

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)

O*NET-SOC CODE: 49-3031.00

RAPIDS CODE: 0124R

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.

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FOREWORD

These *National Joint Apprenticeship and Training Committee (NJATC)* Apprenticeship Standards have as their objective the training of Bus Maintenance Technicians skilled in all phases of bus maintenance. The NJATC and its affiliated Local Joint Apprenticeship and Training Committees (Local 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 Apprenticeship Standards. They were developed in accordance with the basic standards recommended by the United States Department of Labor, Office of Apprenticeship, as a basis from which Local JATCs in transit, with guidance from the NJATC, can work to establish an apprenticeship training program that meets the particular needs of the area.

DEFINITIONS

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 Joint Apprenticeship and Training Committee (Local JATC) 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 at the *local* level between the apprentice and the Local Joint Apprenticeship and Training Committee 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 (COMMITTEE): Apprenticeship Committee (Committee) means those persons designated by the sponsor to act as an agent for the sponsor in the administration of the program. A committee may be either joint or non joint as follows:

- (1) A joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).
- (2) A non-joint committee which may also be known as a unilateral or group non- joint (may include workers) committee has employer representatives but does not have a bone fide collective bargaining agent as a participant.

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.

COLLECTIVE BARGAINING AGREEMENT: The negotiated agreement between the Union and the *transit system* that sets forth the terms and conditions of employment.

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..

JOB CORPS CENTERS: Any of the Federally-funded Job Corps Centers throughout the U.S. and Puerto Rico. Job Corps annually serves approximately 65,000 youth and young adults between 16-24 years of age. Sponsors who wish to hire Job Corps graduates trained in any occupation covered under these Standards, and who meets the minimum qualifications for apprenticeship, may do so via the Direct Entry provision described in Appendix _ Selection Procedures. (*if applicable*)

JOINT APPRENTICESHIP AND TRAINING COMMITTEE: A joint apprenticeship and training committee comprised of an equal number of representatives appointed by the Union and by the Employer in whose name these Standards of Apprenticeship will be registered *with the U.S. Department of Labor, Office of Apprenticeship*. There will be both Local Joint Apprenticeship and Training Committees (Local JATC) and a National Joint Apprenticeship and Training Committee (NJATC).

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.

PROVISIONAL REGISTRATION: Means the 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued

as provisional, or rescinded following a review by the Registration Agency, as provided for in the criteria described in §29.3 (g) and (h).

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: The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule. *(if applicable)*

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 unions representing bus technicians in the transit industry. This would include but is not limited to, the Amalgamated Transit Union, the Transport Workers Union, the International Brotherhood of Electrical Workers, the International Association of Machinists, and any affiliated local unions party to an appropriate labor agreement between the parties.

YOUTHBUILD U.S.A.: YouthBuild is a youth and community development program that simultaneously addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their GED or high school diploma, learn job skills and serve their communities by building affordable housing, and transform their own lives and

roles in society. (*if applicable*)

SECTION I. - PROGRAM ADMINISTRATION (SAMPLE)

Structure of the Local and National Joint Apprenticeship and Training Committee

The Local JATC will have full responsibility for operation of the apprenticeship program. The NJATC will be staffed by the Community Transportation Center on an interim basis. The NJATC will consist of an Executive Committee supported by a Technical Committee. Members of the Community Transportation Center's Board of Directors will comprise the NJATC Executive Committee. Members of the NJATC Technical Committee will be composed of members of the National Joint Steering Committee for Transit Apprenticeship. Any reference to the NJATC, in this or any of the accompanying documents, will refer to the Executive and Technical Committees jointly.

- A. Members of the NJATC and Local JATC will be selected by the groups they represent.
- B. Membership of Local JATCs will be composed of an equal number of management representatives appointed by local management and local union representatives appointed by the Local Union leadership. A minimum of two Union members must be journeyworkers in one of the trades covered under this program. Membership in the NJATC will consist of equal number of labor and management leaders who are members of the Community Transportation Center Board of Directors.
- C. 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 NJATC and any Local JATC.

Administrative Procedures:

- A. The NJATC and Local JATCs will elect Co-Chairpersons (one from Labor and one from Management) and a Secretary, and will determine the time and place of regular meetings which will take place at least every 6 months.
- B. The Co-Chairpersons will have the power to vote on all questions affecting apprenticeship. However, the NJATC strongly encourages the use of consensus decision making processes.
- C. The Co-Chairpersons of the NJATC or Local JATC will consist of one person chosen by Labor and one chosen by Management.

Responsibilities of the Local and National Joint Apprenticeship and Training Committees:

Local JATC responsibilities:

- 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. Determine the physical fitness of qualified applicants to perform the work of the occupation that may require a medical examination prior to their employment as apprentices.
- D. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- E. Certify to the local union and management that apprentices have successfully completed their apprenticeship program.
- F. 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.
- G. 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.
- H. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

Local JATCs and NJATC Joint Responsibilities:

- A. Review and recommend apprenticeship activities in accordance with this program.
- B. Establish the minimum standards of education and experience required of apprentices.

- C. Meet at least every 6 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.
- D. Determine the quality and quantity of experience on the job which apprentices should have and to make every effort toward their obtaining it.
- E. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- F. Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- G. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.

SECTION II. - EQUAL OPPORTUNITY PLEDGE - Title 29 CFR 29.5(b)(21) and 30.3(b)

The recruitment, selection, employment, and training of apprentices during their apprenticeship, will be without discrimination because of race, color, religion, national origin, or sex. The Local JATC 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 - Title 29 CFR 29.5(b)(21) and 30.4

If the Sponsor employs five or more apprentices, the Local 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 - Title 29 CFR 29.5(b)(10) (EXAMPLES)

Applicants will meet the following minimum qualifications:

A. Age

The Local JATC will establish qualifications regarding minimum age limits. (*Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.*) Apprentices must not be less than 16 years of age.

B. Education

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) or equivalent documentation for high school and post high school education and training. All GED records must be submitted if applicable.

Opportunities for technical preparation shall be provided by the sponsoring agency to all existing employees failing to meet the above requirements. Students in an approved high school or vocational/technical secondary institution may be accepted as part of the apprenticeship program, provided there is prior written agreement between the educational institution and the Local JATC, based on advice and consent of the NJATC.

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.

Applicants may be subject to a physical agility or fitness test, or screened for the current illegal use of drugs or both on acceptance into the program and prior to being employed. The cost of the examination and/or drug screening may be the responsibility of the Local JATC or the Employer.

D. Aptitude Test

All applicants must pass each section of **aptitude test (to be determined locally)**.

SECTION V. - SELECTION OF APPRENTICES – Title 29 CFR 30.5

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 – Title 29 CFR 29.3(d) and (e) and 29.5(b)(11)

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 Local

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, Local JATC, NJATC, the Registration Agency, the employer and the union, if appropriate.

An additional copy of the Apprenticeship Agreement will be provided to the Veteran's 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 Local JATC's written rules and policies, the Apprenticeship Agreement and the sections of the Collective Bargaining Agreement (CBA) that pertain to apprenticeship.

The Registration Agency will be advised within forty-five (45) days 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 - Title 29 CFR 29.5(b)(7)

A numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant. This ratio should provide the number of [BUS MAINTENANCE TECHNICIANS] necessary for the future needs of the employer.

SECTION VIII. - TERM OF APPRENTICESHIP – Title 29 CFR 29.5(b)(2)

The term of the occupation will be a minimum of two and a half (2 ½) years with an on-the-job learning (OJL) attainment of 5,568 hours supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline (Appendix A). The Local JATC shall establish procedures for awarding training hours to apprentices with *demonstrated competencies* in a training area.

SECTION IX. - PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(20)

All applicants selected for apprenticeship will serve a probationary period. The probationary period cannot exceed twenty-five (25) percent of the length of the program, or one-year (1), whichever is shorter.

During the probationary period either the apprentice or the JATC may terminate the Apprenticeship Agreement, without 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.

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. Any request for an extension of time will be resolved by the JATC on a case by case basis.

SECTION XI. - APPRENTICE WAGE PROGRESSION – Title 29 CFR 29.5(b)(5)

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 Local 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 Local JATC will be guided by the work experience and related instruction records and reports.

Typically, 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 Processes 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.

SECTION XII. - CREDIT FOR PREVIOUS EXPERIENCE – Title 29 CFR 29.5(b)(12) and 30.4(c)(8)

The Local 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 Local JATC must submit the request at the time of application and furnish such records, affidavits, and other locally determined means 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 Local 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 – Title 29 CFR 29.5(b)(3) and 30.8

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 apprentice(s). The NJATC encourages all Local JATCs to establish a formal mentoring system.

SECTION XIV. - RELATED INSTRUCTION – Title 29 CFR 29.5(b)(4)

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, the recommended term of apprenticeship will include *no less than* 144 hours of related instruction for the [bus maintenance technician] for each year of the apprenticeship. Apprentices agree to take such courses as the Local JATC deems advisable. The Local 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 Local JATC and Registration Agency.

Although the NJATC encourages all programs to pay apprentices for hours spent attending related instruction classes, this is a decision to be made by the Local JATC.

If applicable, the Local JATC will inform each apprentice of the availability of college credit through *educational institutions to be determined by the NJATC*.

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 Local 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 Local JATC will monitor and document the apprentice's progress in related instruction classes.

The Local JATC will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. A formal training system for instructors will be established. If applicable, when possible, the Local JATC may require the instructors to attend a training institution to be determined by the NJATC.

SECTION XV. - SAFETY AND HEALTH TRAINING – Title 29 CFR 29.5(b)(9)

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 – Title 29 CFR 29.5(b)(14)

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

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

SECTION XVII. - RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b)(6)

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 Local 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 be the property of the Local JATC. This record will be included in each apprentice's record file maintained by the Local JATC *and a copy will be forwarded to the NJATC. A national database of apprentice information will be jointly maintained by the Local JATC and the NJATC.*

Before each period of advancement, or at any other time when conditions warrant, the Local JATC will evaluate the apprentice's record or require other *demonstrations of competency* 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 Local 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 Local 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 Local JATC will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

SECTION XVIII. - MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(23)

The Local JATC, *and the NJATC*, 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 female (minority and non-minority) participants. These records will be made available on request to the Registration Agency.

SECTION XIX. - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 29 CFR 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Local 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 – Title 29 CFR 29.3(2)(d) and (e) and 29.5(b)(19)

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 – Title 29 CFR 29.5(b)(18)

These Standards will, upon adoption by the Local JATC, be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

The Local 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 Local 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 Local 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 - Title 29 CFR 29.5(b)(18)

These Standards may be amended or modified at any time by joint agreement between the **(Insert Name of Employer)** and the Amalgamated Transit Union, Transport Workers Union, International Brotherhood of Electrical Workers and other unions representing maintenance workers in the transit industry 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 *NJATC and Local JATC* for approval and will then be submitted to the Registration Agency 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 - Title 29 CFR 29.5(b)(22) and 30(11)

The *Local JATC* will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the union, 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 29.7(k)

For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable Grievance and Arbitration procedures contained in the Articles of the CBA.

The Local 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 Local 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 and/or the *National Joint Apprenticeship and Training Committee* for an interpretation of any provision of these Standards over

which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is: (Local JATC should insert applicable information here).

Title 29 CFR 30.11

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

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

SECTION XXIV. - COLLECTIVE BARGAINING AGREEMENT (CBA) - Title 29 CFR 29.11

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- (a) Any apprenticeship provision in any collective bargaining agreement between employers and employees establishing higher apprenticeship standards; or
- (b) Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation

of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, Executive Order, or authorized regulation.

SECTION XXV. - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - Title 29 CFR 29.5(13)

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 Sponsor is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Standards, the Sponsor 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 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 NJATC and Local JATC and signed an Apprenticeship Agreement with the Committee, agree to all the terms and conditions contained therein and agree to abide by the Committee's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Committee may deem necessary to become a skilled Bus Maintenance Technician.

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 Local 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, union and the Local JATC.

- 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 Local JATC.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.
- F. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the Local JATC.

SECTION XXVII. – TECHNICAL ASSISTANCE

The NJATC will provide additional assistance at the request of the Local JATC. 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 NJATC and Local JATC.

The NJATC and Local JATC are 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 Name of NJATC and/or Local JATC)* hereby adopts these Standards of Apprenticeship on this _____ Day of _____, (INSERT YEAR).

REPRESENTING THE *(Name of the NJATC or Local JATC)*:

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

WORK PROCESS SCHEDULE BUS MAINTENANCE TECHNICIAN

(Existing Title: Diesel Mechanic)

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

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

1. TERM OF APPRENTICESHIP

The term of the apprenticeship shall be two and a half (2 ½) years with an OJL attainment of 5,568 *including* the required hours of related instruction. (This example assumes a certain level of competency in math and reading. Math and reading classes will be added by transit agencies that are not able to find candidates with these qualifications within their labor market.)

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

Ratio as covered in the local collective bargaining agreement (CBA).

3. APPRENTICE' WAGE SCHEDULE

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

Bus Maintenance Technician Apprenticeship Term:

By Percentage of Journey-level Wage: SAMPLE for a 36 month program and an hourly wage rate of \$28.75.

(The hourly rate is a composite representative of the current state of the industry. Local rates will be determined by the CBA.)

Time Period | Percentage of Journey-level | APPRENTICE

1 st	six months	= 60%	= \$ 17.25
2 nd	six months	= 67%	= \$ 19.26
3 rd	six months	= 74%	= \$ 21.28
4 th	six months	= 81%	= \$ 23.29
5 th	six months	= 88%	= \$ 25.30
6 th	six months	= 95%	= \$ 27.31

4. **SCHEDULE OF WORK EXPERIENCE** (See attached Work Process Schedule)

The Local Joint Apprenticeship and Training Committee (JATC) may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

5. **SCHEDULE OF RELATED INSTRUCTION** (See attached Related Instruction Outline)

WORK PROCESS SCHEDULE
BUS MAINTENANCE TECHNICIAN
(Existing Title: Diesel Mechanic)
O*NET-SOC CODE: 49-3031.00_RAPIDS CODE: 0124R

<u>WORK PROCESS SCHEDULE</u>	<u>APPROXIMATE HOURS</u>
Transit orientation History of transit in the U.S. and local community. How transit is funded. Basic regulatory agency information, Federal and state.	12
Electrical and electronics Inspect, test, remove and replace relays, circuit breakers, fuses, solenoids, batteries, starter motors, alternators, lights and other components. Demonstrate knowledge of safety practices and electrical theory. Demonstrate wire terminal connection and soldering. Jump start a bus using auxiliary power. Use a Multimeter to check circuits.	746
Brakes Describe the brake air supply and service systems. Identify brake system components. Describe proper safety procedures and demonstrate the use of hoists and jacks. Describe the use of test equipment and demonstrate its use. Remove and replace defective components.	952
Diesel engines General engine diagnosis. Cylinder head and valve training diagnosis and repair. Engine block diagnosis, repair, and overhaul. Lubrication and cooling systems diagnostics and repair. Air induction and exhaust systems diagnostics and repair. Fuel systems – electronic and mechanical sub systems. Starting and charging system diagnosis and repair.	940
** See attached example of expanded learning objectives.	
Heating Ventilation Air Conditioning (HVAC) Describe the HVAC system and components. Demonstrate test equipment. Describe the refill/recycle machine and demonstrate proper recovery of coolant and refill system. Explain evaporator and condenser operation. Describe inspection procedures and use of test equipment including an electronic sniffer, Volt/Ohm Meter (VOM), pressure meter and the use of human sight, sound and smell. Explain the different refrigerant types and uses. Earn EPA 608 certification.	424
Transmission and drive train Describe the transmission system and how it networks with other components. Demonstrate removal and replacement of transmission. Demonstrate test equipment and describe computer software use for testing. Demonstrate removal, replacement (i.e. u-joint) and replacement of drive line components.	960

- Steering and Suspensions** 576
 Identify steering and suspension components. Describe and demonstrate the basics of steering and axle alignment. Explain basic hydraulic principles and identify components. Inspect steering and suspension components for missing parts, rust, wear and leaks. Conduct road test. Diagnose problems. Remove, repair and replace components including steering pump, air suspension system, bushings, valves, hydraulics, etc.
- Preventive maintenance (PM) and inspection** 320
 Visually, functionally inspect or test all bus components including electronic, hydraulic, physical (body) and mechanical. Inspect for corrosion, cracks, leaks (air, fluid), slide, tightness, missing parts, wiring condition (chafing marks), cable routing, fluid levels, and functionality. Demonstrate taking transmission, engine and differential fluid samples, and describe how to perform and interpret tests. Identify and describe the uses of various lubricant types. Clean and lubricate mirror swivel, latches, clutch bearings, slides, hinges, suspension and steering components. Change filters and fluids per PM charts.
- Electronic Diesel Diagnostics** 142
 Describe and demonstrate the use of computer based diagnostics software. Describe the engine control systems and how they network with other components. Demonstrate finding manufacturer information on CDs and websites as well as paper manuals. Describe and identify fuel injection components. Test fuel injection system including pressure and voltages in the common rail. Demonstrate knowledge of fault codes. Test, remove, repair and replace components. Test the multiplex system.
- Compressed Natural Gas (CNG)** 64
 Describe and demonstrate safety procedures for working with CNG systems. Inspect CNG tanks and lines for leaks, corrosion and damage. Demonstrate the depressurization of CNG system for maintenance. Demonstrate fire suppression system.
- Hybrid Systems** 312
 Describe the types of hybrid systems (parallel, series). Demonstrate removal, repair and replacement of system components. Demonstrate adjustment of drive control systems using electronic means. Test regenerative braking system. Test battery recharging systems.
- Welding** 120
 Demonstrate various welding techniques and describe the appropriate application of each type (MIG, TIG, and arc). Demonstrate and describe the use of personal protective equipment and other safety procedures for welding.

Total hours are subject to local CBA

5,568

*Descriptions are limited to brief summaries and are not meant to be inclusive of the many, complex components on today's buses.

****A expansive list of learning objectives for engines is attached as an example.**

RELATED INSTRUCTION OUTLINE
BUS MAINTENANCE TECHNICIAN
 (Existing Title: Diesel Mechanic)
O*NET-SOC CODE: 49-3031.00 RAPIDS CODE: 0124R

	<u>HOURS</u>
(Sub-component lists are for illustrative purposes and are not inclusive.) (All classes include practical application, diagnostics and troubleshooting where applicable.)	
Transit agency and workplace orientation Safety, Right to Know	8
Electrical and electronics Electrical theory Circuits, relays and switches Starting and charging systems Troubleshooting and test equipment Multiplexing	94
Brakes Hydraulic and air systems Anti-lock and traction control Reline procedures	48
Diesel engines Air intake, combustion and exhaust Turbo charging Adjustments and tune-up Teardown and rebuild procedures	60
HVAC Principles of refrigeration Recovery and recycling Preventive maintenance Troubleshooting and test procedures	24
Transmission and drive train Pressure valves, filters, coolers, clutches Preventive maintenance Inspection & adjustments Differentials and driveshaft's Teardown and rebuild procedures	40
Steering and Suspensions Steering systems operation and components Spring vs. air suspensions Shock absorbers	32
Preventive maintenance inspections Purpose and understanding Frequency	24

PMI check sheet and procedures
Quality control follow-up

Electronic Diesel Diagnostics 18
Theory of operation
Sensors and controls
Diagnostic procedures
Emission Controls
Engine protection and shutdown

CNG 16
Safety and methane detection
High pressure fuel delivery
High pressure storage
Properties and characteristics of natural gas

Hybrid propulsion 48
Theory of operation
Parallel vs. series design
Energy storage
Regenerative braking

Welding 20
Types of welding
Properties of various gases
Application of various welding techniques

Total hours are subject to local CBA

432 (144 per

Safety is a part of all instruction

Several components will have equipment-specific instruction on schematic reading.

Appendix B
AER Sponsor Manual
ETA-671 Apprenticeship Agreement



APPRENTICE REGISTRATION-SECTION II

OMB No. 1205-0223 Expires: 01/31/2012

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 22)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30.3, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29.6

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE

1. Name (Last, First, Middle) and Address *Social Security Number (No., Street, City, State, Zip Code, Telephone Number)		Answer Both A and B (Voluntary) (Definitions on reverse) 4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White	5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran 6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical Training
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female	7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Incumbent Worker <input type="checkbox"/> Adult <input type="checkbox"/> Youth <input type="checkbox"/> Dislocated Worker <input type="checkbox"/> Trade Adjustment Assistance <input type="checkbox"/> Job Corps <input type="checkbox"/> School-to-Registered Apprenticeship <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Direct Entry: _____	
8. Signature of Apprentice Date		9. Signature of Parent/Guardian (if minor) Date	

PART B: SPONSOR:

10. Sponsor Program No. Sponsor Name and Address (No. Street, City, County, State, Zip Code)	11a. Trade/Occupation (The work processes listed in the standards are part of this agreement).		
17a. Related Instruction (Number of Hours Per Year)	17b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid		17c. Related Training Instruction Source
	11b. Occupation Code	12. Term (Hrs., Mos., Yrs.)	13. Probationary Period (Hrs., Mos., Yrs.)
	14. Credit for Previous Experience (Hrs., Mos., Yrs.)	15. Term Remaining (Hrs., Mos., Yrs.)	16. Date Apprenticeship Begins

18. Wages: (Instructions on reverse)	18a. Pre-Apprenticeship Hourly Wage \$ _____ 18b. Apprentice's Entry Hourly Wage \$ _____ 18c. Journeyworker's Hourly Wage \$ _____											
Check Box 18d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.	Period 1 2 3 4 5 6 7 8 9 10											
18e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>	<table border="1" style="width:100%; height: 40px;"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>											
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
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Item 4.a. Definitions:

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4.b. Definitions:

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Item 7. Instructions:

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry apply. Enter "Incumbent Worker" if the individual before becoming an apprentice was currently employed full-time by the sponsor or entities participating in the apprenticeship program (Military). Career linkage includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration (U.S. DOL/ETA) to states and local communities.

Adult. Also includes individuals participating in Native American Programs, and/or Migrant and Seasonal Farmworker Programs.

Youth. Includes Youth ages 16-21 years, and other concentrated Youth programs in designated areas.

Dislocated Worker. Includes an individual that has been terminated or laid off and is unlikely to return to the industry or occupation. It also includes a displaced homemaker who has been providing unpaid services to family members in the home, is no longer supported, and is unemployed or underemployed.

Trade Adjustment Assistance. Includes trade-affected workers who have become unemployed as a result of increased imports or shifts in production out of the United States.

Job Corps. Youth ages 16-24 years usually receiving services in a residential setting.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

YouthBuild. Program transferred from the U.S. Department of Housing and Urban Development (HUD) to U.S. DOL/ETA in September 2006. It assists youth ages 16-24 to obtain education and skill training and advance toward post-secondary education and career pathways in construction and other high growth, high demand occupations while building affordable housing in their communities.

HUD/STEP-UP. Developed in conjunction with the U.S. Department of Housing and Urban Development (HUD). The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

Direct Entry. A graduate from an accredited technical training school, Job Corps training program, Youth Build Program, or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, fill in the name of the program.

Item 18. Wage Instructions:

18a. Pre-Apprentice hourly wage, sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

18b. Journeyworker's wage, sponsor enters wage per hour.

18c. Apprentice's entry hourly wage, (hourly dollar amount paid), sponsor enters this apprentice's entry hourly wage.

18d. Term, sponsor enters in each box the apprentice schedule of pay for each advancement period.

18e. Percent or dollar amount, sponsor marks one.

Note: 18b. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in item 18e. of this agreement.

18d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the on-the-job learning and the related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

18e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

Example - 3 YEAR APPRENTICESHIP PROGRAM

Term	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
hrs., mos., yrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.
%	55	60	65	70	80	90

Example - 4 YEAR APPRENTICESHIP PROGRAM

Term	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
hrs., mos., yrs.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.
%	50	55	60	65	70	75	80	90

Item 21. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.6(k)).

Item 25. Definition: The Registered Apprenticeship Partners Information Data System (RAPIDS), formerly known as the Registered Apprenticeship Information System (RAIS), encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Program Assessment Rating Tool (2005) of the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Employment Standards Administration, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration - Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Apprenticeship Information Management System (AIMS), which is now known as (RAPIDS) at the Office of Apprenticeship, U.S. Department of Labor. Data may be disclosed to a State Apprenticeship Council to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of

APPENDIX B (continued)



SPONSOR
QUICK START
GUIDE

APPENDIX B (continued)

The purpose of this RAPIDS Sponsor's Quick Start Guide is to enable the new user to Access the system and perform the basic actions of registering, canceling and completing apprentices. For a more extensive and in depth discussion of the capabilities of the RAPIDS system please consult the complete edition of the RAPIDS manual.

Appendix B - Table of Contents

1.1 Accessing the RAPIDS System.....
page 32

1.2 Log-in.....
page 33

1.3 Register Apprentice.....
page 35

1.4 Complete Apprentice.....
page 38

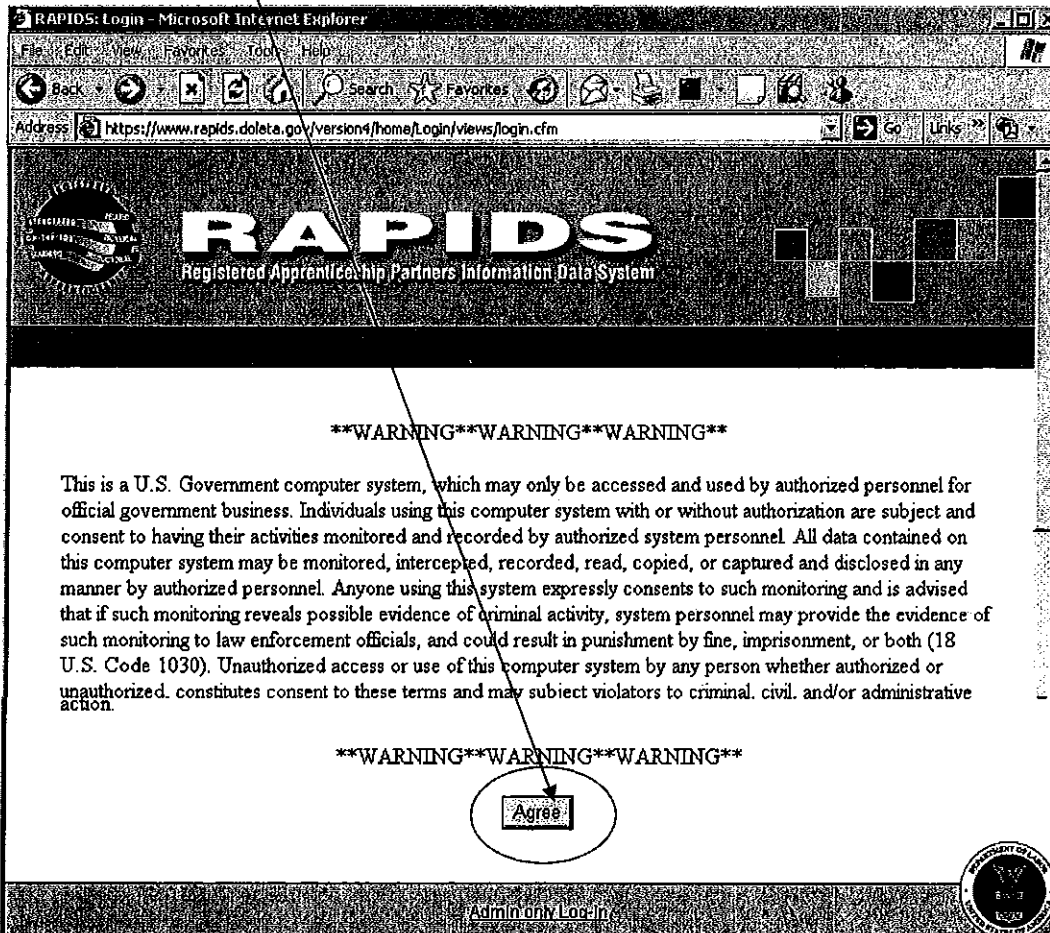
1.5 Cancel Apprentice.....
page 41

APPENDIX B (continued)

1.1 Accessing RAPIDS Website

Note: Before beginning the training session, please set up your computer and be ready for the training. To access RAPIDS:

1. At your browser address box (Internet Explorer is the preferred browser), enter the following URL in the IE Address Box:
<https://www.rapids.doleta.gov>
2. The "Security Warning Message" screen appears.
3. Click **Agree**.
4. The RAPIDS login screen appears

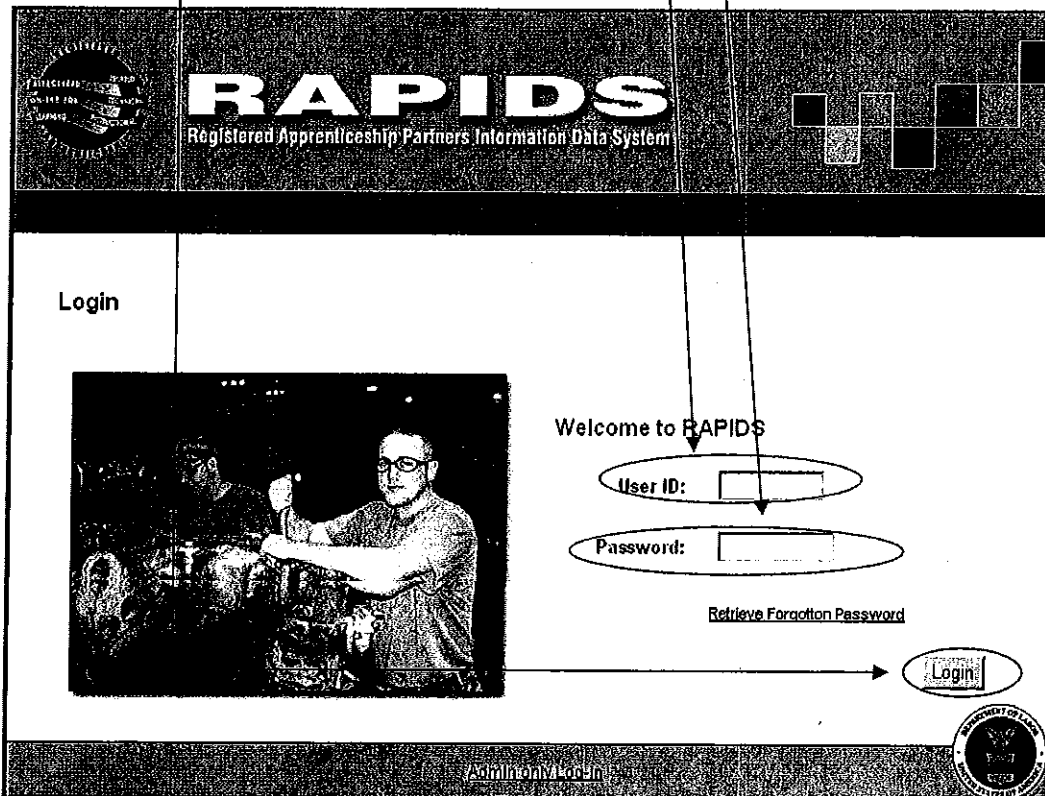


APPENDIX B (continued)

1.2 Log In

These next few steps will show a user how to log in to RAPIDS and prepare to work on the various functions necessary to register apprentices and programs. To log in, follow the steps below:

1. Enter the User ID that was assigned to you in the USER ID box.
2. Enter the password that was assigned to you in the Password box.
3. Click on the **Login** button or press the **Enter** key on your keyboard.



APPENDIX B *(continued)*

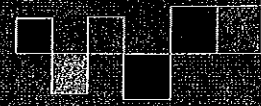
Result: The Home page will display, as shown below:



RAPIDS

Registered Apprenticeship Partners Information Data System

Welcome, SP0283674 (anon) | Hello



- Home
- Programs
- Apprentices

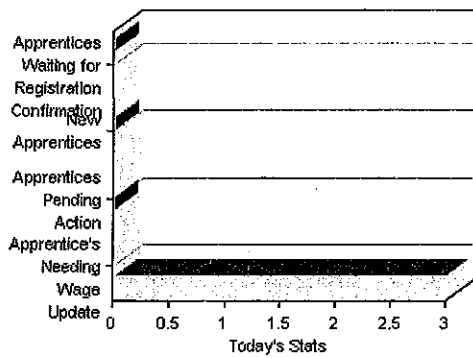
General My Profile

Search: For: [Advanced Search](#)

Welcome, LARRY STARR (Program Sponsor)

Performance At A Glance

Today's Stats: Larry Starr	
Apprentices Waiting for Registration Confirmation	0
Apprentices Registered Today	0
Incomplete Registrations	0
Apprentices with changes pending	0
Apprentices Needing Wage Update	3



Totals (Fiscal Year to Date)						
Program	Total Active Occupations	Total New Occupations FY To Date	Total Active Apprentices	Total New Apprentices FY To Date	Total Apprentices Completed FY To Date	Total Apprentices Suspended FY To Date
AK000710001	1	0	0	0	0	0

- Quick Links**
- [Re-register an apprentice](#)

What's New

[Privacy Policy](#) / [Accessibility](#) / [Help](#) / [00NE@lincs.com](#)



APPENDIX B (continued)

1.3 Register Apprentice

From the Apprentice Main Page, click the Register tab.

Search: **Apprentices** For: [Advanced Search](#)

Please select a program

Apprentices

Program:

Occupation:

List Apprentices that are Active Inactive Pending Registration Incomplete Registration

This function allows you to create a new apprentice record. The data elements of an apprentice record are organized into five sub-tabs:

- Program & Occupation
- Name & Address Info
- Ethnicity, Race, Education
- RTI Info
- Confirm & Sign

To create a new apprentice record, follow the steps for each section below:

Note: Entry is required in all fields with an asterisk (*) beside the field name.

On the Program & Occupation Section

- Select a Program from the drop-down list.
- The system will display the occupation drop-down list. Select the occupation on the drop-down list.
- Click **Next** to proceed to Name & Address section.

1 Program & Occupation 2 Name & Address 3 Ethnicity, Race, Education 4 RTI Information 5 Confirm & Sign

Programs & Occupation

Choose Program:

Choose Occupation:

* denotes required fields

APPENDIX B (continued)

Confirm & Sign Section

Continue entering registration data. In order to complete the process of registering an apprentice, you must confirm by attaching your electronic signature as shown on the next page. When you have completed the last page of data entry, you will be taken to the bottom of a page showing the information you entered, with the Confirm & Sign function at the bottom.

If you wish to change or correct any of the data you entered before confirming, click the **Update** button that corresponds to the page you wish to correct.

Apprentice Registration

1	2	3	4	5
Program & Occupation	Home & Address	Ethnicity, Race, Education	RTI Information	Confirm & Sign

Program & Occupation

Construction
 Specialty: CARPENTER
 Address: 743 BENTLEY STREET
 ANSON, IL 61810
 Phone: (618) 438-0000
 Trade Occupation: CARPENTER
 Occupational Code: 9000
 Term: 9000 Hours
 Hours: 9000 Hours

Name and Address of Sponsor Designee to Receive Complaints (if applicable)

Personal Information

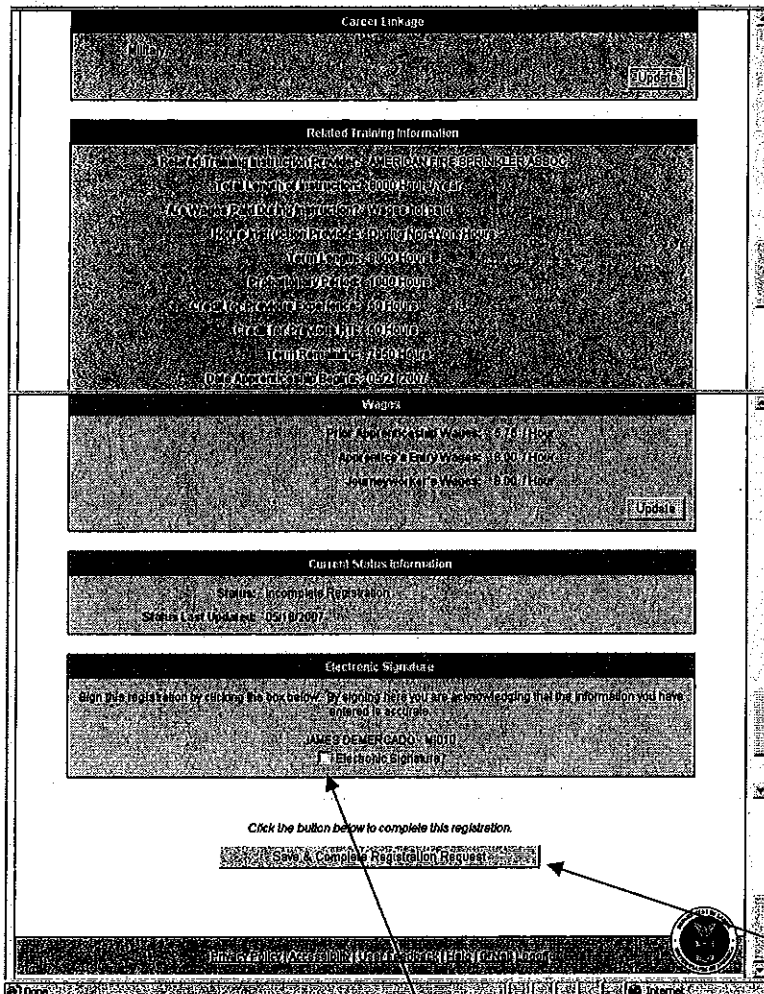
Last Name: BOVO
 First Name: J
 Middle Name:
 Address: 111
 Anson, IL 61810

Address Information

Address: 60701
 City: BOVO
 State: IL
 Zip Code: 61810
 Phone:
 Email:
 Date of Birth: 01/01/1981
 Gender: Male

Demographic Information

Ethnic Group: Italian
 Race: Black
 Veteran Status: Non-Veteran
 Education Level: High School Graduate



Click the button below to complete this registration.

Save & Complete Registration Request

To complete the registration, check the **Electronic Signature** box, and then click the **Save & Complete Registration Request** button. You will be returned to the Apprentice List View page, with the new record added to the list.

Note: After the Apprentice Registration Request is complete, the ATR will review it. If it was approved, then the process is completed. If the ATR declines the Apprentice Registration, the Sponsor can review it on the List View and will have the option to re-submit it.

APPENDIX B (continued)

1.4 Complete Apprenticeship

This function allows you to modify one or more apprentice records to reflect the completion of his or her apprenticeship. To complete an apprenticeship, click the Apprentice tab, then click the Complete sub tab. Select a program and occupation (optional). You will see the table of all active apprentices for which you are responsible, with a preview icon for each one, and a "Select" column on the left containing check-boxes with which to select apprentices for completion.

Home Programs Apprentices

Search Register Complete Cancel

Search: Apprentices For: Type your text here after selection Advanced Search

Complete Apprentices

Program: ABC ALASKA (AK000990003)

Occupation: All Occupations.....

Filter Reset

Rows 1 to 10 of 319 Rows per page: 10 Page

Select one or more Apprentices to: Review for Completion

Select	All	No.	Id	Name	Indenture Date	Occupation	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	<input type="checkbox"/>	1	AK000990003	EWALD GREGORY AT	08/01/2007	PAINTER (CONSTR)-0970	\$21.00	0.00		

To complete apprentices:

1. Check the box for each apprentice you wish to complete. To complete all of the apprentices in your list, click the Select All box at the top of the column.
2. Click the **Review for Completion** button above the table. You will be shown a table of all of the apprentices you have selected for completion.

Search: Apprentices For: Type your text here after selection Go Advanced Search

Complete Apprentices

Program: AK HEAT & FROST INSULATORS JAT (AK000710001)

Occupation: All Occupations.....

Filter Reset

Rows 1 to 10 of 10

Select one or more Apprentices to: Review for Completion

Select	No.	Id	Name	Indenture Date	Occupation	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK06N006655	NIXON, JACK	11/01/2006	INSULATION WORKER 0909	\$27.62	\$26.16	01/23/2007	
<input type="checkbox"/>	2	AK06N006657	AYAY, RYAN	11/01/2006	INSULATION WORKER 0909	\$19.16	\$19.61	03/10/2007	

APPENDIX B (continued)

Result: System displays the Complete Apprentice form

Complete Apprentice

Program					
AK HEAT & FROST INSULATORS JATC Sponsor: P.O. BOX 203212 ANCHORAGE, AK 99520 Sponsor Program No.: AK000710001					
Apprentices					
No.	Id	Name	Occupation	Completion Wage	Completion Date
1	AK06N006655	NIXON, JACK	INSULATION WORKER 0909	0.00	<input type="text"/> (E: MM/DD/YYYY)
2	AK06N006657	AYAY, RYAN	INSULATION WORKER 0909	0.00	<input type="text"/> (E: MM/DD/YYYY)
					Save & Submit Completion
					Quit

* denotes required fields

Note: Entry is required in all fields with an asterisk (*) beside the field name.

3. Enter the Completion Wage for each apprentice.
4. Enter the Completion Date for each apprentice, in MM/DD/YYYY format; or click the calendar icon to select a date.
5. Click **Save & Submit Completion** to save your request, or **Quit** to cancel the operation.

APPENDIX B (continued)

To verify the Completion Record:

1. Click the Apprentice tab.
2. Select the Program name from the drop down list.
3. Select the occupation from the drop down list (option)
4. Select the "Inactive" option.

Result: The system will display the completed record(s) on the list

Version 4: Apprentice - Microsoft Internet Explorer

Address: http://166.97.4.153/version4/apprentices/raishome.cfm?raisect=aapp.filterList

Search: Apprentice For: [] Go Advanced Search

By: Apprentice ID (selected) Last Name

Apprentices

Show: My Programs All Programs (selected)

State: MI

Program: 2K TOOL (MI010050018)

Occupation: All Occupations.....

Filter Reset

List Apprentices that are Active Pending Inactive

Rows 1 to 1 of 1 Rows per page: 10

No.	Id	Name	Program Id	Occupation	Date Registered	Preview	Status
1	MI010050018	2K TOOL	MI010050018	2K TOOL (MI010050018)	05/11/2016		Completed

APPENDIX B (continued)

1.5 Cancel Apprentice

This function allows you to cancel an apprentice's participation in an apprenticeship program. To cancel an apprentice, click the Apprentice tab, then click the **Cancel** sub tab. Select a program and occupation (optional). You will see the list of all active apprentices for which you are responsible, and a "Select" column on the left containing check-boxes with which to select apprentices for cancellation.

Cancel Apprentices

Program: ABC ALASKA (AK000990003)

Occupation: All Occupations.....

Rows 1 to 10 of 320 Rows per page: 10 Page ▶

Select one or more Apprentices to: Review for Cancellation

Select	No.	Id	Name	Indenture Date	Occupation	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK000990002	EWALD GREGORY	09/04/2007	PAINTER (CONST)	\$2100	\$0100		

To cancel apprentices:

1. Check the box for each apprentice you wish to cancel. To cancel all of the apprentices in your list, click the **Select All** box at the top of the column.
2. Click the **Review for Cancellation** button above the list. You will be shown a list of all of the apprentices you have selected for cancellation, showing the apprentice's information, and the information about his/her program and occupation.

APPENDIX B (continued)

Result: System displays the Cancel Apprentice form

Home
Programs
Apprentices

Register
Complete
Cancel

Search: For: [Advanced Search](#)

Cancel Apprentice

Program
 Sponsor: AK HEAT & FROST INSULATORS UATC
 P.O. BOX 203212
 ANCHORAGE AK 99520
 Sponsor Program No.: AK000710001

Apprentices

No.	Id	Name	Occupation	Exit Wage
1	AK08N008666	NIXON, JACK	INSULATION WORKER - 0909	0.00

Cancellation Information
 Cancellation Date: (Ex: MM/DD/YYYY)
 canceled in Probation Period? Yes No
 Appeal Rights Explained? Yes No
 Requested by? Sponsor Apprentice
 Reason for Cancellation:

* denotes required fields

Note: Entry is required in *all* fields with an asterisk (*) beside the field name.

3. Enter the Cancellation Date for each apprentice, in MM/DD/YYYY format; or click the calendar icon to select a date.
4. Check whether the apprentice is being cancelled within his/her Probation Period.
5. Check whether the apprentice's Appeal Rights were explained.
6. Select the Reason for Cancellation from the drop-down list.
7. Click **Submit Cancellation** to complete the request for cancellation, or **Quit** to cancel the operation.

Appendix C

**(SAMPLE)
AFFIRMATIVE ACTION PLAN**

ADOPTED BY

**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: _____

SECTION I - INTRODUCTION

The Local JATC enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its Registered Apprenticeship Program. The Local JATC seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The Local JATC hereby adopts the following nondiscriminatory pledge and the AAP.

This AAP is a supplement to the Apprenticeship Standards. Any changes made by the Local JATC will become part of this written AAP, once approved by the Registration Agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE

The Local JATC commits to the following 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, part 30."

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the Local JATC pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women's labor force in the Local JATC's labor market area. Once the labor force is determined, the Local JATC can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. (See attached Affirmative Action Plan Workforce Analysis Worksheet)

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The Local 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 Local 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. 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 Local JATC's equal opportunity policy. The period for accepting applications as established by the Local JATC is:

- B. 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.
- C. 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.
- D. Internal communication of the Local JATC's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the Local 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.
- E. 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 Local JATC may be required to work with other Local JATC's and appropriate community organizations. The Local JATC will also initiate programs to prepare women and encourage women to enter traditionally male programs.

- F. 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 Local 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.
- G. Utilizing journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.
- H. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. 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 IV, LIST EACH SPECIFIC STEP THAT THE JATC WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP

(add additional pages as necessary)

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The Local 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 Local 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 Local 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 Local 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.

SECTION VI - OFFICIAL ADOPTION

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 Month/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 & OCCUPATIONAL PARTICIPATION DATA

C.1 Total Labor Force in Labor Market Area *		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
C.2 Working Age Population in Labor Market Area *		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
C.3 Apprentice Participation in Craft/Occupation in National Apprenticeship System **		
Number of Women:		% of apprentices
Number of Minorities:		% of apprentices
C.4 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/eeoindex/page_c.html

** RAPIDS 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.1 for "Total Labor Force", C.2 for "Working Age Population", and C.3 "Apprentice Participation in Particular Craft/Occupation" 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

Industry Source Data	Minority rate of participation	Female rate of participation
E.1 Registered Apprenticeship Partners Information Data System (RAPIDS): *		
E.2 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 assess 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

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

**(INSERT NAME OF UNION OR LABOR
ORGANIZATION)**

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

The Local JATC will establish qualifications regarding minimum age limits. *(Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.)* Apprentices must not be less than 16 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.

Opportunities for technical preparation shall be provided by the sponsoring agency to all existing employees failing to meet the above requirements. Students in an approved high school or vocational/technical secondary institution may be accepted as part of the apprenticeship program, provided there is prior written agreement between the educational institution and the Local JATC, based on advice and consent of the NJATC.

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.

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. The cost of the examination and/or drug screening may be the responsibility of the Local JATC or the Employer.

D. Aptitude Test

All applicants must pass each section of **aptitude test (to be determined locally)**.

SECTION II. - APPLICATION PROCEDURES (SAMPLE LANGUAGE)

- A. Applicants will be accepted (to be determined by the Local JATC). All persons requesting an application will have one made available upon signing the applicant log.
- B. 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.
- C. 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 Local JATC.
- D. 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.
- E. 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.
- F. 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 Local JATC will schedule the interview (if applicable) and evaluation session. All applicants who have met the minimum qualifications 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 questions asked and the general nature of the applicant's answers. The

- interviewer will then prepare a written summary of his/her judgment of the applicant derived from the interview.
- 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. 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 **(To be determined by the Local JATC)** 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. - DIRECT ENTRY

JATCs who wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall only include those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The JATC will award Credit for Previous Experience in accordance with Section XII of these Standards, and will pay the apprentice(s) at the wage rate

commensurate with their skill attainment. The Credit for Previous Experience shall be awarded without regard to race, color, religion, national origin or sex. The methods for direct entry shall include the following:

- A. 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.)**

- B. Youth who complete a YouthBuild U.S.A. 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 YouthBuild U.S.A. graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The JATC will evaluate the YouthBuild U.S.A. training received for granting appropriate credit on the term of apprenticeship. Entry of YouthBuild U.S.A. 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.)**

- C. Military Veterans who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military in the occupations registered in the **(Insert Industry)**, may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of Military Veterans 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.)**

- D. Former inmates of Department of Justice - Bureau of Prisons (BOP) who have participated in or have successfully completed a specific BOP apprenticeship program, where the Apprenticeship Program Sponsor agrees to admit such inmates without regard to race, color, religion, national origin, or sex and all individuals receive equal consideration. JATCs agreeing to admit such individuals into apprenticeship must agree to do so without regard to present minimum qualifications, eligibility lists or the necessity of passing written apprenticeship entrance tests. **(Note: This is a method of direct entry into the apprenticeship program.)**

- E. 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.)**
- F. 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
 4. provide reliable documentation to the JATC to show they were an employee performing **(Insert Industry)** work prior to signing the authorization card.
- G. An employee of a non-participating employer who becomes a new member employer of the sponsoring organization who does not qualify as a journeyworker when the employer becomes a member, will be evaluated by the Sponsor 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. **(Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)**

- H. An individual who is or who has worked for a signatory or non-signatory employer and who, of his/her own choosing, solicits membership as a journeyworker 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).**

SECTION V. - 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 Local 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 Local 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 Local 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 Local JATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION VI. - MAINTENANCE OF RECORDS

The Local 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 Local 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 Local 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.

Appendix E

Sample Employer Acceptance Agreement

EMPLOYER ACCEPTANCE AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the **[Insert Employers Names or Employer Group Name or Association]** **[Name of Union or Labor Organization]** and agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Local JATC established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Local JATC or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journeyworker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work. The employer further agrees to accept for employment apprentices who are selected and referred to him/her by the Local JATC to the extent appropriate employment opportunities are available.

Signed: _____ Date: _____
Title: _____

Name of Company:
Address:
City/State/Zip Code:
Phone Number:

Disposition:
Original –
Copies – Employer, and Registration Agency