

APPENDIX D

SAMPLE

Qualifications and Selection Procedures

The Qualifications and Selection Procedures provided are not a guideline, but should be adopted as presented. Once the Joint Apprenticeship and Training Committee approves it locally, it must be submitted to the local Registration Agency for approval and registration.

QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY

(INSERT NAME OF LOCAL JATC SPONSORING PROGRAM)

**Developed by the International Pipe Trades Joint Training Committee
In Cooperation with
the U.S. Department of Labor, Office of Apprenticeship**

APPROVED BY (NAME OF 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.

QUALIFICATIONS AND SELECTION PROCEDURES

SECTION I – MINIMUM QUALIFICATIONS (EXAMPLES)

Explanation

The sponsor must establish minimum qualifications for entry into the apprenticeship program. The purpose of this is to establish the minimum qualifications necessary for reasonable expectation of success in the trade. Qualifications must be fair, objective and equally applied. They must be clearly stated and directly related to job performance.

Applicants will meet the following minimum qualifications:

A. Age

The JATC will establish qualifications regarding minimum age limits. (*Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.*)

Sample Language – Applicants shall submit reliable proof of birth date with the complete application to ensure meeting the minimum age requirement. Examples of acceptable proof include a valid driver’s license, birth certificate, or other State identification.

B. Education

A high school diploma or General Education Development (GED) equivalency approved by the State 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.

An applicant who is seventeen (17) years of age at the time of application who otherwise meets all qualifications may be rated and ranked and placed on the Pool of Eligible list. Such an applicant must provide proof that a graduation certificate or GED has been awarded, and must be eighteen (18) years of age, prior to being registered by the JATC.

Applicants must submit a DD-214 to verify military training and/or experience if they are military or veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants will pass **(a physical agility test, fitness test, or screen for the current illegal use of drugs** [*select all, some, or none, if applicable*]) on acceptance into the program and prior to being employed.

D. Aptitude Test

All applicants must pass each section of **(INSERT TEST, if applicable)**.

E. Others

(As appropriate)

SECTION II – PURPOSE

International Pipe Trades Joint Training Committee has prepared these selection procedures. The U.S. Department of Labor, Office of Apprenticeship, has approved the procedures for adoption by local Joint Apprenticeship Training Committees (hereafter known as JATC's), to assist them in complying with applicable law and lawful regulations issued there under.

SECTION III – GENERAL SELECTION PROCEDURES

- A. Applications will be available to anyone who is interested.
- B. The fact that applications and apprenticeship opportunities are available shall be made known as outlined in the Affirmative Action Plan.
- C. Applications will be available at places designated by the local JATC (preferably at the local JATC office if one exists).
- D. Records shall be maintained and kept for at least five (5) years to show the progress, by dates, including final disposition of each application.
- E. Applications will be accepted at times designated by the local JATC. (If applications are accepted throughout the year, dissemination of information shall not be done less than semi-annually.)
- F. Interviews will be held at intervals designated by the local JATC. All applications for apprenticeship accepted since the last series of interviews shall be processed to final disposition before any individual is selected (See "Selection from Committee Evaluation," Step IX of these "Selection Procedures"). Interviews will be granted to all who meet the minimum qualification. The number of new apprentices to be accepted shall be determined before starting interviews.
- G. Eligible applicants (applicants acceptable after interview) not chosen for entrance into apprenticeship will be held in the pool of eligible's for a minimum of two (2) years. (See "Selection from Committee Evaluation" Step IX).
- H. Applicants not interviewed because they lack the minimum qualifications will not be reconsidered until they correct any deficiencies they may have and reapply.
- I. Selected candidates shall be registered as probationary apprentices for not more than one (1) year. Each probationary apprentice shall be evaluated at the end of the probationary period in regard to on-the-job performance, and related training.

SECTION IV – STEP-BY-STEP PROCEDURES FOR EACH APPLICANT

- A. Each applicant shall be given Pipe Trades Apprenticeship Form #1 - Application Form to complete and return by a designated date.
- B. Form #1 contains the following:
 - 1. Apprentice qualifications as listed in the Apprenticeship Standards.
 - 2. Apprentice obligations after acceptance.
 - 3. Application for Apprenticeship.
 - 4. Sample Apprenticeship Agreement.
- C. The date of application shall be the date of receipt by the JATC of the completed Form #1, accompanied by high school transcript and/or official report of the General Education Development (GED) test results or their equivalent, and proof of birth date.
- D. A complete record of the applicant's progress will be entered into the applicant's file ("Pipe Trades Apprenticeship Form #2 Applicant's Progress Record") at this time.
- E. Form #1 will be checked for deficiencies in basic requirements. If there are any deficiencies, the applicant's record shall be marked "not interviewed" to show that the interview process of selection was not necessary.
- F. The applicant shall be notified of the rejection and reason why by certified mail, with a return receipt requested or by other verifiable method.
- G. When an applicant is notified that there will not be an interview because of certain basic deficiencies, the notification shall be entered on applicant's Form #2 as final disposition.
- H. If Form #1 meets the basic requirements, the applicant shall be considered qualified for an interview.
- I. An applicant qualified for interview shall be notified of date and place for the interview by certified mail with a return receipt requested, and the notification date shall be entered into the record.

SECTION V – PROCEDURE FOR SCHEDULING INTERVIEW

- A. All qualified applicants shall be listed in the order of dates of completion of application (**Form #1, oldest date first**).
- B. This list shall be divided into groups of an appropriate size for each interview session according to the order of completion dates of the applications (date application was completed and returned to the JATC).
- C. Each interview session shall be scheduled to provide enough time to interview each applicant notified to be present at the given session.
- D. Applicants shall be notified to appear for interview, by certified mail and a return receipt requested. Notification will specify a time and place to appear. An appropriate number of applicants will be scheduled for each interview session.

SECTION VI – 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 VII - 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.

SECTION VIII – THE INTERVIEW SESSION

- A. Each applicant shall be interviewed by members of the committee.
- B. After a brief introduction, the committee will ask questions of the applicant with the purpose of finding out as much as possible about the individual and about the capacity to participate in apprenticeship.
- C. Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, school record, mechanical abilities, motivation, and vocational training.
- D. Evaluation must be based on a standard of industry needs, and not by a comparison with other applicants.
- E. Evaluation of the interview will be based on **Excellent**, **Good**, **Fair**, **Poor**, and **Unacceptable** responses on each topic.
- F. **Excellent** will be given a numerical range of 16 to 20; **Good** will be given a numerical range of 11 to 15; **Fair** will be given a numerical range of 6 to 10; **Poor** will be given a numerical range of 1 to 5; **Unacceptable** will be given a zero value.
- G. A review or summary of the answers to questions from the interview session must be entered in each applicant's file folder (Form #2).
- H. The same questions should be asked of each applicant.

SECTION IX – SELECTION FROM COMMITTEE EVALUATION

- A. The number of new apprentices to be accepted shall be determined before starting interviews. This number will be based on the needs of the industry.
- B. Selection of individuals from the list of interviewed applicants shall not be made until all interview sessions are complete and all applicants have been evaluated.
- C. Selection of applicants for apprenticeship after the interview will be done by the committee or its designated representative(s) on the basis of the numerical rating obtained from the interview evaluation.
- D. All applicants interviewed will be notified of the results by certified mail or other verifiable procedure.
- E. All eligible candidates not selected for entry into apprenticeship after the interview will be placed in an eligibility pool according to their rating. They will remain in this pool for a period of two (2) years from the time of interview and will be included in all subsequent selection procedures during the two-year period.

SECTION X – DIRECT ENTRY:

Not limited to with proper registration, Job Corps; Approved Technical Training School Graduates; Veterans in Piping (VIP); Veterans with Technical Training; Organizational Efforts; Areas of the country affected by National Disasters; Native American Indian Programs; and those areas of the country where there is a recognized shortage of Plumbers, Pipefitters/Steamfitters, Heating, Ventilation, Air Conditioning and Refrigeration Technicians, Sprinkler Fitters, and Certified Welders.

Alternative Selection Method Requirements:

Apprentices obtaining direct entry into the apprenticeship program will serve a probationary period of at least twelve (12) months during which time apprentices will be evaluated in writing by their employer and the union. The written evaluations will be submitted to the JATC, which through objective non-discriminatory criteria will determine whether the apprentice will continue in the program of education and at which level of the apprenticeship program.

Apprentices successfully completing the probationary period, who have demonstrated the skills and knowledge to receive credit for previous experience shall at the conclusion of the probationary period be placed at the appropriate level of the apprenticeship program or recommended to the union for journeyworker status, with commensurate wages to be paid based upon the amount of credit granted.

In order to attract the participation of qualified minorities and women, the JATC will engage in documented outreach activities and will make the records of such activities available for inspection by the Registration Agency.

Preparatory Programs Beneficial to Apprenticeship:

Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The JATC will evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)*** The JATC encourages preparatory/pre-apprenticeship craft training to facilitate entry into apprenticeship.

Consequently, those who complete the Job Corps, high school, vocational school, or building trades training program in the plumbing/pipefitting/sprinkler fitter craft (**LIST OCCUPATION**) areas may be given direct entry into the apprenticeship program. The JATC shall evaluate the JATC training received for granting appropriate credit on the term of apprenticeship. Entry of graduates shall be done without regard to race, color, religion, national origin, or sex.

Approved Technical Training Schools:

Those who graduate from an accredited Technical Training School that has been reviewed and approved by the International Pipe Trades Joint Training Committee Inc. (IPTJTC), in recognition of the critical training they have already received for occupations registered in

the Plumbing, Pipefitting, HVACR, or Sprinkler Fitting industry may be given direct entry into the apprenticeship program. With the approval of the JATC, such a new apprentice may start at the apprentice wage rate recommended by the IPTJTC for graduates of that particular program. The JATC will determine as to those new apprentices what training requirements they need to meet to ensure that they receive all the necessary training for completion of the apprenticeship program. Entry of Technical Training School Graduates shall be done without regard to race, color, religion, national origin, or sex.

Veterans in Piping (VIP):

Military and Veterans who have completed a military technical training school, or participated in a registered apprenticeship program, or completed military technical training school in a recognized apprenticeable occupation may be given direct entry into the apprenticeship program.

The Program Sponsor will evaluate the military training and on-the-job learning experience received for the granting of appropriate credit on the term of apprenticeship and the appropriate wage rate.

Military and Veterans who successfully complete all requirements and graduate from an UA VIP accelerated training program can be directly entered into an apprenticeship program.

Credit will be granted in accordance with that section identified in the Registered Apprenticeship Program Standards as "Credit for Previous Experience." The request for credit will be evaluated and a determination made by the Program Sponsor during the probationary period when actual on-the-job learning 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, skill and knowledge demonstrated during the probationary period. An apprentice granted credit should be advanced to the wage rate designated for the period to which such credit accrues.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the program sponsor must submit such request at the time of application and furnish such records, affidavits, and other (**INSERT LOCAL REQUIREMENTS**) to substantiate the claim.

Entry of Military and Veterans will be done without regard to race, color, religion, national origin, or sex.

Organizational Efforts:

An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory, will be evaluated by the JATC in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this

method shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

An individual who signs an authorization card during an organizing effort, wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

For such applicants to be considered they must:

1. Be employed in the JATC's jurisdiction when the authorization card was signed;
2. Have been employed by the employer before the organizational effort commenced;
3. Have been offered the opportunity to sign authorization cards and be evaluated along with all other employees of the employer; and provide reliable documentation to the JATC to show that they were an employee performing **(INSERT INDUSTRY)** work prior to signing the authorization card.

Natural Disaster Affected Areas:

Individuals who are seeking employment in the pipe trades in the states affected by Natural Disasters (such as Hurricane Katrina) may be given direct entry into the apprenticeship program under the following conditions. Individuals seeking direct entry admission to the apprenticeship program will be considered on a first come, first served basis. To be eligible for direct entry, applicants must have completed a basic four-week pre-job training course, sponsored by the United Association (UA), which will consist of the OSHA ten-hour safety class and all other safety/Haz-Com training required for the local area as well as training in other basic related subjects related to an individual's successful performance on the job site. In addition applicants must demonstrate through written documentation, acceptable to the JATC and verified through testing administered by the UA, previous job experience and/or educational activities in the plumbing and pipe fitting industry equivalent to that of an apprentice who has successfully completed the first year of a UA approved apprenticeship program.¹ Apprentices obtaining direct entry into the apprenticeship program will serve a probationary period of at least one year, during which time apprentices will be evaluated in writing by their employer and the union. The written evaluations will be submitted to the JATC, which through objective non-discriminatory criteria will determine whether the apprentice will continue in the program of education and at which level of the apprenticeship program.

¹Each JATC adhering to these pattern standards must adopt its own criteria for the written showing an applicant must make to demonstrate previous experience in the plumbing and pipe fitting industry. Acceptable written forms of proof include, but are not limited to, letters from previous employers, school transcripts, statements from co-workers and former supervisors and W-2s. The testing administered by the UA will be a modified Star Exam broken down into five separate parts, each one designed to evaluate the skills that should be acquired with the completion of each year of the apprenticeship program.

Native American Indian Program:

The United Association started a Native American Program which applicants are provided by the United States Department of Interior Bureau of Indian Affairs. Native Americans, who complete all requirements and graduate from the 800-1000 hours of training, can be direct entered into an apprenticeship program with the United Association of Journeymen and Apprentices of the Plumbing and Piping Industry of the United States and Canada. The JATC will give credit to the Native Americans and determine the appropriate wage pay rate. Entry of Native Americans shall be done without regard to race, color, religion, national origin, or sex.

Skill Shortages - Plumbers, Pipefitters/Steamfitters, Heating, Ventilation, Air Conditioning and Refrigeration Technicians, Sprinkler Fitters, and Certified Welders:

In areas of the country where there is a recognized shortage of plumbers, pipefitters/steamfitters, heating, ventilation, air conditioning and refrigeration technicians, sprinkler fitters, and certified welders, upon agreement with the Registration Agency, individuals may be given direct entry into the apprenticeship program under the following condition. Applicants must have been enrolled in and successfully completed a UA accelerated training program provided by the program sponsor.

SECTION XI - APPRENTICE APPLICANT APPEALS PROCEDURE

- A. An Appeals Committee should be established composed of one member appointed by Labor, one member appointed by Management, and a public member appointed by both groups. Each organization shall appoint its own representative on the Appeals Committee in such manner as it desires except that no member of the apprenticeship committee may serve on the Appeals Committee.
- B. Management and Labor shall mutually agree on and select the public member of this committee.
- C. The authority of the Appeals Committee shall be limited to the rendering of Decision on cases involving unjust treatment of applicants for the apprentice program in the matter of selection.
- D. Any appeal must be submitted in writing to the local JATC within fifteen (15) days of the date of receipt of notification (as evidenced by return receipt) of the applicant as to the decision of the JATC regarding the application.
- E. A copy of the appeals shall be kept on file by the JATC, for a period of at least five (5) years.
- F. The local JATC shall submit the appeal and the disposition of the applicant in the apprenticeship process to the Appeals Committee.
- G. The Appeals Committee shall consider the written evidence and a hearing shall be granted to all interested parties at a designated date.
- H. A final decision shall be rendered within thirty (30) days of the hearing, and all parties concerned shall be notified in writing by the Appeal Committee.
- I. Decisions of the Appeals Committee shall be final and binding upon the JATC and the applicant.

SECTION XII – ADOPTION OF SELECTION PROCEDURES

The JATC hereby adopts these Selection Procedures.

Signature - JATC Chairman

Date

Signature - JATC Secretary

Date

REGISTERED WITH AND APPROVED BY:

Signature - Registration Agency

Date