

NATIONAL
GUIDELINES FOR
APPRENTICESHIP STANDARDS

developed by

THE TRANSPORTATION LEARNING CENTER
NATIONAL JOINT APPRENTICESHIP AND TRAINING
COMMITTEE (NJATC)

for the occupation of

BUS MAINTENANCE TECHNICIAN
(Existing Title: Diesel Mechanic)

O*NET-SOC CODE: 49-3031.00 RAPIDS CODE: 0124R

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: 8/25/10

CERTIFICATION NUMBER: C2010-5

FOREWORD

The Public Transit National Joint Apprenticeship and Training Committee (NJATC) recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the Public Transit 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 (OA), or by a State Apprenticeship Agency recognized by the OA as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. Title 29, Code of Federal Regulations, part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

The purpose of these National Guideline Standards is to provide policy and guidance to local Sponsors in developing these Standards for Apprenticeship for local approval and registration. These National Guideline Standards developed by the Sponsor are certified by the U. S. Department of Labor, Office of Apprenticeship, as substantially conforming to the requirements of Title 29, CFR parts 29 and 30. State Apprenticeship Agencies recognized by the OA 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 AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES

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

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

A sample Affirmative Action Plan and Selection Procedure are attached.

Representatives of the Registration Agency are available to assist the local Sponsor in developing its Standards of Apprenticeship, Affirmative Action Plan, and Selection Procedures, using the sample provided. Once developed, the Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedures, must be submitted to the Registration Agency for approval and registration. Company Affirmative Action Plans 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 Public Transportation National Joint Training and Apprenticeship
Committee (NJTAC) hereby officially adopts these National Guidelines for
Apprenticeship Standards on this 30th day of June, 2010.**

A handwritten signature in black ink, reading "Brian J. Turner", written over a horizontal line.

Signature

Transportation Learning Center on behalf of Public Transit NJTAC

(SAMPLE)

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

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

(NAME OF UNION OR LABOR ORGANIZATION)

FOR THE OCCUPATION OF

BUS MAINTENANCE TECHNICIAN

(Existing Title: Diesel Mechanic)

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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		iii
Definitions		iv
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.....	5
SECTION VIII.	Term of Apprenticeship	5
SECTION IX .	Probationary Period	5
SECTION X.	Hours of Work	6
SECTION XI.	Apprentice Wage Progression.....	6
SECTION XII.	Credit for Previous Experience.....	7
SECTION XIII.	Work Experience	7
SECTION XIV.	Related Instruction	7
SECTION XV.	Safety and Health Training.....	8
SECTION XVI.	Supervision of Apprentices.....	9
SECTION XVII.	Records and Examinations	9
SECTION XVIII.	Maintenance of Records	10
SECTION XIX.	Certificate of Completion of Apprenticeship	10
SECTION XX.	Notice to Registration Agency.....	10
SECTION XXI.	Cancellation and Deregistration	10
SECTION XXII.	Amendments and Modifications	11
SECTION XXIII.	Adjusting Differences/Complaint Procedure.....	11
SECTION XXIV.	Collective Bargaining Agreement	12
SECTION XXV.	Transfer of an Apprentice and Training Obligation.....	13
SECTION XXVI.	Responsibilities of the Apprentice	13
SECTION XXVII.	Technical Assistance	14
SECTION XXVIII.	Signature Page Adopting Apprenticeship Standards	15

Appendix A - Sample Work Process Schedule and Related Instruction Outline

Appendix B - AER Sponsor Manual and Sample Apprenticeship Agreement

Appendix C - Template Affirmative Action Plan

Appendix D - Qualifications and Selection Procedures

Appendix E - Employer Acceptance Agreement