

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

developed by

**OPCMIA**  
**OPERATIVE PLASTERERS' & CEMENT MASONS'**  
**INTERNATIONAL ASSOCIATION**  
**OF THE UNITED STATES & CANADA**



for all occupations listed in  
these standards

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

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

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

**CERTIFICATION DATE: August 31, 2011**

**CERTIFICATION NUMBER: C-2011-09**

## **FOREWORD**

The Operative Plasterers' and Cement Masons' International Association of the United States and Canada recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the Plastering and Cement Masonry industry. Registered apprenticeship is the most practical and sound training system available to meet that need, to develop individuals into skilled journeyworkers, and to ensure industry an adequate supply of skilled workers.

Title 29, Code of Federal Regulations (CFR), 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 Sponsors in developing these Standards for Apprenticeship for local approval and registration. These National Guideline Standards developed by the Sponsor are certified by the U. S. Department of Labor, Office of Apprenticeship as substantially conforming to the requirements of 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 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 journeyworkers through an organized and properly supervised program of training, practical experience and related instruction.

## **DEVELOPMENT OF LOCAL STANDARDS OF APPRENTICESHIP**

It is the responsibility of the local Joint Apprenticeship and Training Committee (JATC) to develop local standards of apprenticeship substantially based on these National Guideline Standards, and to register the Standards with the appropriate Registration Agency.

The purpose of apprenticeship standards is to set forth standards to safeguard the welfare and training of apprentices and to extend the application of such standards by prescribing policies and procedures concerning the registration. Sample Standards of Apprenticeship are provided and are intended for guideline use by local JATC's. The sample Standards provide for each section to be included in locally developed Standards of Apprenticeship, with appropriate sample language that may be used in the local Standards.

The sample language should not be used "as is" unless it accurately reflects how the local program operates. Apprenticeship Standards must meet the requirements of the Registration Agency and any applicable State or local regulations.

Though each JATC will develop its own Standards of Apprenticeship, all Standards must contain provisions concerning the following (additional provisions should be added as needed):

- A. The employment and training of the apprentice in a skilled occupation;
- B. The term of apprenticeship;
- C. An outline of the on-the-job learning work processes;
- D. Provision for organized, related instruction;
- E. A progressively increasing schedule of wages;
- F. Periodic review and evaluation of each apprentice's progress and maintenance of appropriate progress records;
- G. The numeric ratio of apprentices to journeymen;
- H. A reasonable probationary period with full credit for successful completion of such period and authority for the termination of an apprenticeship agreement during the probationary period without stated cause;
- I. Adequate and safe equipment and facilities for occupational and safety training for apprentices;
- J. The minimum qualifications required by the Sponsor for persons entering the apprenticeship program;
- K. The placement of apprentices under a written apprenticeship agreement that incorporates the apprenticeship standards;

- L. The granting of advanced standing or credit for previous experience, training or skills, if applicable, for all applicants equally, with commensurate wages for any progression step so granted;
- M. Transfer of the employer's training obligation should the employer be unable to fulfill its obligation;
- N. Assurance of qualified training personnel and adequate supervision on the job;
- O. Recognition of successful completion of apprenticeship;
- P. Identification of the Registration Agency;
- Q. Provision for the registration, modification, and cancellation of the program;
- R. Provision for the registration of apprenticeship agreements and for notice to the Registration Agency of completions, cancellations, suspensions, extensions, and terminations of apprenticeship agreements, and cause(s) thereof;
- S. Authority for the termination of an Apprenticeship Agreement during the probationary period by either party without stated cause;
- T. A statement that the program will be conducted in conformity with all applicable Federal and State Equal Employment Opportunity laws, regulations, rules and adopted plans;
- U. The name and address of the appropriate authority to receive, process, and dispose of complaints;
- V. The recording and maintenance of all records as required by the Registration Agency and any other applicable laws.

## **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 Procedures that is approved by the Registration Agency as part of the Standards of Apprenticeship.

A sample Affirmative Action Plan and Selection Procedures are attached.

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

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

The Operative Plasterers' and Cement Masons' International Association hereby officially adopts these National Guidelines for Apprenticeship Standards on this \_\_\_\_\_17<sup>th</sup> day of June, 2011.

***Chairman:***

/s/ \_\_\_\_\_

**Signature**

Patrick D. Finley

**Printed Name**

General President, OPCMIA

**Title**