



JAN 16 2014

Mr. Brian Turner  
Director  
Transportation Learning Center  
8403 Colesville Road, Suite 825  
Silver Spring, MD 20910

Dear Mr. Turner:

Enclosed are your new National Guidelines for Apprenticeship Standards. The Office of Apprenticeship has found these National Guidelines for Apprenticeship Standards to be in compliance with Title 29, Code of Federal Regulations parts 29 and 30.

We have enclosed a copy of the National Guidelines for Apprenticeship Standards for your records, as well as a Certificate of Certification that recognizes the Transportation Learning Center and Transit Elevator-Escalator Maintenance Technician (Existing Title: Elevator Repairer), as part of the National Apprenticeship System.

We thank you for your efforts, and we value your commitment to the Registered Apprenticeship System.

Sincerely,



JOHN V. LADD  
Administrator  
Office of Apprenticeship

Enclosures

**NEW**

**NATIONAL  
GUIDELINES FOR  
APPRENTICESHIP STANDARDS**

**DEVELOPED BY**

**THE PUBLIC TRANSIT INDUSTRY  
NATIONAL JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE (NJATC)**

for the occupation of


**TRANSIT ELEVATOR-ESCALATOR MAINTENANCE  
TECHNICIAN  
(Existing Title: Elevator Repairer)**

O\*NET-SOC CODE: 47-4021.00

RAPIDS CODE: 0174R

**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: December 13, 2014

CERTIFICATION NUMBER: C-2014-02

## FOREWORD

The Transportation Learning Center, on behalf of The Public Transportation National Joint Apprenticeship and Training Committee, 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, or by a State Apprenticeship Agency recognized by the Office of Apprenticeship as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. Title 29, CFR part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

The purpose of these National Guidelines for Apprenticeship Standards (National Guideline Standards) is to provide policy and guidance to local Sponsors in developing these Standards for Apprenticeship for local approval and registration. These National Guideline Standards developed by the Sponsor are certified by the U. S. Department of Labor, Office of Apprenticeship as substantially conforming to the requirements of Title 29, CFR parts 29 and 30. State Apprenticeship Agencies recognized by the Office of Apprenticeship to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

Local Standards of Apprenticeship must be developed and registered by each Sponsor that undertakes to carry out an apprenticeship training program. The local Standards of Apprenticeship will be the Sponsor's written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed 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.

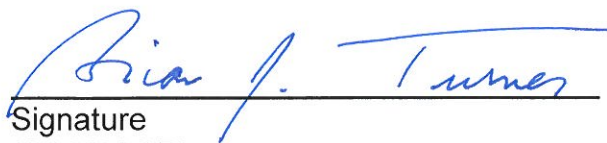
Those programs with five or more apprentices, or where there is a likelihood of five or more apprentices, must have a written Affirmative Action Plan and Selection Procedures that are approved by the Registration Agency as part of the Standards of Apprenticeship.

A sample Affirmative Action Plan and Selection Procedures are attached.

Representatives of the Registration Agency are available to assist the local Sponsor in developing its Standards of Apprenticeship, Affirmative Action Plan and Selection Procedures using the sample provided. Once developed, the Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedures, must be submitted to the Registration Agency for approval and registration. Company Affirmative Action 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 Transportation Learning Center, on behalf of the Public Transportation National Joint Training and Apprenticeship Committee (NJTAC), hereby officially adopts these National Guidelines for Apprenticeship Standards on this 13<sup>th</sup> Day of December, 2013.

  
\_\_\_\_\_  
Signature  
(SPONSOR)

Brian J. Turner  
\_\_\_\_\_  
Printed Name

**(SAMPLE)**

**STANDARDS OF APPRENTICESHIP**

**DEVELOPED BY**

***THE PUBLIC TRANSIT INDUSTRY  
NATIONAL JOINT TRAINING AND  
APPRENTICESHIP COMMITTEE (NJATC)***

**FOR THE OCCUPATION OF**

**TRANSIT ELEVATOR-ESCALATOR MAINTENANCE  
TECHNICIAN**

**(Existing Title: Elevator Repairer)**

**O\*NET-SOC CODE: 47-4021.00**

**RAPIDS CODE: 0174R**

**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 Training and Apprenticeship Committee (NJATC)* Apprenticeship Standards have as their objective the training of Transit Elevator-Escalator Maintenance Technician (Existing Title: Elevator Repairer) skilled in all phases of elevator and escalator maintenance. The NJATC and its affiliated Local Joint Training and Apprenticeship Committees (Local JATCs) recognize 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 U.S. 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 Training and Apprenticeship 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 JATC 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 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).

**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 employer or organization covered by a collective bargaining agreement who employs an apprentice under these apprenticeship standards.

**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 Training and Apprenticeship Committees (Local JATCs) and a National Joint Apprenticeship and Training Committee (NJATC). The Local JATC will have full responsibility for operation of the apprenticeship program.

**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.)

**NATIONAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE:** The NJATC will be staffed by the Transportation Learning Center on an interim basis. The NJATC will consist of an Executive Committee supported by a Technical Committee. Members of the Transportation Learning 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.

**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 describe 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**: U.S. Department of Labor's Office of Apprenticeship, or the recognized State Apprenticeship Agency that has responsibility for: registering apprenticeship programs and apprentices; providing technical assistance; and 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 knowledge of the theoretical and technical subjects related to his/her occupation. Such instruction may be given in a classroom, through occupational or industrial 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 elevator and escalator 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.

## **SECTION I - PROGRAM ADMINISTRATION (SAMPLE)**

Program Sponsors, at their discretion, may establish a Joint Apprenticeship Training Committee (JATC) to carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship. If a JATC is established by the Program Sponsor, a list of the membership and the areas of expertise they represent must be provided to the Registration Agency. While the Office of Apprenticeship recommends that Program Sponsors utilize the services a JATC, a Sponsor may also elect to administer the program without the services of a JATC.

### **Structure of the Local And National Joint Training and Apprenticeship Committee**

- 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 occupations covered under this program. Membership in the NJATC will consist of an equal number of labor and management leaders who are members of the Transportation Learning 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 six (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 Training and Apprenticeship 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 six (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, shall 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.

D. Aptitude Test

All applicants must pass each section of a locally determined aptitude test.

**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.

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. The ratio of apprentices to journeyworkers will be **(Insert Number)** apprentices to **(Insert Number)** journeyworkers..

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

The term of the occupation will be a minimum of two (2) years with an on-the-job learning (OJL) attainment of 6399 hours supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline (Appendix A). (Programs not falling within the recommended hours in these guidelines may be granted certification by the NJATC. For example, at least one current program has combined classroom and OJL curricula totaling 3,000 hours. A program of this limited duration may be certified by the NJATC with the expectation that it will at some later date be expanded). The Local JATC shall establish procedures for awarding training hours to apprentices with demonstrated competencies in a training area. Full credit will be given for the probationary period.



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

All applicants selected for apprenticeship will serve a probationary period of not less than (a locally determined number of hours of OJL). 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 Local 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 Local JATC for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Local JATC will provide written notice to the apprentice, the NJATC 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.

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 Process Schedule 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 Transit Elevator-Escalator 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 JATC will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the JATC and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of apprentice(s) designated by the employer will be responsible for the apprentice's work assignments, and will ensure the apprentice is working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the 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 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) and 30.8(e)**

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(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) and 29.8(a)(2)**

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 29.8.

### **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 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), 29.7(k) 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 NJATC 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 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.

**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 JATC, agree to all the terms and conditions contained therein and agree to abide by the JATC's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the JATC may deem necessary to become a skilled Transit Elevator/Escalator 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 also be requested to advise the NJATC and Local JATC.

The NJATC and Local JATC are encouraged to invite representatives from industry, education, and 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 *(name of NJATC and/or Local JATC)* hereby adopts these Standards of Apprenticeship on this \_\_\_\_\_ Day of \_\_\_\_\_, (Insert Month/Year).

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

\_\_\_\_\_  
Signature of (MANAGEMENT)

\_\_\_\_\_  
Signature of (LABOR)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

## Appendix A

### WORK PROCESS SCHEDULE TRANSIT ELEVATOR-ESCALATOR MAINTENANCE TECHNICIAN (Existing Title: Elevator Repairer)

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 48 months with an OJL attainment of 6399 hours. (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.

**Transit Elevator-Escalator 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.)

<i>Time Period</i>	<i>Percentage of Journey-level</i>	<i>Apprentice</i>
1 <sup>st</sup> six months	= 60%	= \$ 17.25
2 <sup>nd</sup> six months	= 67%	= \$ 19.26
3 <sup>rd</sup> six months	= 74%	= \$ 21.28
4 <sup>th</sup> six months	= 81%	= \$ 23.29
5 <sup>th</sup> six months	= 88%	= \$ 25.30
6 <sup>th</sup> six months	= 95%	= \$ 27.31

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

The NJATC 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** (All classes include practical application, diagnostics and troubleshooting where applicable)

Transit orientation  
Electrical and electronics

Preventive maintenance and inspection  
(See attached Related Instruction Outline for more details)

Course	Work Process Schedule and Related Instruction Outline Module - Transit Elevator-Escalator Maintenance Technician	Instructional Time					
		Classroom (gross)	Classroom (net)	"Lab" - as per cw developed	OJL	Total OJL+Lab	Total
<b>100 Level Courses</b>							
100	Property specific orientation (including track safety, flagging, emergency evacuation)	8	6	2	0	2	8
101	Orientation and Background	8	6	2	0	2	8
102	Electrical and Job Safety	24	18	6	0	6	24
103	Tools and Material Handling	40	30	10	0	10	40
104	Basic Mathematics	40	30	10	0	10	40
105	Introduction to Electricity	8	6	2	0	2	8
106	Electrical Meters	8	6	2	0	2	8
107	Wiring Technologies and Equipment	24	18	6	0	6	24
108	Direct Current (DC) Fundamentals	40	30	10	0	10	40
109	Alternate Current (AC) Fundamentals	40	30	10	0	10	40
110	Basic Hydraulic and Pneumatic Theory & Applications	24	18	6	0	6	24
111	Basic Mechanical Theory & Application	40	30	10	0	10	40
	<b>100 Level Total:</b>	<b>304</b>	<b>228</b>	<b>76</b>	<b>0</b>	<b>76</b>	<b>304</b>
<b>200 Level Courses</b>							
200	Overview of Vertical Transportation	24	18	6	110	116	134
201	AC Motors, DC Motors, and Generators	40	30	10	188	198	228
202	Troubleshooting Electrical - Electronic Systems	40	30	10	188	198	228
203	Introduction to Electrical Ladder Drawings	24	18	6	110	116	134
204	AC Circuit Analysis	24	18	6	117	123	141
205	Semiconductor Fundamentals	40	30	10	188	198	228
206	Digital Fundamentals	40	30	10	188	198	228
207	Hydraulic and Pneumatic Applications	16	12	4	96	100	112
208	Escalator - Principles of Operations	54	40.5	13.5	324	337.5	378
209	Escalator - Electrical Systems and Drive Units	80	60	20	480	500	560
210	Escalator - Step Installation & Maintenance	40	30	10	240	250	280
211	Escalator - Handrail Installation & Maintenance	40	30	10	240	250	280
212	Escalator - Inspection & Maintenance	67	50.25	16.75	402	418.75	469
213	Elevator - Principles of Operations (Subtotals)	36	27	9	216	225	252
	Module 1: General Safety Procedures for Elevator Maintenance	4	3	1	24	25	28
	Module 2: Electric Traction Elevators & Machine Roomless (MRL) Elevators	12	9	3	72	75	84
	Module 3: Hydraulic Elevators - Lesson Plan (LP)	8	6	2	48	50	56
	Module 4: Door Systems	2	1.5	0.5	12	12.5	14
	Module 5: Control Systems	4	3	1	24	25	28
	Module 6: Authority Specific Entrapment Assessment /Overview/Discussion	2	1.5	0.5	12	12.5	14
	Module 7: Introduction to Code Specifications	4	3	1	24	25	28
214	Elevator - Electrical Systems (Subtotals)	80	60	20	480	500	560
	Module 1: General Safety Procedures Coursebook (CB)	2	1.5	0.5	12	12.5	14
	Module 2: Advanced Print Reading for Elevators (LP)	24	18	6	144	150	168
	Module 3: Electrical Systems Testing (CB)	8	6	2	48	50	56
	Module 4: Wiring Systems (National Electrical Code - NEC Code Compliance)	4	3	1	24	25	28
	Module 5: Safety Circuit (LP)	16	12	4	96	100	112
	Module 6: Control Circuits (CB)	16	12	4	96	100	112
	Module 7: Drive Motor Circuits (CB)	10	7.5	2.5	60	62.5	70
215	Elevator - Drive Systems Maintenance & Repairs (Subtotal)	40	30	10	240	250	280
	Module 1: General Safety Procedures	4	3	1	24	25	28
	Module 2: Gear Drive Systems	8	6	2	48	50	56
	Module 3: Gearless Drive Systems	8	6	2	48	50	56
	Module 4: Hydraulic Drive Systems	12	9	3	72	75	84
	Module 5: Troubleshooting	8	6	2	48	50	56
216	Elevator - Principles of Door Operations & Repairs (Subtotals)	32	24	8	192	200	224

Course	Work Process Schedule and Related Instruction Outline Module - Transit Elevator-Escalator Maintenance Technician	Instructional Time					
		Classroom (gross)	Classroom (net)	"Lab" - as per cw developed	OJL	Total OJL+Lab	Total
	Module 1: Safety Procedures	2	1.5	0.5	12	12.5	14
	Module 2: Introduction to Elevator Doors	6	4.5	1.5	36	37.5	42
	Module 3: Component Maintenance & Replacement	16	12	4	96	100	112
	Module 4: Code Compliance for Elevator Doors	2	1.5	0.5	12	12.5	14
	Module 5: Door Inspection and Troubleshooting	6	4.5	1.5	36	37.5	42
<b>217</b>	Elevator - Traction (Electric) (Subtotals)	<b>40</b>	<b>30</b>	<b>10</b>	<b>240</b>	<b>250</b>	<b>280</b>
	Module 1: Safety Procedures	2	1.5	0.5	12	12.5	14
	Module 2: Principles of Operation	6	4.5	1.5	36	37.5	42
	Module 3: Control Systems	8	6	2	48	50	56
	Module 4: Roping	8	6	2	48	50	56
	Module 5: Hoistway	8	6	2	48	50	56
	Module 6: Maintenance Requirements	6	4.5	1.5	36	37.5	42
	Module 7: Code Compliance	2	1.5	0.5	12	12.5	14
<b>218</b>	Elevator - Hydraulic (Subtotals)	<b>40</b>	<b>30</b>	<b>10</b>	<b>240</b>	<b>250</b>	<b>280</b>
	Module 1: Safety Procedures	2	1.5	0.5	12	12.5	14
	Module 2: Principles of Operation	4	3	1	24	25	28
	Module 3: Control Systems	8	6	2	48	50	56
	Module 4: Hoistway	8	6	2	48	50	56
	Module 5: Maintenance Requirements	6	4.5	1.5	36	37.5	42
	Module 6: Code Compliance	2	1.5	0.5	12	12.5	14
	Module 7: Elevator Cars and Frame	10	7.5	2.5	60	62.5	70
<b>219</b>	Elevator - Inspection & Basic Maintenance	<b>80</b>	<b>60</b>	<b>20</b>	<b>480</b>	<b>500</b>	<b>560</b>
<b>220</b>	Elevator - Other Systems (Subtotal)	<b>20</b>	<b>15</b>	<b>5</b>	<b>120</b>	<b>125</b>	<b>140</b>
	Module 1: Rack & Pinion Elevators	8	6	2	48	50	56
	Module 2: Dumbwaiters	2	1.5	0.5	12	12.5	14
	Module 3: Wheelchair lifts	4	3	1	24	25	28
	Module 4: Material Lifts	4	3	1	24	25	28
	Module 5: Inclinator	2	1.5	0.5	12	12.5	14
<b>221</b>	Entrapment Guidelines (covered under 213 General Safety - no additional hours)						
<b>250</b>	Troubleshooting Theory	40	30	10	240	250	280
	<b>200 Level Total:</b>	<b>937</b>	<b>703</b>	<b>234</b>	<b>5319</b>	<b>5,553</b>	<b>6,256</b>
<b>300 Level Courses</b>							
<b>300</b>	Electrical - Electronic Systems	80	60	20	240	260	320
<b>301</b>	Advanced Electrical Ladder Drawings	80	60	20	240	260	320
<b>302</b>	Automated Equipment	40	30	10	120	130	160
<b>303</b>	Elevator - Manufacturers	80	60	20	240	260	320
<b>304</b>	Escalator - Manufacturers	80	60	20	240	260	320
	<b>300 Level Total:</b>	<b>360</b>	<b>270</b>	<b>90</b>	<b>1080</b>	<b>1,170</b>	<b>1,440</b>
	<b>Grand total:</b>	<b>1601</b>	<b>1201</b>	<b>400</b>	<b>6399</b>	<b>6799</b>	<b>8000</b>
<b>400 Level Courses - Master Tech - outside of apprenticeship application</b>							
<b>400</b>	Advanced Controllers	24	18	6	96	102	120
<b>401</b>	Manufacturer Specific Controllers	24	18	6	96	102	120
<b>402</b>	Advanced Equipment Inspections	24	18	6	96	102	120
<b>403</b>	Root Cause Failure Analysis	24	18	6	96	102	120
<b>404</b>	Predictive Maintenance	24	18	6	96	102	120
	<b>400 Level Total:</b>	<b>120</b>	<b>90</b>	<b>30</b>	<b>480</b>	<b>510</b>	<b>600</b>

<b>100 Level Courses</b>		
<b>100</b>	Property Specific Orientation (including track safety, flagging, emergency evacuation)	This course is designed to familiarize the elevator/escalator technicians with each specific transit agency's procedures regarding track safety, flagging, and emergency evacuation.
<b>101</b>	Orientation and Background	This course is to instruct elevator/escalator technicians with the policies, procedures, and regulations that are applicable to public transit workplaces. The course will be customized for local operation procedures, policies and each transit needs/requirements.
<b>102</b>	Electrical and Job Safety	This course is designed to familiarize the technician with basic concepts of electricity and safety when working on or near electricity and moving equipment. The course can also be a refresher for those who have had previous technical training or related work experience.
<b>103</b>	Tools and Material Handling	The purpose of this course is to familiarize the technician with the proper skills needed to operate hand and power tools and material handling equipment safely during maintenance and repair of modern transit elevator-escalator equipment. Construction, design and operation of tools are included in the lessons. Upon completion of the course the technician should be able to list and demonstrate safe operation of various measuring tools, hand tools, electric tools, pneumatic tools and material handling equipment.
<b>104</b>	Basic Mathematics	The purpose of this course is to review of basic mathematic and algebraic functions. Also it is designed as a refresher course for individuals who have had formal technical/vocational training or who have relevant work experience in a technical field.

		Technician after this course should have a basic understanding of fundamental mathematics, including whole numbers, the basic operations of arithmetic, integers, decimals, percent's, fractions, and measurements.
105	Introduction to Electricity	The purpose of this course is to familiarize the technician with basic concepts of electricity. The course includes an introduction to electrical theory, voltage, current, & resistance. Also, the course covers electrical circuit materials, principles of electrical energy and electrical sources of power. Technicians will learn through lecture and several laboratory experiments. Upon completion of the course, the technician will have a firm grasp of fundamental electrical concepts, understand vital safety considerations, and acquire the ability to set up and perform core electrical experiments.
106	Electrical Meters	The purpose of this course is to instruct elevator/escalator technicians in basic meter principles and operation, voltage, current, & resistance Ohm's Law, electrical circuit materials, principles of electrical energy and electrical sources of power. Technicians will learn & have a firm grasp of fundamental electrical concepts, understand vital safety considerations, and acquire the ability to set up and perform core electrical experiments.
107	Wiring Technologies and Equipment	The purpose of this course is to familiarize the technician with the proper principles and practices of wiring techniques and high-reliability soldering connections used throughout the electrical and electronic industry. It is suitable for individuals with no prior knowledge of electronics and soldering as well

		as the seasoned technician who may not have received the necessary knowledge and training in the criteria and practical consideration of wiring and soldering methods.
108	Direct Current (DC) Fundamentals	The purpose of this course is to instruct on basic fundamentals of DC circuits. The course includes an introduction to electrical theory, voltage, current, & resistance, Ohm's Law, electrical circuit materials, principles of electrical energy and electrical sources of power, and analysis of DC series, parallel and combination circuits. After completion of the course, the technician will have a firm grasp of fundamental electrical concepts, understand vital safety considerations, and acquire the ability to set up and perform core electrical experiments.
109	Alternate Current (AC) Fundamentals	This course provides the technician a thorough understanding of the basic concepts of AC Fundamentals.  This course is designed to familiarize the technician with the proper principles and skills needed to begin working on AC electrical circuits. This course will also serve as a refresher course for individuals who have had technical training in the field of electronics or have related work experience in the electrical and electronic industry or a combination of both.
110	Basic Hydraulic and Pneumatic Theory & Applications	The purpose of this course is to provide an introduction to mechanical equipment and systems.  This course provides an introduction to pneumatic and hydraulic theory and components. It proceeds to offer a deeper look at some practical applications of pneumatics and hydraulics and the control devices



		and design needed to implement various applications. The use of pneumatic and hydraulic schematics as a troubleshooting device is also emphasized.
111	Basic Mechanical Theory & Application	<p>The purpose of this course is to provide an introduction to mechanical equipment and systems. Theory and operation of equipment are covered as well as maintenance and inspection of equipment. Use of proper maintenance techniques and safety procedures is stressed throughout.</p> <p>Upon completion of the course, the trainee should understand the operation of mechanical drive systems, and should be able to perform basic maintenance, such as lubrication and alignment, on mechanical drive systems and associated equipment. This class will meet the requirements of the Transit Elevator-Escalator Maintenance Training Standards.</p>
<b>200-207 Level Courses</b>		
200	Overview of Vertical Transportation	The purpose of this course is to introduce the individuals in demonstrating proper safety procedures and developing a working knowledge of the functions of various escalator and elevator components, controls, and assemblies, commonly found in U.S. transit systems.
201	AC Motors, DC Motors, and Generators	This course is designed to familiarize the elevator/escalator technicians with the operating principles of both AC and DC motors and generators, proper identification of motor types, preventive maintenance practices, wiring procedures for various types of motors, and the theory and operation of electric motor

		<p>controllers. Theory of rotating machines and the effects of torque and speed, specific details relating to power loss, and efficiency of motors will be included in the course.</p> <p>Technicians will also explore the operation of a prime mover, dynamometer, induction motors (both single phase and phase), and synchronous motors and wound rotor motors.</p>
<b>202</b>	Troubleshooting Electrical - Electronic Systems	<p>This course presents a comprehensive overview of troubleshooting concepts and methods for electrical and electronic systems. The course is designed for elevator/escalator technicians who already have a good understanding of DC and AC fundamentals.</p> <p>Emphasis is placed on thinking systematically about determining the cause of electrical problems, and selecting and using the correct meters and tools to obtain needed information.</p>
<b>203</b>	Introduction to Electrical Ladder Drawings	<p>This course introduces technicians to electrical ladder drawings, the conventions of ladder logic, and the use of ladder drawings as a troubleshooting tool. Ladder drawings are a type of schematic diagram that represents the components in circuits without regard to the physical placement of the components.</p>

204	AC Circuit Analysis	This course provides technicians with the theoretical and data knowledge necessary to understand and analyze reactive components in AC circuits. The concepts include inductance, inductive reactance, RL circuits, capacitance, RC circuits, RLC circuit analysis and series and parallel resonance. The student will learn the characteristics of inductors and capacitors, and the ways these components can work alone or in combination to affect electrical circuits.
205	Semiconductor Fundamentals	This course presents a comprehensive overview of solid state devices and systems. The course is designed for technicians who have some basic knowledge of electronics. Component and system construction, operation, installation, and service are emphasized. Various practical applications are presented throughout the course as they relate to temperature, light, speed, and pressure control.
206	Digital Fundamentals	This course is designed to familiarize the technician with the types of devices and circuits used to build computers and other digital equipment. The concepts presented in this course will serve as a foundation for work the technician will perform on digital hardware. Upon completion of this course the technician should have a thorough understanding of the basic concepts of digital circuit fundamentals.
207	Hydraulic and Pneumatic Applications	This course begins with a review of basic pneumatic and hydraulic theory and components. It proceeds to offer a deeper look at some practical applications of pneumatics and hydraulics and the control devices and design needed to

		implement various applications. Particular attention is paid to hydraulic and pneumatic applications that occur in elevators and escalators. The use of pneumatic and hydraulic schematics as a troubleshooting device is also used.
<b>208-220 Level Courses</b>		
<b>208</b>	Escalator - Principles of Operations	The purpose of this course is to familiarize the technicians in demonstrating proper safety procedures and a working knowledge of the functions of various escalator and elevator components, controls, and assemblies.
<b>209</b>	Escalator - Electrical Systems and Drive Units	The purpose of this course is to familiarize the technician in proper safety procedures and a working knowledge of the functions of various escalator and elevator components, controls, and assemblies.
<b>210</b>	Escalator - Step installation & Maintenance	The purpose of this course is to familiarize the technician in proper safety procedures and a working knowledge of the functions of various escalators when installing or working on step components, controls, and assemblies.
<b>211</b>	Escalator - Handrail Installation & Maintenance	The purpose of this course is to familiarize the technician in proper safety procedures and a working knowledge of the functions of various escalators when installing or working on handrail components, controls, and assemblies.
<b>212</b>	Escalator - Inspection & Maintenance	The purpose of this course is to provide an overview and familiarize technicians with a conceptual understanding of safety and maintenance practices for escalator inspection and maintenance.
<b>213</b>	Elevator - Principles of operations	The purpose of this course is to provide an overview and familiarize technicians with a general

		<p>knowledge and understanding of the safety regulations, codes, and Americans with Disabilities Act (ADA) requirements for elevator maintenance.</p> <p>Also, included in this course are the various types of elevators, major components, and basic principles of various systems operations.</p>
214	Elevator - Electrical Systems	<p>The purpose of this course is to provide an overview and familiarize technicians with a general knowledge and understanding of the safety requirements for electrical wiring, testing of electrical systems, print reading, controls circuits and motors systems.</p>
215	Elevator - Drive Systems Maintenance & Repairs	<p>The purpose of this course is to familiarize technicians in the functions and maintenance of Elevator drive systems (both gear and gearless) and their major components.</p>
216	Elevator - Principles of Door Operations & Repairs	<p>The purpose of this course is to familiarize technicians in the function and maintenance of various elevator door configurations, systems, components and inspection and maintenance methods.</p>
217	Elevator - Traction (Electric)	<p>The purpose of this course is to provide an overview and familiarize technicians in the way a transit traction elevator works including its control system and components.</p>
218	Elevator - Hydraulic	<p>The purpose of this course is to provide an overview and familiarize technicians in the way a transit hydraulic elevator works including its control system and components.</p>
219	Elevator - Inspection & Basic Maintenance	<p>The purpose of this course is to provide an overview and familiarize technicians in the inspection &amp; maintenance methods and procedures for both hydraulic and traction elevators. Covered in this course are basic inspections and</p>

		<p>maintenance of components and systems in Machine Rooms, Hoistways, Pits, Car (including car top) and Landings.</p> <p>Also, included in this course are basic inspections, maintenance, and operational testing of major components (doors, controllers, brakes, &amp; communications).</p>
<b>220</b>	Elevator - Other Systems	<p>The purpose of this course is to provide an overview and familiarize technicians in the operation and maintenance of the following unique vertical equipment:</p> <ul style="list-style-type: none"> <li>Rack &amp; Pinion Elevators</li> <li>Dumbwaiters</li> <li>Wheel Chair Lifts</li> <li>Material Lifts</li> <li>Inclined Elevator</li> </ul>
<b>221</b>	Entrapments Procedures	<b>Under development</b>
<b>250</b>	Troubleshooting	<b>Under development</b>
<b>300 Level Courses</b>		<b>To be developed</b>
<b>300</b>	Electrical - Electronic Systems	
<b>301</b>	Advanced Electrical Ladder Drawings	
<b>302</b>	Automated Equipment	
<b>303</b>	Elevator - Manufacturers	
<b>304</b>	Escalator - Manufacturers	
<b>400 Level Courses</b>		<b>To be developed</b>
<b>400</b>	Advanced Controllers	
<b>401</b>	Manufacturer Specific Controllers	
<b>402</b>	Advanced Equipment Inspections	
<b>403</b>	Root Cause Failure Analysis	
<b>404</b>	<i>Predictive Maintenance</i>	

**Appendix B**  
**ETA-671 Apprenticeship Agreement**  
**AER Sponsor Manual**

**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 24)**

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, 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

**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	
7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee		
7b. Career Linkage or Direct Entry (Mark one) (Instructions on reverse) <input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> School-to-Registered Apprenticeship <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: EXCEPT FOR ITEMS 6, 7, 8, 10a. -10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.**

1. Sponsor Program No. _____ Sponsor Name and Address (No. Street, City, County, State, Zip Code) _____	2a Occupation (The work processes listed in the standards are part of this agreement). _____	2b Occupation Code: 2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) <input type="checkbox"/> Yes <input type="checkbox"/> No																				
	3. Occupation Training Approach (Mark one) 3a. <input type="checkbox"/> Time-Based 3b. <input type="checkbox"/> Competency-Based 3c. <input type="checkbox"/> Hybrid	4. Term (Hrs., Mos., Yrs.) _____																				
	6. Credit for Previous Experience (Hrs., Mos., Yrs.) _____	5. Probationary Period (Hrs., Mos., Yrs.) _____																				
	7. Term Remaining (Hrs., Mos., Yrs.) _____	8. Date Apprenticeship Begins _____																				
9a. Related Instruction (Number of Hours Per Year) _____	9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid	9c. Related Training Instruction Source _____																				
10. Wages: (Instructions on reverse)																						
10a. Pre-Apprenticeship Hourly Wage \$ _____      10b. Apprentice's Entry Hourly Wage \$ _____      10c. Journeyworker's Hourly Wage \$ _____																						
Check Box 10d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width:10%;">Period 1</td> <td style="width:10%;">2</td> <td style="width:10%;">3</td> <td style="width:10%;">4</td> <td style="width:10%;">5</td> <td style="width:10%;">6</td> <td style="width:10%;">7</td> <td style="width:10%;">8</td> <td style="width:10%;">9</td> <td style="width:10%;">10</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>		Period 1	2	3	4	5	6	7	8	9	10										
Period 1	2	3	4	5	6	7	8	9	10													
10e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>																						
11. Signature of Sponsor's Representative(s) _____	Date Signed _____	13. Name and Address of Sponsor Designee to Receive Complaints (If applicable) _____																				
12. Signature of Sponsor's Representative(s) _____	Date Signed _____																					

**PART C: TO BE COMPLETED BY REGISTRATION AGENCY**

1. Registration Agency and Address _____	2. Signature (Registration Agency) _____	3. Date Registered _____
4. Apprentice Identification Number (Definition on reverse): _____		



**Program Definitions and/or Instructions:**

**Part A**

**Item 4.a. Definition - Ethnic Group:**

**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 - Race:**

**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 7b. Instructions:**

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry applies.

**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.

**One-Stop Referral.** Includes Workforce Investment Act (WIA) and Employment Services (ES) participants referred to the Registered Apprenticeship program and/or apprentices that receive WIA funded services that support their participation in their Registered Apprenticeship program.

**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.

**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.

**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.

**HUD/STEP-UP.** Developed in conjunction with 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, insert the name of the program.

**Part B**

**Item 2.b.1. Interim Credentials.** Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

**Item 3. Occupation Training Approach.** The program sponsor decides which of the three training methods to use in the program as follows:

- 3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).
- 3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or
- 3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

**Item 4. Term (Hrs., Mos., Yrs.).** Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

**Item 5. Probationary Period (Hrs. Mos., Yrs.)** Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

**Item 7. Term Remaining (Hrs., Mos., Yrs.).** After Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated above in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

**Item 10. Wage Instructions:**

10a. Pre-Apprentice hourly wage: sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

10b. Apprentice's entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice's entry hourly wage.

10c. Journeyworker's wage: sponsor enters wage per hour.

10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor's training approach. See Part B, Item 3., and is available in the terms of the Apprenticeship Standards.

10e. Percent or dollar amount: sponsor marks one.

**Note:** 10c. 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 10e. of this agreement.

10d. 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 training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

**Example (Time-based approach) - 3 YEAR APPRENTICESHIP PROGRAM**

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

**Example (Time-based approach) - 4 YEAR APPRENTICESHIP PROGRAM**

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
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 13.** Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

**Part C.**

**Item 4. Definition:** The Registered Apprenticeship Partners Information Data System (RAPIDS) 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.

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\*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 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 will use wage records through the Wage Record Interchange System and 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, Wage and Hour Division, 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.

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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, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship,. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

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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 or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0023.)

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# **RAPIDS**

Registered Apprenticeship Partners Information Data System

## **SPONSOR QUICK START GUIDE**

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.

### Table of Contents

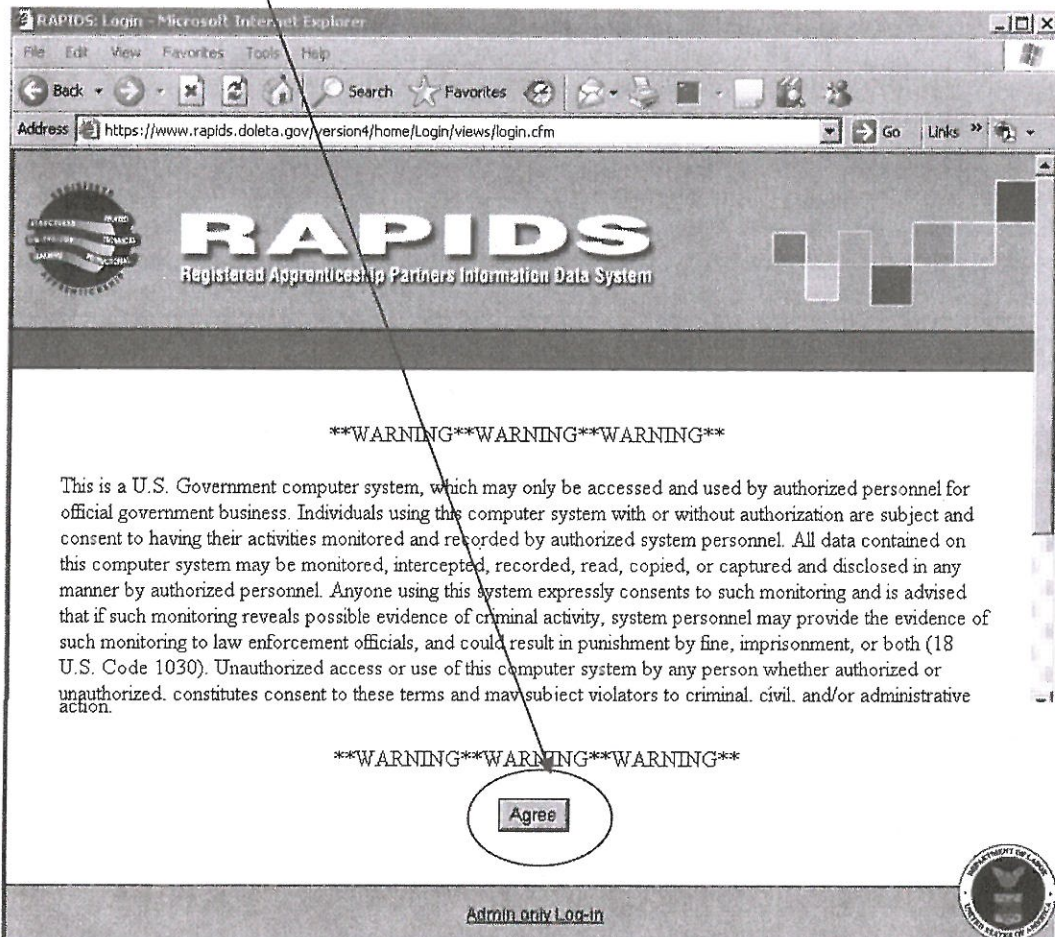
<b>1.1 Accessing the RAPIDS System.....</b>	<b>page 7</b>
<b>1.2 Log-in.....</b>	<b>page 8</b>
<b>1.3 Register Apprentice.....</b>	<b>page 10</b>
<b>1.4 Complete Apprentice.....</b>	<b>page 13</b>
<b>1.5 Cancel Apprentice.....</b>	<b>page 16</b>

## 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




## 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.

The image shows a screenshot of the RAPIDS (Registered Apprenticeship Partners Information Data System) login page. The page header features the RAPIDS logo and the text "Registered Apprenticeship Partners Information Data System". Below the header, the word "Login" is displayed. On the left side, there is a photograph of a man working in a workshop. To the right of the photo, the text "Welcome to RAPIDS" is followed by two input fields: "User ID:" and "Password:". Below these fields is a link that says "Retrieve Forgotten Password". At the bottom right, there is a "Login" button. At the bottom left, there is a link for "Admin only Log-in". At the bottom right, there is a circular logo for the Department of Labor, United States of America. Annotations include arrows pointing from the numbered list above to the User ID and Password fields, and a circle around the Login button with an arrow pointing to it from the photo area.

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



# RAPIDS

Registered Apprenticeship Partners Information Data System

Welcome, SP02656( [Logout](#) ) | [Help](#)

Home
Programs
Apprentices

General
My Profile

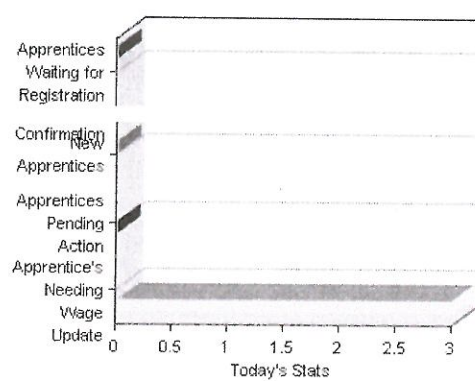
Search:  For:   [Advanced Search](#)

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
Apprentice's 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	10	0	0	1

**Quick Links**

- [Register an apprentice](#)

**What's New**

[Privacy Policy](#) | [Accessibility](#) | [Help](#) | [O\\*Net](#) | [Logout](#)



## 1.3 Register Apprentice

From the Apprentice Main Page, click the Register tab.

Welcome, SP64619( [Logout](#) ) | [Help](#)

# RAPIDS

Registered Apprenticeship Partners Information Data System

Home Programs Apprentices

Register Complete Cancel

Search:  For:   [Advanced Search](#)

Please select a program

**Apprentices**

Program:

Occupation:

List Apprentices that are  Active  Inactive  Pending Registration  Incomplete Registration

[Privacy Policy](#) | [Accessibility](#) | [Help](#) | [Logout](#)

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

[Privacy Policy](#) | [Accessibility](#) | [User Feedback](#) | [Logout](#)



## 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

Last Name: SDFGV, First Name: SDV, ID: AK07N003570

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

Program & Occupation

A 1 CONSTRUCTION

Sponsor: 7483 CHEBOYGAN STREET  
ALANSON, MI 49708

Sponsor Program No: MI009890013

Trade/Occupation: CARPENTER

Occupation Code: 0067

Term: 8000 Hours

Probationary Period: 1000 Hours

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

Designee: No Designee Information for this Project

Name Information

Last Name: SDFGV  
First Name: SDV  
Middle Name:  
SSN:  
Apprentice ID: AK07N003570

Address Information

Address: SDFGV  
City: SDFGV  
State: AK  
Zip Code: 99998  
Phone:  
E-mail:  
Date of Birth: 01/01/1981  
Gender: Male [Update](#)

Ethnicity, Race, Veteran Status, Education

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

Career Linkage

Military [Update](#)

Related Training Information

Related Training Instruction Provider: AMERICAN FIRE SPRINKLER ASSOC.  
Total Length of Instruction: 8000 Hours/Year  
Are Wages Paid During Instruction?: Wages not paid  
Hours Instruction Provided: During Non-Work Hours  
Term Length: 8000 Hours  
Probationary Period: 1000 Hours  
Credit for Previous Experience: 50 Hours  
Credit for Previous RT: 50 Hours  
Term Remaining: 7850 Hours  
Date Apprenticeship Begins: 05/24/2007

Wages

Prior Apprenticeship Wages: 5.75 / Hour  
Apprentice's Entry Wages: 8.00 / Hour  
Journeyworker's Wages: 8.00 / Hour

Update

Current Status Information

Status: incomplete Registration  
Status Last Updated: 05/18/2007

Electronic Signature

Sign this registration by clicking the box below. By signing here you are acknowledging that the information you have entered is accurate.

JAMES DEMERCADO - M010  
 Electronic Signature

Click the button below to complete this registration.

Save & Complete Registration Request

Privacy Policy | Accessibility | User Feedback | Help | Logout

Done Internet

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.

## 1.4 Complete Apprentice



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.

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.

# Result: System displays the Complete Apprentice form

## Complete Apprentice

Program					
<b>Sponsor:</b>		AK HEAT & FROST INSULATORS JATC P.O. BOX 203212 ANCHORAGE, AK 99520			
<b>Sponsor Program No.:</b>		AK000710001			
Apprentices					
No.	Id	Name	Occupation	Completion Wage	Completion Date
1	AK06N003555	NIXON, JACK	INSULATION WORKER - 0909	*\$ 0.00	* <input type="text"/>  (Ex. MM/DD/YYYY)
2	AK06N003557	AYAY, RYAN	INSULATION WORKER - 0909	*\$ 0.00	* <input type="text"/>  (Ex. MM/DD/YYYY)

\* 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.

To verify the Completion Record:

1. Click the Apprentice tab.
2. Select the Program name fro 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/ralshome.cfm?raisact=aapp.filterList

Search: Apprentice For: [ ] Go advanced Search

By: Apprentice ID Last Name

Show: My Programs All Programs

State: MI

Program: 2K TOOL (MID10050018)

Occupation: All Occupations.....

Filter Reset

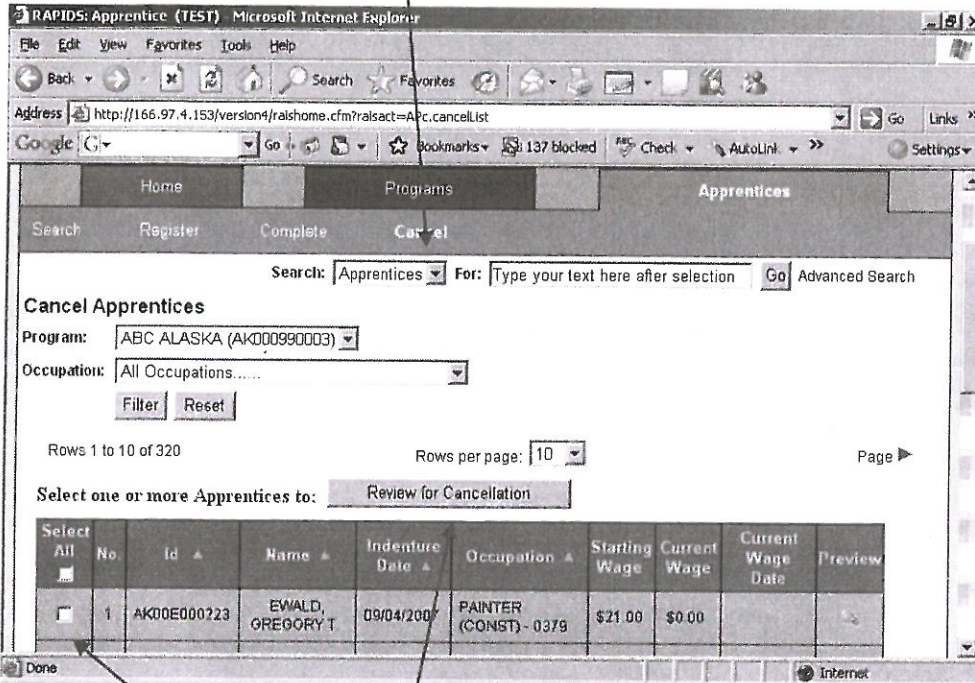
List Apprentices that are  Active  Pending  Inactive

Rows 1 to 1 of 1 Rows per page: 10

No.	Id	Name	Program Id	Occupation	Date Registered	Preview	Status
1	MID5N008706	SMITH, KEVIN	MW10050018	MOLD MAKER, DIE-CAST & PLASTIC MOLDING	05/11/2005		Completed

## 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.



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.

**Result:** System displays the Cancel Apprentice form

Home Programs Apprentices

Register Complete Cancel

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

### Cancel Apprentice

**Program**

**Sponsor:** AK HEAT & FROST INSULATORS JATC  
P.O. BOX 203212  
ANCHORAGE, AK 99520

**Sponsor Program No.:** AK000710001

**Apprentices**

No.	Id	Name	Occupation	Exit Wage
1	AK06ND03555	NIXON, JACK	INSULATION WORKER - 0909	*\$ 0.00

**Cancellation Information**

**Cancellation Date:** \*  (Ex: MM/DD/YYYY)

**Cancelled in Probation Period?** \*  Yes  No

**Appeal Rights Explained?** \*  Yes  No

**Requested by?** \*  Sponsor  Apprentice

**Reason for Cancellation:** \*

\* denotes required fields

Submit Cancellation Quit

**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**

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

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

**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 JATC enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its Registered Apprenticeship Program. The 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 JATC hereby adopts the following nondiscriminatory pledge and the AAP.

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

## **SECTION II - EQUAL OPPORTUNITY PLEDGE**

The 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 JATC pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority's and women's labor force in the JATC's labor market area. Once the labor force is determined, the 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 JATC's AAP includes the following “checked” outreach and positive recruitment efforts that would reasonably be expected to increase minority's 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 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 the apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the JATC equal opportunity policy. The period for accepting applications as established by the 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 JATC's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the 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 apprenticeship; where appropriate and feasible, such programs will provide for pre-testing experience and training. In initiating and conducting these programs, the JATC may be required to work with other sponsors and appropriate community organizations. The 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 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 trainees 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 female 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:)**

Several transit agencies are working with local technical high schools developing transit-specific study plans for technical occupations. This is currently taking place in New York City, Chicago, Philadelphia, and Washington, DC. It is expected that other cities will follow suit in the future. The Transportation Learning Center is encouraging, supporting, and providing technical assistance to these efforts.

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**FOR EACH ITEM CHECKED IN SECTION IV, LIST EACH SPECIFIC STEP THAT THE JATC WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP**

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*(add additional pages as necessary)*

## **SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The 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 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 effect that results from their affirmative action measures. The 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 Plan must be submitted to the Registration Agency for approval. The 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

<b>C.1 Total Labor Force in Labor Market Area *</b>			
Number of Women:			% of labor force
Number of Minorities:			% of labor force
<b>C.2 Working Age Population in Labor Market Area *</b>			
Number of Women:			% of labor force
Number of Minorities:			% of labor force
<b>C.3 Apprentice Participation in Craft/Occupation in National Apprenticeship System *</b>			
Number of Women:			% of apprentices
Number of Minorities:			% of apprentices
<b>C.4 The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. **</b>			
Number of Women:			
Number of Minorities:			

Resources for obtaining labor market information.

\* 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

**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 access 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 Title 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 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 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 veterans 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 NJATC or the Employer.

D. Aptitude Test

All applicants must pass each section of a locally determined aptitude test.

## **SECTION II. - APPLICATION PROCEDURES**

- A. Applicants will be accepted at times determined by 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 Career Ladder Training 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 JATC. Employees are often promoted into supervisory and management positions after occupying several rungs of the career ladder over their work lives. The transit industry offers an opportunity for tremendous career growth and lifelong learning.
- 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**

- A. The 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 or 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 his/her current mailing address and telephone number.
- F. Selected applicants must respond to the notice of selection within (a locally determined number) of hours of notice. If applicants cannot be reached by telephone, their 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 his/her own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period that they 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 procedures 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 Transit Elevator-Escalator Maintenance Technician Apprenticeship 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 gender. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- B. 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. ***(Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)***
- C. 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 Transit Elevator-Escalator Technician work prior to signing the authorization card.
- D. Military Veterans who completed military technical training school and participated in a registered Transit Elevator-Escalator Maintenance Technician Apprenticeship program while in the military may be given direct entry into the Transit Elevator-Escalator Maintenance Technician Apprenticeship program. The JATC will evaluate the military training received for granting appropriate credit on the term of Transit Elevator-Escalator Maintenance Technician 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 Transit Elevator-Escalator Maintenance Technician 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.)***

#### **SECTION V. - COMPLAINT PROCEDURE**

- A. Any apprentice or applicant for Transit Elevator-Escalator Maintenance Technician who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to Transit Elevator-Escalator Maintenance Technician Apprenticeship or that the equal opportunity standards with respect to his /her selection have not been followed in the operation of a Transit Elevator-Escalator Maintenance Technician Apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the trainee's or applicant's election, with the private review body established by the JATC (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the JATC involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the JATC to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.
- D. Complaints of discrimination in the Transit Elevator-Escalator Maintenance Technician Apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.
- E. The JATC will provide written notice of their complaint procedure to all applicants for Transit Elevator-Escalator Maintenance Technician Apprenticeship and all apprentices.

#### **SECTION VI. - MAINTENANCE OF RECORDS**

The JATC will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the Transit Elevator-Escalator Maintenance Technician 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 female (minority and non-minority) participants.

Each JATC must retain a statement of its AAP for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Each JATC also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records will be maintained for five (5) years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

**SECTION VII. - OFFICIAL ADOPTION OF SELECTION PROCEDURES**

The (Insert Employers Names or Employer Group Name or Association)  
(Insert Name of Union or Labor Organization) hereby officially adopts these  
Selection Procedures 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.*