Handbook	52
Fundamental shop drawing	52
Technical English	20
Elementary physics (hydraulics).....	<u>20</u>
Subtotal	168
 <i>Third year</i>	
Shop mathematics	60
Welding theory.....	16
Machine design	60
Heat treat theory.....	20
Elementary physics	<u>12</u>
Subtotal	168
 <i>Fourth year</i>	
Shop mathematics (including trigonometry).....	60
Welding theory.....	16
Machine design	60
Strength of materials	20
Social economics.....	<u>12</u>
Subtotal	<u>168</u>
TOTAL.....	672

Appendix A

OCCUPATION SCHEDULE FOR: MAINTENANCE MACHINIST

O*NET-SOC CODE: 51-4041.00
RAPIDS CODE: 0306

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The term of the occupation shall be four (4) year with an OJL attainment of 8000 hours supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

1 to 1

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate **or** as per the CBA.

1 st	1,000 hours – Not less than 84% of the Journeyworker wage rate
2 nd	1,000 hours – Not less than 86% of the Journeyworker wage rate
3 rd	1,000 hours – Not less than 88% of the Journeyworker wage rate
4 th	1,000 hours – Not less than 90% of the Journeyworker wage rate
5 th	1,000 hours – Not less than 92% of the Journeyworker wage rate
6 th	1,000 hours – Not less than 94% of the Journeyworker wage rate
7 th	1,000 hours – Not less than 96% of the Journeyworker wage rate
8 th	1,000 hours – Not less than 98% of the Journeyworker wage rate

The current Journeyworker top wage rate is \$_____ Date_____

4. SCHEDULE OF WORK EXPERIENCE

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

MAINTENANCE MACHINIST

Schedule of Work Processes

	<i>Hours</i>
Safety training and procedures.....	100
Tool crib.....	100
Lathe	1,100
Mill and jig borer	1,200
Grinder	1,000
Bench	3,500
CNC machining	<u>1,000</u>
 TOTAL.....	 8,000

5. SCHEDULE OF RELATED INSTRUCTION

MAINTENANCE MACHINIST

<i>First Year</i>	<i>Hours</i>
Use, care, and reading of tools.....	20
Shop arithmetic.....	20
Algebra	20
Machine tool operation theory	44
Blueprint reading	44
Safety	20
Subtotal	168
 <i>Second Year</i>	
Shop geometry	24
Handbook	52
Fundamental shop drawing	52
Technical English	20
Elementary physics	<u>20</u>
Subtotal	168
 <i>Third year</i>	
Shop mathematics	60
Welding theory	16
Tool design	60
Heat treat theory.....	20
Social economics.....	<u>12</u>
Subtotal	168
 <i>Fourth year</i>	
Shop mathematics (including trigonometry).....	60
Welding theory.....	16
Tool design	60
Strength of materials	20
Social economics.....	<u>12</u>
Subtotal	<u>168</u>
TOTAL	672

Appendix A

OCCUPATION SCHEDULE FOR: MILLWRIGHT

O*NET-SOC CODE: 49-9044.00

RAPIDS CODE: 0335

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The term of the occupation shall be four (4) years with an OJL attainment of 8000 hours supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

1 to 1

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate **or** as per the CBA.

1 st	1,000 hours – Not less than 84% of the Journeyworker wage rate
2 nd	1,000 hours – Not less than 86% of the Journeyworker wage rate
3 rd	1,000 hours – Not less than 88% of the Journeyworker wage rate
4 th	1,000 hours – Not less than 90% of the Journeyworker wage rate
5 th	1,000 hours – Not less than 92% of the Journeyworker wage rate
6 th	1,000 hours – Not less than 94% of the Journeyworker wage rate
7 th	1,000 hours – Not less than 96% of the Journeyworker wage rate
8 th	1,000 hours – Not less than 98% of the Journeyworker wage rate

The current Journeyworker top wage rate is \$_____ Date_____

4. SCHEDULE OF WORK EXPERIENCE

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

MILLWRIGHT

Schedule of Work Processes

	<i>Hours</i>
Safety training and procedures	100
General maintenance and repair	1,800
Equipment	
Cranes	
Hoists	
Balers	
Conveyors	
Furnaces	
Drive mechanisms	
Elevators	
Buildings	
Dock leveler, etc.	
Dismantling, moving, and installation	3,000
Machines, motors, equipment	
Washers, collectors, fans	
Furnace, heat treat	
Pickling, bonderizing, anodizing, and plating tanks	
Overhead construction, crane	
Hoists	
Construction and installation.....	2,100
Cribs, scaffolds	
Footings, foundations, reinforcing	
Motors, generators, couplings	
(Does not include wiring)	
Equipment, drives, bearings	
Layout, planning, sketching, and estimating	<u>1,000</u>
TOTAL.....	8,000

5. SCHEDULE OF RELATED INSTRUCTION

MILLWRIGHT

<i>First Year</i>	<i>Hours</i>
Use, care, and reading of tools	20
Shop arithmetic.....	20
Algebra	20
Machine tool operation theory	44
Blueprint reading and drawing	44
Safety instruction	<u>20</u>
Subtotal	168
 <i>Second Year</i>	
Shop geometry	24
Handbook	52
Fundamental shop drawing symbols	52
Technical English	20
Elementary physics	<u>20</u>
Subtotal	168
 <i>Third year</i>	
Shop mathematics.....	60
Welding theory.....	16
Schematic drawing and floor layout.....	80
Elementary physics	<u>12</u>
Subtotal	168
 <i>Fourth year</i>	
Shop mathematics (including trigonometry)	60
Schematic drawing and floor layout	16
Strength of materials	80
Social economics.....	<u>12</u>
Subtotal	<u>168</u>
TOTAL	672

Appendix A

OCCUPATION SCHEDULE FOR: PIPE FITTER

O*NET-SOC CODE: 47-2152.01

RAPIDS CODE: 0414

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The term of the occupation shall be four (4) years with an OJL attainment of 8000 hours supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

1 to1

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate **or** as per the CBA.

1 st	1,000 hours – Not less than 84% of the Journeyworker wage rate
2 nd	1,000 hours – Not less than 86% of the Journeyworker wage rate
3 rd	1,000 hours – Not less than 88% of the Journeyworker wage rate
4 th	1,000 hours – Not less than 90% of the Journeyworker wage rate
5 th	1,000 hours – Not less than 92% of the Journeyworker wage rate
6 th	1,000 hours – Not less than 94% of the Journeyworker wage rate
7 th	1,000 hours – Not less than 96% of the Journeyworker wage rate
8 th	1,000 hours – Not less than 98% of the Journeyworker wage rate

The current Journeyworker top wage rate is \$_____ Date_____

4. SCHEDULE OF WORK EXPERIENCE

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

PIPE FITTER

Schedule of Work Processes

	<i>Hours</i>
Safety training and procedures	100
Study of tools and equipment.....	800
Development of records and statistics.....	400
Water coolers	400
Room (window) type air conditioners	800
Fans, blowers, filters, ducts.....	800
Valves, controls, piping	400
Large compressors and systems	1,700
Heating equipment	1,300
Commercial refrigeration	800
Welding and cutting.....	<u>500</u>
 TOTAL	 8,000

5. **SCHEDULE OF RELATED INSTRUCTION**

PIPE FITTER

<i>First Year</i>	<i>Hours</i>
Basic arithmetic	42
Algebra	42
Geometry	42
Shop theory 1	<u>42</u>
Subtotal	168
 <i>Second Year</i>	
Principles of rigging	42
Principles of air conditioning	42
A.C. fundamentals	42
D.C. fundamentals	<u>42</u>
Subtotal	168
 <i>Third year</i>	
Modern air conditioning	56
Principles of refrigeration	56
Modern refrigeration	<u>56</u>
Subtotal	168
 <i>Fourth year</i>	
Instrumentation	56
Hydraulics	56
Physics I	<u>56</u>
Subtotal	<u>168</u>
TOTAL	672

Appendix A

OCCUPATION SCHEDULE FOR: PLUMBER

O*NET-SOC CODE: 47-2152.02

RAPIDS CODE: 0432

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The term of the occupation shall be four (4) years with an OJL attainment of 8000 hours supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

1 to 1

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate **or** as per the CBA.

1 st	1,000 hours – Not less than 84% of the Journeyworker wage rate
2 nd	1,000 hours – Not less than 86% of the Journeyworker wage rate
3 rd	1,000 hours – Not less than 88% of the Journeyworker wage rate
4 th	1,000 hours – Not less than 90% of the Journeyworker wage rate
5 th	1,000 hours – Not less than 92% of the Journeyworker wage rate
6 th	1,000 hours – Not less than 94% of the Journeyworker wage rate
7 th	1,000 hours – Not less than 96% of the Journeyworker wage rate
8 th	1,000 hours – Not less than 98% of the Journeyworker wage rate

The current Journeyworker top wage rate is \$_____ Date_____

4. SCHEDULE OF WORK EXPERIENCE

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

PLUMBER

Schedule of Work Processes

	<i>Hours</i>
Safety training and procedures.....	100
Installation and construction	2,500
Steam (high and low pressure systems)	
Air (high and low pressure systems)	
Acid, anodizing, ammonia, plating systems	
Gas (high and low pressure)	
Automated equipment	
Installation and construction	1,800
Waste and sewage	
Water and oil	
Air conditioning	
Refrigeration	
Ventilating	
Sprinkler systems	
Planning and layout	1,000
Repair and troubleshooting	2,000
Pumps	
Valves	
Traps	
Special plumbing devices	
Hydraulics.....	<u>600</u>
TOTAL	8,000

5. **SCHEDULE OF RELATED INSTRUCTION**

PLUMBER

<i>First Year</i>	<i>Hours</i>
Blueprint reading and drawing	24
Shop mathematics	40
Drafting, single steam and hot water return systems	32
Theory of water and steam circulating system	40
Plumbing laws and regulations	22
Safety practices	<u>10</u>
Subtotal	168
 <i>Second Year</i>	
Blueprint reading and drawing	16
Shop mathematics	40
Shop geometry	32
Drafting	32
Theory of steam generation	20
Water systems and sewage disposal	20
Elementary physics	<u>8</u>
Subtotal	168
 <i>Third year</i>	
Drafting	20
Shop geometry	32
Capacities of heater water lines and tanks	40
Layout plumbing and heating systems	40
Theory of welding	28
Social economics	<u>8</u>
Subtotal	168
 <i>Fourth year</i>	
Radiator capacities under various pressures in BTU's ...	40
Pressure capacities of cast iron, steel, copper, and brass	32
Estimating radiation under various conditions	40
BTU capacities of blower unit under various pressures..	32
Plumbing and heating code	16
Social economics	<u>8</u>
Subtotal	<u>168</u>
TOTAL	672

Appendix A

OCCUPATION SCHEDULE FOR: TOOL AND DIE MAKER

O*NET-SOC CODE: 51-4111.00
RAPIDS CODE: 0586

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The term of the occupation shall be four (4) years with an OJL attainment of 8000 hours supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

1 to 1

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate or as per the CBA.

1 st	1,000 hours – Not less than 84% of the Journeyworker wage rate
2 nd	1,000 hours – Not less than 86% of the Journeyworker wage rate
3 rd	1,000 hours – Not less than 88% of the Journeyworker wage rate
4 th	1,000 hours – Not less than 90% of the Journeyworker wage rate
5 th	1,000 hours – Not less than 92% of the Journeyworker wage rate
6 th	1,000 hours – Not less than 94% of the Journeyworker wage rate
7 th	1,000 hours – Not less than 96% of the Journeyworker wage rate
8 th	1,000 hours – Not less than 98% of the Journeyworker wage rate

The current Journeyworker top wage rate is \$_____ Date_____

4. SCHEDULE OF WORK EXPERIENCE

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

TOOL AND DIE MAKER

Schedule of Work Processes

	<i>Hours</i>
Safety training and procedures	100
Tool Crib	100
Lathe.....	1,200
Milling machines and jig borer	1,200
Grinders (surface, external, internal, miscellaneous)	1,200
Heat treat	200
Shaper, planer, slotter	500
Bench	2,500
CNC machining	<u>1,000</u>
TOTAL	8,000

5. SCHEDULE OF RELATED INSTRUCTION

TOOL AND DIE MAKER

<i>First Year</i>	<i>Hours</i>
Use, care, and reading of tools	20
Shop arithmetic.....	20
Algebra	20
Machine tool operation theory	44
Blueprint reading	44
Safety instruction	<u>20</u>
Subtotal	168
 <i>Second Year</i>	
Shop geometry	24
Handbook	52
Fundamental shop drawing	52
Elementary physics	20
Technical English	<u>20</u>
Subtotal	168
 <i>Third year</i>	
Shop mathematics.....	60
Welding theory.....	16
Tool and die design	60
Heat treat theory.....	20
Elementary physics	<u>12</u>
Subtotal	168
 <i>Fourth year</i>	
Shop mathematics (including trigonometry).....	60
Welding theory.....	16
Tool and die design	60
Strength of materials	20
Social economics	<u>12</u>
Subtotal	<u>168</u>
TOTAL.....	672

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)	24. Date Registered
-------------------------------------	-------------------------------------	---------------------

25. Apprentice Identification Number (Definition on reverse):

Appendix C

(SAMPLE)
AFFIRMATIVE ACTION PLAN

ADOPTED BY

(INSERT EMPLOYERS NAMES)

(INSERT NAME OF LOCAL UNION OR LABOR)

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

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

APPROVED BY: _____
REGISTRATION AGENCY

DATE APPROVED: _____

It is the policy of the program to ensure equal opportunity and affirmative action for all employees and applicants with regard to the recruitment, placement, progress advancement, and training of apprentices in the apprenticeship program.

In all such activities the program will not discriminate against any qualified person because of race, color, religion, sex, age, national origin, disability, or veteran status.

The program has an affirmative action plan to ensure equal employment and opportunity. Affirmative action includes special efforts to employ and advance men, women, minorities, and the disabled on the basis of their ability. The below Affirmative Action Plan (AAP) has been created to be used prior to and during the selection process.

The program will disseminate information within the company concerning the nature of the apprenticeship program, requirements for admission, source of applications/related material, and equal opportunity policy of the Sponsor. Because this program accepts applications only at specified intervals, such information shall be disseminated for at least thirty (30) days in advance of the earliest date for application at each interval. Postings concerning openings shall be posted for a period of fourteen (14) days.

SECTION I. - INSIDE OPENINGS

1. Apprentice vacancies are filled through the selection of qualified employees from within the company. Vacancies will be filled based on the apprentice selection procedure. Past performance and attendance in addition to the JATC's evaluation of the ability, capacity for development and additional responsibility of the applicant will be criteria for selection to the program.
2. The program will credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally. Credit related to the work process schedule will only be granted for experience at the company.
3. Internal communication of the JATC's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the JATC'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.
4. The apprenticeship program openings and requirements will be posted on company bulletin boards as they occur. A bulletin describing the eligibility criteria for application will also be posted. Applications and apprenticeship documents outlining the program will be available from the Human Resource Department or through the supervisor of apprentices.

SECTION II. - OUTSIDE OPENINGS

If no apprenticeship candidates are found meeting the minimum qualifications from openings within the company. An announcement of specific 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 will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications and the JATC's equal opportunity policy. The period for accepting applications as established by the JATC is:

From _____ Until _____.

SECTION III. - OUTREACH AND POSITIVE RECRUITMENT

The JATC's AAP includes the following "checked" 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 JATC will set forth the specific steps they intend to take under each identified effort. The JATC 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. 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.
- B. 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.
- C. Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pre-testing experience and training. In initiating and conducting these programs, the JATC may be

required to work with other JATCs and appropriate community organizations. The JATC will also initiate programs to prepare women and encourage women to enter traditionally male programs.

- D. Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The JATC will make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- E. Utilizing journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.
- F. Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will 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 women apprentices and journeyworkers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

(Identify Action:)

FOR EACH ITEM CHECKED IN SECTION III, LIST EACH SPECIFIC STEP THAT THE JATC WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP

(add additional pages as necessary)

SECTION IV. - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The JATC will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the JATC for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and affect that result from their affirmative action measures. The JATC 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 AAP must be submitted to the Registration Agency for approval. The JATC 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 periodically as determined by the Registration Agency and updated where necessary.

Affirmative Action records retained by the JATC will include the following:

- Copy of notices relating to the Apprenticeship program.
- Copy of postings relating to such subjects as EEO policies and the dissemination of information.
- Documentation on participation in any meetings.
- Utilization Analysis Study.

SECTION V. - ADOPTION AFFIRMATIVE ACTION PLAN OFFICIAL

The *(Insert Employers Name or Employer Group Name or Association) (Insert Union or Labor Organization's Name)* hereby officially adopts this Affirmative Action Plan on this _____ day of _____, (INSERT YEAR).

Signature of Management

Signature of Labor

Printed Name

Printed Name

Signature of Management

Signature of Labor

Printed Name

Printed Name

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

AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

Program Number:			
Name of Sponsor:			
Address:			
City/State/Zip Code:			
Contact Person:			
Phone Number:		FAX Number:	
E-Mail Address:			

B. OCCUPATIONAL INFORMATION

Occupational Title: *			
RAPIDS Code:		O*NET/SOC Code:	
Type of selection method used:			
Labor Market Area description:			

C. LABOR MARKET AREA DATA

Total Labor Force in Labor Market Area *		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
Working Age Population in Labor Market Area *		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
Apprentices in Particular Craft in Labor Market Area **		
Number of Women:		% of apprentices
Number of Minorities:		% of apprentices
The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. ***		
Number of Women:		
Number of Minorities:		

Resources for obtaining labor market information.

* http://www.census.gov/hhes/www/eoindex/page_c.html

** Data available from Registration Agency.

*** Program Sponsors may use any reasonable method for determining the general availability of minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C for "Total Labor Force", "Working Age Population", and "Apprentices in Particular Craft" to propose the entries for "The General Availability of Minorities and Women."

D. SPONSOR'S WORKFORCE DATA

D-1 Total Number of Journey/Craft Workers Employed:		
Number of Women:		% of work force
Number of Minorities:		% of work force
D-2 Total Percentage of Apprentices or of Applicant Pool (depending on selection method used)		
Numerical percentage of Women apprentices or women in applicant pool:		%
Numerical percentage of Minority apprentices or minorities in applicant pool:		%

E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS

Source	Minority rate of participation	Female rate of participation
Registered Apprenticeship Partners Information Data System (RAPIDS): *		
EEOC Occupational Employment Data: **		

* Data available from Registration Agency

** <http://www.eeoc.gov/stats/jobpat/jobpat.html>

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority Underutilization:		
Female Underutilization:		

G. SPONSOR'S GOALS:

The program sponsor proposes and agrees to make a good faith effort to attain the goal of selecting _____ % minorities and _____ % women during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be: _____

H. REGISTRATION AGENCY APPROVAL:

Sponsor	Registration Agency
_____ Sponsor's Signature	_____ Registration Agency Signature
_____ Typed Name	_____ Typed Name
_____ Title	_____ Title
_____ Date Signed	_____ Date Signed

Instructions for preparing and completing this worksheet

The purpose of this workforce analysis worksheet is to establish a benchmark against which the demographic composition of the sponsor's apprenticeship program can be compared. The sponsor must separately determine the availability of minorities and women for each occupational title represented by the program. In determining availability, the sponsor must consider, at the very least, the factors identified at 29 CFR 30.4(e) in order to determine whether barriers to equal employment opportunity may exist with a particular occupational title.

Part A The Program Sponsor information section may be prepared by the sponsor representative or servicing Registration Agency Representative.

Part B Occupational information will be taken from the registered program standards, and may be prepared by the sponsor representative or servicing Registration Agency Representative. A Workforce Analysis Worksheet must be completed for each occupational title identified.

Part C Sponsors must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified by the sponsor in Part B. Census data is one example of an appropriate source of statistical information. Other sources include data from local job service offices and data from colleges or other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For purposes of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 15 years and over whether or not they are currently in the labor force or looking for employment.

Part D The Program Sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either Selection Method §30.5(b) (1) or (2), the data in D-2 will be reflective of the "pool" from which selections will be made. If the sponsor utilizes the Selection Method under §30.5(b) (3) or (4), the data in D-2 will be reflective of the current apprentices registered in the program.

Part E Additional Resource Data for consideration in establishing reasonable goals will be provided by the Registration Agency. This data will provide a snapshot of the national labor force for the given occupation title.

Part F Utilizing the data found in Parts C, D and E, the Program Sponsor is to determine if minorities and/or women are underutilized and must check the appropriate response.

Part G If the Program Sponsor's analysis determines that minorities and/or women are underutilized, the Sponsor, utilizing the resource data found in Parts C, D and E, will establish goals which are reasonable in consideration of the results which could be expected from its good faith efforts to make its overall affirmative action program successful. The Registration Agency will review and access the proposed goals and if found to be reasonable and attainable, will acknowledge receipt of the Sponsors goals for minorities and/or women.

Proposed goals for minorities and/or women that are lower than the current participation rate under the Program Sponsor will not be approved.

Appendix D

**(SAMPLE)
QUALIFICATIONS AND SELECTION
PROCEDURES**

ADOPTED BY

**International Union of Electronic, Electrical, Salaried,
Machine and Furniture Workers (IUE), the Industrial
Division of the Communications Workers of America
(CWA),
AFL-CIO, CLC.**

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

**APPROVED BY: _____
REGISTRATION AGENCY**

DATE APPROVED: _____

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR, part 60-3) or 29 CFR part 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.

SECTION I. - MINIMUM QUALIFICATIONS (EXAMPLES)

Applicants will meet the following minimum qualifications:

A. Age

Apprentices must not be less than 18 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.

D. Aptitude Test

The JATC shall establish a minimum score on any Validated Aptitude or Asset tests.

Applicants must pass both assessment and validated aptitude tests, as established by the JATC.

E. Others

As appropriate.

SECTION II. - APPLICATION PROCEDURES (SAMPLE LANGUAGE)

A. *Inside applicants:* Notice of apprenticeship openings will be posted on the company's bulletin board, thirty (30) days prior to accepting applications. The program will accept applications for fourteen (14) days.

B. *Outside applicants:* When apprenticeship openings exceed the number of qualified seniority employees, the company shall notify the local schools and public employment service or apprenticeship information center by mail of the available

- C. Applicants will be accepted when positions open. All persons requesting an application will have one made available upon signing the applicant log.
- D. All applications will be identical in form and requirements. The application form will 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.
- E. 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 JATC.
- F. 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.
- G. 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 appeal rights available to them. No further processing of the application will be taken.
- H. Applicants must pass both assessment and validated aptitude tests, as established by the JATC. Minimum scores will be established by the JATC. Tests will be pass fail. If the applicant fails, no further processing of the application will be taken.
- I. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview (if applicable).

SECTION III. - SELECTION PROCEDURES (EXAMPLE)

- A. The JATC will schedule the interview (if applicable) and evaluation session. Applicants meeting the minimum qualifications, passing both assessment and validated aptitude tests 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 and required documents, if applicable. The interviewer will record the

- 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, "Certified Mail-Return Receipt Requested" or in person. It will be the responsibility of the applicant to keep the JATC informed of their current mailing address and telephone number.
- F. Selected applicants must respond to the notice of selection within (72) hours of notice. If applicants do not respond, 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 applicant's 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 that were on the ranking list will be required to reapply.
- H. During the two (2) 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.

SECTION IV. - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the JATC (if applicable).

- B. 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 JATC 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 JATC 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 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.
- D. Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.
- E. The JATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION V. - MAINTENANCE OF RECORDS

The JATC 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, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at Title 29, CFR part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each JATC must retain a statement of its AAP for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Each JATC also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview 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 will be maintained for five (5) years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

Point Rating System Form

(1 from all 6 evaluators)

Applicant's Name _____

Points Awarded	Maximum Points
---------------------------	---------------------------

1. Validated Asset and Aptitude Test (Pass or fail for 20 points)	20

2. Education.....	40

a. High school graduate or GED Certificate or other educational achievements which reflect ability to satisfactorily complete The course of study. (20 points)

b. 1 point for a related high school semester course and/or 2 points for a post high school related course, which demonstrate an interest in, or aptitude for the apprenticeship program in question. (20 point maximum)

3. Previous work experience.....	10

a. Other work experience which demonstrates an interest in or aptitude for Apprenticeship. (up to 10 points)

4. Interview by JATC (see interview evaluation form)	30

Total _____	100
-------------	------------

Interviewer _____

Date _____

JATC Interview Evaluation Form (Example)

(1 from all 6 evaluators)

Interview Evaluation of:

Scoring system: 1 = Poor, 2 = Fair, 3 = Average, 4= Good, 5 = Excellent

Interviewer _____

- 1. Sincerity of interest _____
- 2. Attitude toward work _____
- 3. Attitude toward related instruction _____
- 4. Ability to work under supervision _____
- 5. Understanding of responsibilities of apprentice _____

Total _____

Interviewer 1 total _____
Interviewer 2 total _____
Interviewer 3 total _____
Interviewer 4 total _____
Interviewer 5 total _____
Interviewer 6 total _____

Total _____ Divided by 6 = Final average score _____
(Max. 30)

Interviewer 1 (signature and date)

Interviewer 2 (signature and date)

Interviewer 3 (signature and date)

Interviewer 4 (signature and date)

Interviewer 5 signature and date)

Interviewer 6 (signature and date

SECTION VI. - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The (INSERT EMPLOYERS NAMES OR EMPLOYER GROUP NAME OR ASSOCIATION) (INSERT NAME OF UNION OR LABOR ORGANIZATION) hereby officially adopts these Selection Procedures on this _____ day of _____, (INSERT YEAR).

Signature of Management

Signature of Labor

Printed Name

Printed Name

Signature of Management

Signature of Labor

Printed Name

Printed Name

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