

## **ATTACHMENT – EEO Compliance Review (Permanent/Provisional)**

Each Registered Apprenticeship Program Sponsor shall keep records in accordance with the regulations at Title 29, CFR parts 29.5(23), 30.4, and 30.8

### **SPONSOR'S PROGRAM RECORDS**

- Current registered apprenticeship program standards
- Current approval Affirmative Action Plan & Selection Procedures
- Workforce Analysis Worksheet
- List of participating employers (Group Joint Programs Only)

### **ANNOUNCEMENT(S) OF APPRENTICESHIP OPPORTUNITIES**

- Records pertaining to outreach and recruitment efforts [See Title 29, CFR part 30.4(c)(1) thru (10)]
- NOTE: To support your efforts, the following should be reported:
  - Who was contacted? (Agency, person, etc)
  - When were they contacted? (Date, month, year)
  - Where are they located? (City, state)
  - How were they contacted? (Newspaper ad, notice, career fair, etc)
  - Subject matter of contact

### **APPLICANT LOG(S)**

- Who applied
- Race, and whether Hispanic or non-Hispanic
- A summary of the qualifications of each applicant
- Sex
- Date of application
- Date of interview (if applicable)
- Applicant score (if applicable)
- Final disposition and date

### **APPLICANT**

- Original application for each applicant
- The basis for evaluation and for selection or rejection of each applicant
- Interview records for each applicant interviewed
- Applicant rating form including interview scores
- Notification to applicant regarding qualification/lack of qualification

### **APPRENTICE APPLICANT LIST(S)**

- List of qualified applicants in order by rating total (education, experience, interview)

### **APPRENTICE RECORDS**

- Copy of apprenticeship agreement for each apprentice
- Record of on-the-job learning hours including totals by work category
- List of job assignments for each apprentice
- Current rates of pay for each apprentice
- Related instruction hours for each apprentice
- Apprentice actions (including disciplinary, promotions, layoffs, terminations, etc)
- Any other records pertinent to determination of compliance with the regulations Title 29, CFR parts 29 and 30

**JOURNEYWORKER STATISTICS**

- Total number of journeyworkers in sponsor's workforce
- Number of minority journeyworkers in sponsor's workforce
- Number of female journeyworkers in sponsor's workforce
- Current journeyworker rate of pay.