

# **SOUTH TEXAS ELECTRICAL JATC**

**ELECTRICIAN (Alternate Title: Interior Electrician)**

**O\*NET-SOC CODE: 47-2111.00      RAPIDS CODE: 0159**

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February 24, 2025

South Texas Electrical JATC  
2503 Blanco Road  
San Antonio, TX 78212

Dear JATC Members:

Please find enclosed the National Guideline Standards for your Inside Wireman Apprenticeship Program. They should be immediately submitted to your Registration Agency for proper registration. Upon receiving the documents back from the Registration Agency, with approval and registration indicated, you may immediately implement the provisions contained within the new documents. Remember, registration *first*, then implementation. When the Registration Agency returns your approved documents, you should immediately send one (1) copy to the *electrical training ALLIANCE*.

The National Guidelines were developed by the *electrical training ALLIANCE* in cooperation with the United States Department of Labor, Office of Apprenticeship (USDOL-OA). The National Guidelines were subsequently certified by the USDOL-OA as meeting the requirements of Title 29 CFR Parts 29 and 30. There should be little need, if any, for local modification of the standard text.

In the National Guidelines there were several areas where you "selected" items to be made a part of your Standards or entered specific required data. However, if in your Standards you altered any of the original language, be advised that it is incumbent upon *you* to provide any substantive documentation or validation that may be required by the Registration Agency, EEOC, OFCCP, or other applicable entities, to support the modifications you have made. Examples of such changes, unsupported and undocumented by the *electrical training ALLIANCE*'s properly developed National Guidelines Standards, would be alterations to the term of apprenticeship, additional work processes, and alterations to the basic qualifications for apprenticeship.

Once again, the need to alter the "National" language should be nearly nonexistent. Any unsubstantiated modifications made to the original text may serve to bring the potential of unnecessary liability and risk to the local JATC.

We appreciate the superior training efforts you have put forth over the years and wish you continued success. Should you have any questions concerning the above, please do not hesitate to contact my office.

Sincerely,



Todd Stafford  
Executive Director  
TWS/ps



**SECTION V - DISCLOSURE AGREEMENT—FOR NATIONAL PROGRAM STANDARDS AND LOCAL STANDARDS ONLY (Optional)**

OA routinely makes public general information relating to Registered Apprenticeship programs. General information includes the name and contact information of the sponsor, the location of the program, and the occupation(s) offered. **OA routinely publicly releases the contents of applications for National Guidelines for Apprenticeship Standards.**

In addition, sponsors submitting National Program Standards or Local Standards have the option of allowing OA to share publicly the contents of a sponsor's application for registration to assist in building a high-quality National Apprenticeship System. This may include a copy of the Standards, Appendix A, and Appendix D (as applicable), but not completed versions of ETA Form 671 or Appendix C "Affirmative Action Plan" because those documents are submitted after a sponsor's application is approved and the program is registered. **Please note that OA will consider a sponsor's application as releasable to the public unless the sponsor requests non-disclosure by signing below.**

I, John L. Martin (Sponsor Representative), acting on behalf of South Texas JATC (Sponsor) request that OA not publicly disclose this application, other than general information about the program, as described above as it is considered confidential commercial information and steps are taken to preserve it. Further, I understand that if OA receives a request for this application pursuant to 5 U.S.C. 552, we may be contacted to support OA's withholding of the information, including in litigation, if necessary. I understand that my request that OA not publicly disclose this application will remain in effect, including with respect to subsequent amendments to this application, unless and until I notify OA otherwise.

Signature

Date

2/21/2025

Printed Name

John L. Martin



# Registered Apprenticeship Standards

## For Programs with Collective Bargaining Agreements

- ☐ National Program Standards    ☒ National Guidelines for Apprenticeship Standards  
☐ Local Apprenticeship Standards

***Electrical Joint Apprenticeship and Training Committees Representing the  
National Electrical Contractors Association, Inc., and the International  
Brotherhood of Electrical Workers***

**Occupation: All Occupations Listed in These Standards**

**O\*NET-SOC Codes: See Appendix A    RAPIDS Codes: See Appendix A**

Developed in Cooperation with the U.S. Department of Labor  
Office of Apprenticeship

Approved by the  
U.S. Department of Labor  
Office of Apprenticeship

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registered By: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Office of Apprenticeship \_\_\_\_\_

Date: \_\_\_\_\_

Certification Number: C-2024-16

☒ Check here if these are revised Standards



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### SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

- A. Responsibilities of the sponsor: Electrical Joint Apprenticeship and Training Committees** must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document "Requirements for Apprenticeship Sponsors Reference Guide."

**Sponsors shall:**

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these Standards and the document "Requirements for Apprenticeship Sponsors," and that meets the requirements of 29 CFR § 29.7. Sponsors may utilize Form ETA 671 for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship Standards with the U.S. Department of Labor, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices' progress in skills and technical knowledge and maintain appropriate progress records.
- Notify the U.S. Department of Labor within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Make a good faith effort to obtain approval for educational assistance for a veteran or other individual eligible under chapters 30 through 36 of title 38, United States Code, and will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in the above for the purpose of avoiding making a good faith effort to obtain approval.
- Provide each apprentice with a copy of these Standards, Requirements for Apprenticeship Sponsors Reference Guide, Appendix A, and any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these Standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain



approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated Standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.

- Adhere to Federal, State, and Local Law Requirements -- The Office of Apprenticeship's registration of the apprenticeship program described in these Standards of Apprenticeship on either a nationwide basis (under the National Program Standards of Apprenticeship) or within a particular State, and the registration of individual apprentices under the same program, does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.

The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the Office of Apprenticeship under 29 CFR § 29.8.

#### **B. Minimum Qualifications - 29 CFR §29.5(b)(10)**

An apprentice must be at least 18 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation. Please include any additional qualification requirements as appropriate (optional):

☒ There is an educational requirement of (i) a high school diploma, or (ii) a Certificate of High School Equivalency or GED, or (iii) a two-year Associate Degree (or its equivalent) or higher. (If equivalent education was obtained outside of the United States, the applicant will be required to provide appropriate documentation); and (i) completion of one full year of high school algebra (or its equivalent) with a passing grade, or (ii) completion of one semester of post high school algebra (e.g., Adult Education, Continuing Education, Community College, etc.) with a passing grade; or (iii) completion of the electrical training ALLIANCE online Tech Math Course.

☒ There is a physical requirement of climb and work from ladders, scaffolds, poles, and towers of various heights, push, pull, crawl, crouch, and work in confined spaces such as attics, manholes, and crawlspaces, lift 25–50-pound objects on a fairly consistent schedule, and use various hand and power-assisted tools to install conduit, wiring, fixtures, devices, and electrical apparatus within commercial, industrial, and residential buildings.

☒ The following aptitude test will be administered the electrical training ALLIANCE's Aptitude Test validated by the American Institute for Research. Applicants who do not qualify for Direct Interview or Direct Entry must have a minimum score of 4 to qualify and be eligible for interview (Recommended passing score is "4"). Applicants who qualify for Direct Interview or Direct Entry, and who are subsequently registered in the program, will be required to take the Aptitude Test, either before or after registration, to assist in placement and identify areas where they may require additional support.

☐ A valid driver's license is required.

☒ Other Except as provided for those eligible for Direct Interview (if applicable) or Direct Entry, each applicant must meet the following minimum qualifications as well as those listed above and will be required to provide evidence satisfactory to the JATC at the time indicated in the Selection Procedures.

Each applicant must be able to work legally in the United States and provide a valid social



security number. The JATC will not seek to verify authorization to work in the U.S. since that is the responsibility of the Employers during on-the-job training, but if the JATC learns that an applicant is not eligible to work and will not be eligible at the time of registration, the JATC may terminate the application.

Each applicant must be capable of completing all requirements of the apprenticeship program and performing the work required of an electrical worker, with or without reasonable accommodations, including being able and willing to: Safely perform or learn to safely perform the essential functions of the job; Get to and from work at job sites anywhere within the geographical jurisdiction of this Apprenticeship Program. Attend and successfully pass all related instruction; Understand and follow all JATC Rules and Policies; Read, hear, speak, and understand instructions and warnings in English.

*(List all other requirements)*

**C. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)**

The apprenticeship program(s) will select an apprenticeship training approach. The approach is notated in Appendix A, APPRENTICESHIP APPROACH.

**D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4)**

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices ☐ **will** ☒ **will not** (*choose one*) be paid for hours spent attending related instruction classes. The Work Process Schedule and Related Instruction Outline are outlined in Appendix A.

**E. Credit for Previous Experience - 29 CFR § 29.5(b)(12)**

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. **Electrical Joint Apprenticeship and Training Committees** will evaluate the request for credit and make a determination during the apprentice's probationary period.

Additional requirements for an apprentice to receive credit for previous experience (optional): are in Appendix A., CREDIT FOR ON-THE-JOB SKILL ACQUISITION AND PREVIOUS RELATED TRAINING

**F. Probationary Period - 29 CFR § 29.5(b)(8) and (20)**

Every applicant selected for apprenticeship will serve a probationary period, which may not exceed 25 percent of the length of the program, or 1 year whichever is shorter. The probationary period is notated in Appendix A, PROBATIONARY PERIOD.

**G. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5(b)(7)**

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journeyworkers for adequate supervision. The ratio is notated in Appendix A, RATIO OF APPRENTICES TO JOURNEYWORKERS.

**H. Apprentice Wage Schedule - 29 CFR § 29.5(b)(5)**

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. The progressive wage schedule is notated in Appendix A, APPRENTICE WAGE SCHEDULE.

**I. Equal Employment Opportunity and Affirmative Action**

**1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)**

**Electrical Joint Apprenticeship and Training Committees** will not



discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

**Electrical Joint Apprenticeship and Training Committees** 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.

[Optional] The equal opportunity pledge applies to the following additional protected bases (as applicable per the sponsor's state or locality):

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## **2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4-30.9**

**Electrical Joint Apprenticeship and Training Committees** acknowledges that it will adopt an affirmative action plan in accordance with Title 29 CFR §§ 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5<sup>th</sup>) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

## **3. Selection Procedures - 29 CFR § 30.10**

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). The selection procedures for each occupation for which the sponsor intends to train apprentices are notated in Appendix A, SELECTION PROCEDURES.

## **J. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14**

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or Standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

For all issues covered by a Collective Bargaining Agreement (CBA), apprentices must seek resolution through the applicable procedures contained in the CBA. (*if applicable, see Requirements for Apprenticeship Sponsors Reference Guide*)

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within **300** days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

***U.S. Department of Labor, Office of Apprenticeship***

***200 Constitution Ave. NW, Washington, DC, 20210***

***Telephone Number: (202) 693-2796***

***Email: Address: ApprenticeshipEEOcomplaints@dol.gov***

***Point of Contact: Director, Division of Standards and Quality***

***Attn: Apprenticeship EEO Complaints***



You may also be able to file complaints directly with the EEOC, or State fair employment practices agency.

- 2. Other General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification: *(To be completed by Sponsor)*

Name: John L. Martin, Training Director, South Texas JATC

Address: 2503 Blanco Road, San Antonio, TX 78212

Telephone Number: 210-225-8900

Email Address: jmartin@sotxjatc.org

Any complaint described that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency provided below in Section K.

**K. Registration Agency General Contact Information 29 CFR § 29.5(b)(17)**

The Registration Agency is the United States Department of Labor's Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below: *(To be completed by the Registration Agency)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**L. Reciprocity of Apprenticeship Programs 29 CFR § 29.13(b)(7)**

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

**SECTION II - APPENDICES AND ATTACHMENTS**

- ☒ **Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- ☒ **Appendix B** – *ETA 671 - Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed after registration)*
- ☒ **Appendix C** – *Affirmative Action Plan (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))*
- ☒ **Appendix D** – *Employer Acceptance Agreement (For programs with multiple-employers only)*
- ☒ **Appendix E** – *Administration of the Apprenticeship and Training Program*
- ☒ **Appendix F** – *EEO Policies and Procedures*
- ☒ **Appendix G** – *Supplemental Definitions*



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### **SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)**

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Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program Standards the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

**NOTE:** The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.



#### SECTION IV PART 1 – COLLECTIVE BARGAINING PROVISIONS

The employer or employer association must furnish to any union that is a collective bargaining agent of the employees to be trained a copy its application for registration and of these Standards, including all attachments.

The **National Electrical Contractors Association (NECA) and International Brotherhood of Electrical Workers (IBEW)** hereby adopt these Standards of apprenticeship on this \_\_\_\_\_ day of May 2024.

*Signature of Management (designee)*

**David Long, CEO, NECA**

*Signature of Labor (designee)*

**Kenneth W. Cooper, President, IBEW**

#### SECTION IV PART 2 – SIGNATURES

##### OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provisions of the foregoing Apprenticeship Standards formulated and registered by **Electrical Joint Apprenticeship and Training Committees**, on this 29th day of January 2025

The signatories acknowledge that they have read and understand the document titled "Requirements for Apprenticeship Sponsors Reference Guide" and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

Digitally signed by Forrest Wilson  
Date: 2025.02.18 11:04:58-06'00'

*Signature of Sponsor (designee)*

**Forrest Wilson - Chairman**  
**Printed Name**

**Gary Aiken**

Digitally signed by Gary Aiken  
Date: 2025.02.20 10:51:05  
-06'00'

*Signature of Sponsor (designee)*

**Gary Aiken - Secretary**  
**Printed Name**



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## SECTION V - DISCLOSURE AGREEMENT—FOR NATIONAL PROGRAM STANDARDS AND LOCAL STANDARDS ONLY (Optional)

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OA routinely makes public general information relating to Registered Apprenticeship programs. General information includes the name and contact information of the sponsor, the location of the program, and the occupation(s) offered. **OA routinely publicly releases the contents of applications for National Guidelines for Apprenticeship Standards.**

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I, \_\_\_\_\_ (Sponsor Representative), acting on behalf of \_\_\_\_\_ (Sponsor) request that OA not publicly disclose this application, other than general information about the program, as described above as it is considered confidential commercial information and steps are taken to preserve it. Further, I understand that if OA receives a request for this application pursuant to 5 U.S.C. 552, we may be contacted to support OA's withholding of the information, including in litigation, if necessary. I understand that my request that OA not publicly disclose this application will remain in effect, including with respect to subsequent amendments to this application, unless and until I notify OA otherwise.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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



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# **Appendix A**

## **WORK PROCESS SCHEDULE**

### **AND**

## **RELATED INSTRUCTION OUTLINE**

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## Appendix A

### WORK PROCESS SCHEDULE

#### ELECTRICIAN (Alternate Title : Interior Electrician)

O\*NET-SOC CODE: 47-2111.00 RAPIDS CODE: 0159

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

#### 1. APPRENTICESHIP APPROACH

☒ Time-based ☐ Competency-based ☐ Hybrid

#### 2. TERM OF APPRENTICESHIP

The term of the apprenticeship is with an OJL attainment of 8000 *hours*, supplemented by the minimum required 720 hours of related instruction. The JATC shall require each apprentice to satisfactorily complete the *electrical training ALLIANCE* assigned Inside Wireman Apprenticeship Course Material.

#### 3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The numeric ratio of apprentices to Journeyworkers, consistent with proper supervision, training, safety, and continuity of employment, shall be as specified in CBAs applicable to these Standards and must be expressed numerically. The ratio for the South Texas Joint Electrical Apprenticeship and Training Committee as per the CBA is 4 Apprentices to 1 Journeyworker.

#### 4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$35.00.

| Period     | Percent of JW Rate | Minimum Accumulative OJT Hours | + | Related Training                        |
|------------|--------------------|--------------------------------|---|-----------------------------------------|
| 1          | 51%                | 0                              | + | N/A                                     |
| 2          | 56%                | 1000                           | + | Satisfactory Progress                   |
| 3          | 61%                | 2000                           | + | 180 hours Related Instruction           |
| 4          | 66%                | 3500                           | + | 360 hours Related Instruction           |
| 5          | 71%                | 5000                           | + | 540 hours Related Instruction           |
| 6          | 81%                | 6500                           | + | Satisfactory Progress                   |
| Completion | 100%               | 8000                           | + | 720 hours Related Instruction Completed |

#### 5. PROBATIONARY PERIOD

Completion of these minimum hours and satisfactory performance in related classroom training during such time shall constitute the probationary period (25% of length of program or one year whichever is shorter). During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Prior to the end of the probationary period, the JATC will decide whether to end the probation, extend the



probation or cancel the Apprenticeship Agreement. If the Registration Agency requires, the Registration Agency shall be notified of cancellations or extensions. During the probationary period, the JATC may extend the probation up to the maximum, or cancel the apprenticeship agreement, without the formality of a hearing and at the discretion of the JATC, so long as the JATC is acting in a non-discriminatory manner. Apprentices whose agreements are cancelled during the probationary period have no appeal rights other than those provided in the EEO/AA Plan.

## **6. SELECTION PROCEDURES**

Please see page A-9.



**Appendix A**  
**WORK PROCESS SCHEDULE**  
**ELECTRICIAN (Alternate Title : Interior Electrician)**  
**O\*NET-SOC CODE: 47-2111.00    RAPIDS CODE: 0159**

In order to provide for the development of the necessary occupational skills in the various work processes, the JATC shall attempt to provide the apprentice with OJT in the following categories, as job training assignments permit. These estimates are not minimum requirements for proficiency. Some job assignments may relate to more than one work process.

The below approximate hours are for illustration only and are not an industry recommendation.

|                                                                                                                                                                                                                                                 |                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Electrician (Alternate Title: Interior Electrician), Inside Wiremen                                                                                                                                                                             |                               |
| <b>Job Description:</b> Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. |                               |
| <b>RAPIDS Code:</b> 0159                                                                                                                                                                                                                        | <b>O*NET Code:</b> 47-2111.00 |
| <b>Estimated Program Length:</b> 8000 Hours                                                                                                                                                                                                     |                               |
| <b>Apprenticeship Type:</b> <input type="checkbox"/> Competency-Based <input checked="" type="checkbox"/> Time-Based <input type="checkbox"/> Hybrid                                                                                            |                               |

| <b>Project Layout &amp; Planning</b>                                                                                                                        | Approximate Hours |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Reading and Interpreting blueprints and specifications; Coordination between crafts, engineers, and architects; Layout feeders, risers, and branch circuits | 200               |

| <b>Underground Installations</b>                                                                                 | Approximate Hours |
|------------------------------------------------------------------------------------------------------------------|-------------------|
| Trenching and ditch digging; Direct burial; Installing PVC/Rigid conduit; Installing grounding electrode systems | 300               |

| <b>Thinwall Conduit Raceway Systems</b>                                                             | Approximate Hours |
|-----------------------------------------------------------------------------------------------------|-------------------|
| Fastening and supporting devices; Conduit fabrication; Installation of conduit, fittings, and boxes | 1200              |

| <b>Rigid Conduit Raceway Systems</b>                                                                                | Approximate Hours |
|---------------------------------------------------------------------------------------------------------------------|-------------------|
| A Fastening and supporting devices; Bender setup; Conduit fabrication; Installation of conduit, fittings, and boxes | 800               |

| <b>Installing Services, Switchboards, and Panels</b> | Approximate Hours |
|------------------------------------------------------|-------------------|
| Mounting devices; Breaker installation; Terminations | 500               |

| <b>Floor Duct Installation</b>                                                                   | Approximate Hours |
|--------------------------------------------------------------------------------------------------|-------------------|
| Transit/grade establishment; Installing duct and fittings; Core drilling and outlet installation | 200               |



|                                                                                                                                                                       |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Motor Control Center Installation</b>                                                                                                                              | Approximate Hours |
| Rigging and mounting; Terminating feeders, branch circuits, and control wiring                                                                                        | 100               |
| <b>Installing, Splicing, &amp; Terminating Wires and Cables</b>                                                                                                       | Approximate Hours |
| Establishing temporary power; Feeders and branch circuits; Control wiring; Splices, taps, and terminations                                                            | 1200              |
| <b>Cable Tray Installation</b>                                                                                                                                        | Approximate Hours |
| Fabrication; Installing support devices; Installing cable tray and covers                                                                                             | 150               |
| <b>Lighting System Installation</b>                                                                                                                                   | Approximate Hours |
| Installing outlet boxes and conductors; Installing fixtures; Control devices                                                                                          | 1000              |
| <b>Testing and Troubleshooting Feeders, Motors, and Branch Circuits</b>                                                                                               | Approximate Hours |
| Checking circuit continuity; Identifying fault current to ground; Meggering and Hi Potting; Certifying system operations; Repair and maintenance; Ground verification | 100               |
| <b>Fire Alarm Installation</b>                                                                                                                                        | Approximate Hours |
| Blueprint and specification interpretation; Layout and circuit installation; Control panel and device installation; Programming and testing                           | 300               |
| <b>Motor Installation</b>                                                                                                                                             | Approximate Hours |
| Rigging and setting; Alignment; Circuiting and Terminations; Testing                                                                                                  | 400               |
| <b>Control System Installation</b>                                                                                                                                    | Approximate Hours |
| Blueprint and specification interpretation; Layout and circuit installation; Distributed control                                                                      | 200               |
| <b>Installing and Programming Programmable Logic Controllers</b>                                                                                                      | Approximate Hours |
| Module installation; Control wiring and devices; Programming                                                                                                          | 100               |
| <b>Installing Instrumentation and Process Control Systems</b>                                                                                                         | Approximate Hours |
| Blueprint and specification interpretation; Layout and installation; Calibration                                                                                      | 250               |
| <b>Security System Installation</b>                                                                                                                                   | Approximate Hours |
| Blueprint and specification interpretation; Layout; Box and circuit installation; Termination; Testing                                                                | 100               |
| <b>Installing Sound and Communication Systems</b>                                                                                                                     | Approximate Hours |
| Blueprint and specification interpretation; Layout; Conduit and box installation; Installing panels and network; Circuit installation; Terminations and testing       | 150               |



|                                                                                                                                                                                                       |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Installing and Terminating Transformers</b>                                                                                                                                                        | Approximate Hours |
| Rigging and mounting; Primary and secondary terminations; Testing and troubleshooting                                                                                                                 | 100               |
| <b>Installing Fiber Optic Cable</b>                                                                                                                                                                   | Approximate Hours |
| Equipment layout; Installing cable; Polishing and terminating; Testing and verifying                                                                                                                  | 100               |
| <b>Alternative Energy Sources (Solar, Wind, Fuel Cell, etc.)</b>                                                                                                                                      | Approximate Hours |
| Blueprint and specification interpreting; Layout and installation; Testing, verifying, and troubleshooting                                                                                            | 100               |
| <b>Welding and Brazing</b>                                                                                                                                                                            | Approximate Hours |
| Machine setup; Fabrication; Welding, grinding and finishing.                                                                                                                                          | 50                |
| <b>Service and Troubleshooting</b>                                                                                                                                                                    | Approximate Hours |
| Testing and analysis and repair of motors, transformers, electrical devices, electronic devices, magnetic devices, lighting and power circuits, equipment and machinery, control circuits and devices | 100               |
| <b>Material Handling and Pre-Fabrication</b>                                                                                                                                                          | Approximate Hours |
| Material/equipment awareness; Fabrication for field installation                                                                                                                                      | 100               |
| <b>Safety Awareness and Other Specialized Areas</b>                                                                                                                                                   | Approximate Hours |
|                                                                                                                                                                                                       | 200               |
| <b>APPROXIMATE HOURS</b>                                                                                                                                                                              | <b>8000</b>       |



## Appendix A

### RELATED INSTRUCTION OUTLINE

#### ELECTRICIAN (Alternate Title : Interior Electrician)

O\*NET-SOC CODE: 47-2111.00 RAPIDS CODE: 0159

Each apprentice shall be required to participate in non-compensable related instruction away from the job as specified below.

Topics to be studied (completed) as part of the required electrical training ALLIANCE curriculum shall include, but not be limited to those listed below. The order of presentation may change from time to time:

|                                                         |                                   |
|---------------------------------------------------------|-----------------------------------|
| Provider                                                |                                   |
| <b>Name:</b> South Texas Electrical JATC                |                                   |
| <b>Address:</b> 2503 Blanco Road, San Antonio, TX 78212 |                                   |
| <b>Email:</b> jmartin@sotxjatc.org                      | <b>Phone Number:</b> 210-225-8900 |
| <b>Related Instruction Hours:</b> 720                   |                                   |

| Course Title                                                                                                                                                                              | Contact Hours     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| FIRST SESSION<br>Codes and Standards<br>Electrical Theory<br>Industry Orientation<br>Installation Applications<br>Jobsite Skills and Practices<br>Safety Awareness                        | 180 Hours<br>Core |
| SECOND SESSION<br>Codes and Standards<br>Construction Documentation<br>Electrical Equipment<br>Electrical Theory<br>Industry Orientation<br>Installation Applications<br>Safety Awareness | 180 Hours<br>Core |
| THIRD SESSION<br>Codes and Standards<br>Construction Documentation<br>Construction Leadership<br>Electrical Systems<br>Electrical Theory                                                  | 180 Hours<br>Core |



|                                                                                                                                                                                                                                                                                                                                                                                        |                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Safe Material and Equipment Handling<br>Safety Awareness                                                                                                                                                                                                                                                                                                                               |                       |
|                                                                                                                                                                                                                                                                                                                                                                                        |                       |
| FOURTH SESSION<br>Codes and Standards<br>Construction Documentation<br>Electrical Control Systems<br>Electrical Systems<br>Electrical Equipment<br>Safety Awareness                                                                                                                                                                                                                    | 72 Hours<br>Core      |
|                                                                                                                                                                                                                                                                                                                                                                                        |                       |
| <b>ADVANCED TOPICS</b><br>Advanced Codes and Standards<br>Advanced Construction Documentation<br>Advanced Construction Leadership<br>Advanced Distributed Generation<br>Advanced Communications Systems<br>Advanced Control Systems<br>Advanced Electrical Equipment<br>Advanced Electrical Systems<br>Advanced Limited Energy Systems<br>Advanced Safety Awareness<br>Advanced Theory | 108 Hours<br>Advanced |
|                                                                                                                                                                                                                                                                                                                                                                                        |                       |
| <b>Total Minimum Hours</b>                                                                                                                                                                                                                                                                                                                                                             | 720                   |



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## SELECTION PROCEDURES

The JATC has adopted the following Selection Procedures for its Apprenticeship Program. These procedures shall be uniformly maintained and consistently applied to all individuals interested in the Apprenticeship Program.

### A. Application Availability

The JATC accepts applications in the time and manner indicated below.

#### METHOD A – Year-Round Application

The JATC will make applications available online, year-round 24/7.

The JATC will notify the Registration Agency and other appropriate parties (including recognized outreach and affirmative action groups), as indicated in the JATC's EEO/AA Plan, informing them of its year-round application procedure – including the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, how to access apprenticeship applications, and the JATC's EEO/AA policies.

### B. Interview Timing

The JATC has discretion to determine how often interviews will be conducted, and this may change during the year based upon industry needs. If a fixed interview schedule is established (e.g., monthly, quarterly, or semi-annually), the JATC will notify the Registration Agency of the dates as part of its semi-annual notice. If the JATC decides to interview on an as needed basis, the Registration agency will be notified of the scheduled interviews a minimum of thirty (30) days prior to the first interview date. Interviews shall be conducted in accordance with the notification supplied to the Registration Agency.

The JATC will interview on the following basis: Monthly

### C. General Rules Concerning Applications and Record Keeping

1. The JATC will use an application or other related forms chosen by the JATC.
2. Application forms will be issued and accepted electronically, or in accordance with the procedure adopted by the JATC indicated in Application Availability Section.
3. Everyone expressing an interest in making application with the JATC will be provided access to and/or issued an application form during the application period. The application must be designed so no one will be denied a right to apply, even if there is a question about their ability to meet minimum qualifications.
4. The JATC shall provide reasonable accommodations during the application process to individuals with disabilities who request them. The JATC's procedures for requests for accommodation are contained in its Rules and Policies.
5. An Application Record will be maintained by the JATC to show the status of each applicant.
6. No member of the JATC, or any employee of the JATC, shall reveal or discuss any information pertaining to any applicant except during the applicable meetings of the JATC or to members of the JATC staff involved in the application process.
7. All application forms and all related information and documents pertaining to applicants, including all correspondence sent to applicants by mail or electronically, are the property of the JATC and shall be considered confidential proprietary information. Records shall be maintained as required by the Registration Agency and by law.



## D. Qualifications for Applicants

The various methods under which an applicant may qualify for entry into the ranked pool, Direct Interview or Direct Entry are detailed in the Standards. These must be summarized in the Notice of Apprenticeship Opportunity.

## E. Application Process

### 1. Application.

- a. A written description of the basic requirements shall be included in the Notice of Apprenticeship Opportunity, must be posted *electronically* and must be available at the JATC office.
- b. The JATC shall collect and maintain information on individuals requesting access to applications. The JATC may establish procedures to follow-up with those expressing interest as part of its recruitment efforts.
- c. The applicant will be provided electronic access or in paper format to an application and the voluntary self-identification forms. Applicants must submit the application; resumes or similar documents will not be accepted in lieu of the application.
- d. As each application is received, the JATC shall ensure that it receives a unique serial number for that applicant. The applicant's name, date of the application, and serial number of the application will then be included in the Application Record.

### 2. Information to be Provided to and Received from Applicants.

The following information must be provided to each applicant either online or within a reasonable time of not more than ten (10) days after the Application is received. If permitted by the Registration Agency, this information may be provided in paper or electronic formats, and transmitted to applicants in person, mail, by electronic means and/or by a link to the JATC's website or another online site.

- a. A list of the Basic Qualifications required to enter the pool of eligible applicants (see Standards).
- b. A copy of the Standards (including Appendix A), and the JATC's Rules and Policies.
- c. Specific information pertaining to the apprenticeship program, noting the geographical area of the jurisdiction, the periods of apprenticeship and the wages provided for each period. The applicant's attention will also be called to the work processes in the Standards and the apprentice's obligations and requirements to participate in, and complete, related instruction. The JATC may, but is not required to, highlight any other key requirements from the JATC's Rules and Policies.
- d. A list of things the applicant must do, and items they must provide, in order to qualify for an interview with the JATC. This document will inform the applicant if they are required to take the Aptitude Test to qualify for the interview, and that qualified applicants are interviewed in the order in which they complete their application by provide all required documents and transcripts.
- e. A list of information they may have to provide as part of the application process, and post-selection requirements that they will have to meet if they are selected from the list or through Direct Entry and are given a conditional offer, as provided in the Standards. This information will be available for review when getting access to an application, and again when invited to the interview.
- f. Applicants will be informed that they have 30 days to provide all transcripts, and any other documentation required by the JATC for their application to be complete.



- g. Applicants will be informed of optional information that they are permitted to provide and information that the JATC will or may obtain and use. This list will be available for review when getting access to an application, and again when invited to the interview.
- h. If the applicant indicates on the application a prior felony conviction, the JATC may choose to request that additional information be provided prior to the interview or may choose to wait until after a conditional offer is made.

## **F. Processing Applications.**

As applicant information is received, the JATC will record dates and other pertinent information in the Application Record. When all information and documentation is complete, the date of receipt of the last required information will be recorded in the Application Record in the completion column.

If an applicant fails to provide all required documentation by the cut-off date, the column indicated "Application Not Completed" will be checked in the Application Record.

## **G. Testing and Interview Process**

### **1. Aptitude Test**

The JATC will schedule all qualified applicants (other than those entitled to Direct Interview or Direct Entry) for a properly validated aptitude test required by the JATC and approved by the *electrical training ALLIANCE*, with a passing score as a minimum qualification, and to be eligible for interview. The applicant will be notified in writing as to the time, place, and date they are to complete the aptitude test. The applicant's aptitude test results will be entered into the Application Record. Aptitude Test scores will not be shared with the interview committee. The Aptitude Test scores should not be shared with the applicant, only pass/fail.

### **2. Interviews**

After all transcripts, materials, and aptitude test results are received, the JATC will review the documents to determine if the applicant meets minimum qualifications outlined in the Standards and is eligible for an interview. If the applicant does not meet minimum qualifications, the applicant will be so notified. The Application Record will note that the applicant was "Not Qualified for Apprenticeship" and the date the letter was sent.

The JATC will schedule interviews as indicated in B, Interview Timing. The JATC will interview all applicants who qualify for an interview and report for the interview as scheduled. The applicants will be interviewed in order based upon the date and time their application process was complete.

The list of applicants to be interviewed may be broken into smaller groups if more than one interview session is to be scheduled. Interview sessions will be scheduled to allow for the interviewing of all applicants who qualify for an interview.

Interviews will be conducted in accordance with the interview forms and procedures developed by the *electrical training ALLIANCE*. Applicants will be rated after the interview based upon the non-discriminatory criteria in the procedures and forms.

Unless an applicant is referred to the JATC due to potential disqualifying factor upon completing all scheduled interview sessions, all interviewed applicants will be notified that they shall remain on the active list, subject to selection, for a period of one (1) year from the date of their interview. This notification shall indicate that on the anniversary date, their eligibility shall expire.



## H. Ranking and Selection

1. After the members of the interview committee complete their evaluation of an applicant, the scores will be averaged in accordance with the procedures and forms developed by the *electrical training ALLIANCE*. The applicant will be included on the ranked list based upon that rating.
2. The JATC will place all individuals currently active on the list in ranked order. The ranked list will identify each individual's: rank, name, application number, date of interview, score to two decimal places, and eligibility expiration date. A current copy of the complete ranked list will be filed with the Registration Agency prior to selection and registration to any individual entering the apprenticeship program through the standard selection process.
3. When new interviews are scheduled and completed, or other selection procedures are completed, the JATC will add those applicants to its existing ranked list of applicants. Whenever a new ranking list is created, a copy will be provided to the Registration Agency.
4. The number of new apprentices to be selected, at any time, will be determined by the JATC, based on industry needs and the JATC's ability to provide training.
5. Selection of individuals from the list of interviewed applicants will not be done until all pre-scheduled interview sessions or other selection procedures are completed. The Registration Agency shall be promptly notified of all individuals entering the apprenticeship program through any means of entry.
6. The actual selection of individuals will be made by using the current ranked list, starting with the top score, and continuing on, in descending order, until the desired number of accepted applicants has been reached. The only individuals who may be registered ahead of those on the current ranked list are those entering through approved direct entry methods, including transfer, and organizing procedures. Selection from the current ranked list must be the highest on the list; the JATC cannot skip over individuals.
7. All selected applicants will be notified in writing (mail or email) of the JATC's offer of apprenticeship. The offer will be conditioned on completion of any required post-selection steps set out in the Standards and will note which conditions apply.
8. Once applicants are interviewed and placed on the ranked list, they shall remain active and subject to selection, for a period of one (1) calendar year from the date of interview or completion of other selection procedures, unless they decline an offer, request to be removed from the list, fail to meet post-selection requirements, or they are approved for a re-interview.
9. Applicants will be deemed to have requested to be removed from the ranked list and/or declined an offer if they (i) fail to notify the JATC of changes in contact information; or (ii) fail to promptly respond to communications from the JATC, including offers.
10. All selected applicants (including direct entry) must provide any remaining documentation required to complete their applications process and satisfy all post-selection requirements in the Standards.

## I. Post-Selection Requirements.

All selected applicants (including those admitted through direct entry) must meet the following minimum requirements at the time indicated in these Selection Procedures, typically after a conditional offer is made and prior to registration.

- Provide any remaining documentation required to complete the selection process.



- Not be disqualified as a result of information obtained by the JATC during the selection process, including interviews, verification of information, reference checks or other information made available to the JATC prior to registration.

## **J. Disqualification**

Prior to, during or after the interview, and prior to registration, the JATC may learn of information that may disqualify the applicant or render them unable to meet the requirements of the program. The JATC or its designee shall discuss those issues with the applicant, provide the applicant with an opportunity to explain and, where appropriate, obtain relevant documentation. If the applicant does not voluntarily withdraw his or her application, the applicant may be referred to the JATC for a decision on whether the applicant should be disqualified and not placed on the active list or should be removed from the list.

## **K. Re-Evaluation Process**

If after a minimum of ninety (90) days from the date of their most recent interview with the JATC, an applicant has gained at least 450 hours of documented work experience in the electrical construction industry or has successfully completed two (2) or more post-secondary, industry-related classes, the applicant is eligible to make a request to be re-interviewed by the JATC by completing the JATC's Re-Interview Request Form. Examples of related classes include Algebra I and II, Geometry, Trigonometry, Advanced Math, Physical Sciences, Physics, Chemistry, Industrial Arts, Mechanical Drawing/Drafting, Computer Literacy/Programming, or Related Vocational/Technical Courses.

The JATC is not obligated to grant a re-interview to an applicant where the factors on which the score was based would not be affected by additional experience or education. The JATC will respond to the request in a timely manner.

## **L. Applicant Appeals Procedure**

Any applicant for apprenticeship who believes that he or she has been subjected to discrimination or other unfair treatment during the selection process on the basis of any protected category may file a complaint of discrimination using the JATC's internal Complaint Procedure set out below or Appendix F.

## **Advancement Of Apprentices, Cancellation, Complaint Procedures**

### **A. Advancement of Apprentices**

1. Every two months during the first year of apprenticeship, and at least yearly thereafter, the JATC shall examine the progress of the apprentice on the job and in related instruction, based on apprenticeship evaluation completed by an Employer and other available information. The JATC will also receive a monthly OJT training report from each Employer showing the experience and training in the various work processes acquired by the apprentice and evaluating the apprentice.
2. The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each period. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the apprenticeship agreement, with due notice to the apprentice and a reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.

### **B. Cancellation or Resignation of Apprenticeship Agreement**

1. An Apprenticeship Agreement may be canceled at the request of the apprentice at any time.
2. An Apprenticeship Agreement may be suspended for a specified period of time, canceled or terminated by the JATC for good cause, with due notice to the apprentice and, in appropriate circumstances, a



reasonable opportunity for corrective action. Written notice shall be provided to the apprentice and to the Registration Agency (if required).

3. Individuals who have been suspended or terminated from apprenticeship shall not be assigned by the JATC in any capacity. Suspended or terminated apprentices are not eligible to participate in any related training activities and, as per the CBA, they are not eligible for any job assignments by the JATC under the CBA unless the JATC has determined that the individual is eligible for a change to another classification recognized in the CBA.
4. When an apprentice's Apprenticeship Agreement is terminated before satisfactory completion of their apprenticeship, the resulting vacancy may be filled by selecting and registering the next individual from the current eligibility list; provided all registered apprentices who are available for OJT assignments are so assigned. In the event that related instructional training classes are not available in the immediate future, the individual(s) registered shall begin informational/awareness classes just as soon as possible. These courses may include topics such as Industry Awareness, Communications, Productivity, Marketing, CPR, Tech Math, Safety Awareness and General Orientation

### **C. Complaint Procedures**

1. The JATC shall have full authority and responsibility to review and shall seek to resolve all issues and/or disputes pertaining to all apprenticeship and training matters. The JATC shall hear and consider all complaints of violations concerning the Apprenticeship Agreement and the Standards, and shall make such rulings, as it deems necessary and appropriate in its discretion. Apprentices have the right to request an appearance before the JATC concerning specific issues or matters dealing with their apprenticeship agreement. Such requests must be in writing. The JATC shall adopt a formal Complaint Procedure as part of its Rules and Policies. Apprentices and applicants have no right to representation by an attorney or others during JATC investigations and meetings, unless otherwise provided in the Rules and Policies.
2. Any apprentice or applicant for apprenticeship who believes they have been subject to discrimination in violation of the EEO Policies and Procedures, or federal, state, or local law has the right to file an internal complaint with the JATC and rights to file external complaints with the U.S. Department of Labor, EEOC and/or applicable state or local agencies. See EEO Policies and Procedures, Appendix F.
3. All applicants and apprentices have the right to file complaints regarding any issue with the Registration Agency. Applicants and apprentices will be provided with a copy of the Notice of Rights. See Appendix F.
4. All apprentices have the right to seek resolution through the applicable Grievance and Arbitration Articles of the CBA for issues arising on the job: wages, hours, working conditions, and other issues covered by the CBA. Apprentices should first provide notice to the JATC.
5. A Local Union receiving a grievance from or about an apprentice shall notify and involve the JATC, which has the primary responsibility for apprentices under Article V of the Standard Inside Agreement.

### **Certification of Completion**

Upon satisfactory completion of the required number of hours of related instruction from the *electrical training ALLIANCE's* course of study, accumulation of a minimum of 8,000 hours of OJT, and acquisition of the appropriate jurisdictional QEW Electrical License, the JATC will certify to the sponsoring parties, to the *electrical training ALLIANCE*, and to the Registration Agency that the apprentice has satisfied the requirements of his or her apprenticeship agreement.



## Appendix A-2

### Work Process

The JATC shall require each apprentice to submit a work report on a monthly basis. Such reports shall be maintained by the JATC as part of its official file for each apprentice. The JATC shall use reports and other evaluations and records the JATC may use to provide an accumulative OJT record of experience in the various work processes for each apprentice.

All OJT work shall be performed under the supervision of an electrical industry Journeyworker. Supervision will not be of such nature as to prevent the development of responsibility and initiative. Work may be laid out by an Employer's designated supervisor based on the apprentice's skills and ability to perform the job tasks, after which the apprentice shall be permitted to perform job tasks in order to develop job skills and industry competencies.

Apprentices with a minimum of 6,500 hours of OJT who have successfully completed all related instruction, may be permitted to perform electrical construction work without the direct supervision of an electrical industry Journeyworker as follows: while the apprentice's supervising Journeyworker must be present on the job site, and the apprentice should not be the first worker assigned to the job, such apprentice may be assigned to independently perform job tasks at the job site consistent with the apprentice's skills, knowledge and ability to perform the work as determined by the Employer.

An apprentice shall not supervise the work of any other apprentice or workers of any other classification.

### Hours of Work; Assignments

The apprentice shall work the hours that are specified in the local CBA or such hours that are set by an Employer consistent with the CBA. The current hours of work shall be included in the Rules and Policies. The apprentice's work shall not interfere with attending related instructional classes.

The JATC shall maintain a standard procedure for assignment of apprentices and endeavor to ensure continuous employment for all apprentices, and adequate training and experience in all work processes as described above. The JATC shall make all OJT assignments and reassignments consistent with the CBA. In order to achieve these objectives an apprentice may be transferred or reassigned to another participating employer as determined by the JATC in its discretion.

In the event that the JATC is unable to provide an eligible apprentice with an OJT assignment, apprentices may seek temporary employment outside of the electrical construction industry. Regardless of employment status, apprentices must continue to report for their regularly scheduled related instructional classes. Apprentices shall remain at all times subject to immediate call by the JATC for an OJT assignment given by the JATC. Under no circumstances shall a participating employer be denied the assignment of an apprentice due to an apprentice temporarily working outside the CBA. Failure to immediately comply with instructions to return to the JATC for an OJT assignment may result in cancellation of the apprentice's apprenticeship agreement.

The JATC may assist apprentices in seeking temporary employment by providing access to resources, establishing connections with local employers or other methods.

### Temporary Training Opportunities

Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA JATC, provided that the apprentice, both of the JATCs, and their respective Local Unions and Local Chapters agree on such assignment. Before apprentices are given a temporary OJT assignment, they must supply the host JATC with an official copy of their apprenticeship agreement, clearly indicating



that it has been properly registered with the applicable Registration Agency. Apprentices shall remain subject to reassignment by the JATC with whom they are registered. Failure to immediately comply with such instruction to return to the JATC with whom they are registered may result in the cancellation of the apprentice's apprenticeship agreement; in which case, the apprentice would no longer be employable as an apprentice under the CBA in any jurisdiction.

### **Related Instruction**

The time spent in related instruction, which may include blended learning and computer-mediated learning, shall be in addition to the required minimum hours of OJT. The computer-mediated learning model will allow the apprentice to learn at their own pace with experiential learning styles such as gaming, and knowledge checks before moving on to the next section to ensure competence. The minimum number of related instruction hours per year may change from time to time in order to meet training needs. Such changes must be properly approved by the Registration Agency.

The JATC shall secure competent Instructors whose knowledge, experience, and ability to teach shall be carefully examined and monitored. These instructors will also be competent with hands-on labs to allow the apprentices to become sufficient. The instructors shall take the teacher training courses made available from the *electrical training ALLIANCE* (or state-required equivalent) through attendance, participation, and working towards completion of the Industry's Four-Year National Training Institute Teacher-Training program.

The JATC shall secure the instructional aids and equipment it deems necessary to provide quality instruction.

The instructors shall administer or oversee *electrical training ALLIANCE* standardized tests in a timely manner. Such tests shall be evaluated, scored, and reviewed with the class. If tests are not administered electronically, the instructor shall ensure that all tests and materials are collected and provided to the JATC.

The JATC shall monitor the apprentice's performance in related training and take appropriate action to encourage improvement where warranted. JATCs will require performance reports to be filed on a regular basis by each Instructor, evaluating the apprentice's related instructional training performance. Such reports shall be maintained by the JATC as part of its official file for each apprentice, providing an accumulative record of performance in related training.

The JATC shall inform each graduating apprentice of the availability of college credit through the *electrical training ALLIANCE*'s College Credit Program with the American Council on Education ("ACE"), and any Continuing Education Units ("CEUs") that may be available.

Certain related instruction may be provided online, rather than in a traditional classroom or laboratory setting. If an apprentice is required to attend related instruction online, the apprentice must have access to the Internet via a computer and must complete all online assignments and the total required hours of each session in the allotted amount of time. The computer will not be provided by the apprenticeship program and the Internet access fees will not be paid by the apprenticeship program.

### **Safety and Health Training**

The Employers are responsible for instructing apprentices in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by DOL or State or local standards that have been found to be at least as effective as the Federal standards.



The JATC shall see that all apprentices complete CPR/First Aid training during their probationary period. The JATC shall also attempt to see that graduates of its apprenticeship program possess a current CPR/First Aid card. NOTE: This training requires additional classroom hours.

The JATC shall see that each apprentice successfully completes the electrical training ALLIANCE, OSHA approved, Ten-Hour Construction Safety course, before beginning the Second Year of related instructional training. NOTE: This training requires additional classroom hours.

## Methods of Entry

Every individual selected for apprenticeship shall come from the pool of qualified applicants on the ranked list, unless otherwise qualifying for Direct Interview or Direct Entry. No applicant shall be excluded from consideration because they fail to meet qualifications for Direct Interview or Direct Entry; they must be considered under the standard method of entry.

Application. Every applicant must fill out an application form, either in paper format or electronically; accurately; and completely responding to all questions and items listed in the application.

### Direct Interview Qualification.

Except as described below, the applicants described below will not be required to obtain a qualifying score on the Aptitude Test or meet the requirements of High School diploma or GED, or Algebra. If they meet all other minimum qualifications listed in the Registered Apprenticeship Standards, and the requirements below, they will be invited to an interview. These individuals must still meet all post-selection requirements. Applicants are not required to apply through these methods and may choose to apply through the standard method of entry.

#### X 1) Military Experience.

- a. Applicants who have completed at least three years of active-duty military service with the U.S. Armed Forces, with a discharge under honorable conditions within five years of the application date.
- b. Applicants who have completed at least six years of U.S. military reserve service, who are still serving as a military reservist or have an honorable discharge within two years of the application date.
- c. Applicants who have been honorably discharged from the military and have completed military technical training school in a Military Occupational Specialty ("MOS") applicable to the commercial and/or industrial electrical construction industry and can document a minimum of two years of military experience in that MOS within five years of the date of application. *These individuals may also qualify for direct entry.*
- d. To qualify under Military Experience, applicants must provide a DD Form 214 or equivalent documentation acceptable to the JATC to establish their experience.
- e. Applicants who have served overseas and/or lived on a military installation for a minimum of two (2) years prior to application will have any existing residency restriction waived.

#### X 2) Industry Experience.

- a. 2,000 Hours. Applicants who can verify that they have worked a minimum of two thousand (2,000) hours specifically in the electrical construction industry.



- b. 4,000 Hours. Applicants who can verify that they have worked a minimum of 4,000 hours specifically in the commercial construction industry. These individuals may also qualify for direct entry. An absolute minimum of 4,000 hours of electrical work experience must be proven to meet this qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision.
  - c. Individuals applying under these two Industry Experience methods must provide to the JATC sufficient documentation, satisfactory to the JATC, to demonstrate their experience in the electrical construction industry. This documentation may be comprised of official documents such as tax/payroll records, or notarized letters of experience from prior employers.
- X 3) electrical training ALLIANCE Interim Credential.
- a. Individuals who have received an Interim Credential through the program developed by the electrical training ALLIANCE, which represents that they have successfully completed the assigned curriculum. *These individuals may also be eligible for direct entry.*
- X 4) School to Apprenticeship.
- a. Individuals who have completed a School to Apprenticeship (STA) Program in the electrical industry, including School to Registered Apprenticeship (STRA) program involving the JATC. To be eligible, the STA or STRA program must meet the following requirements:
    - i. shall be available to all schools within the jurisdiction of the CBA that agree to participate in the STRA program.
    - ii. shall require participants to be at least 16 years of age.
    - iii. shall require participants to complete their Junior Year (11th Grade) of High School prior to being employed as an apprentice in this program.
    - iv. shall allow the JATC to work with the school to encourage participating school systems to include in their academic curriculum: A basic Computer Course and Mechanical Drawing, or Computer-Aided Design. The JATC may determine that participants must complete the First Year of industry-related classroom training (*electrical training ALLIANCE Curriculum*), specific *electrical training ALLIANCE* courses or industry orientation-related seminars, or classes. These classes and seminars shall be taught by the JATC. The *electrical training ALLIANCE* course materials may be presented during the evening hours.
    - v. may permit the scheduling of alternating weeks of academic study and OJT experience, as determined by the JATC, and agreed to by the participating school(s).
    - vi. shall mandate that failure to successfully complete academic studies (high school and JATC) shall be just cause for termination from the program.
    - vii. shall mandate that failure to demonstrate progress in safely and proficiently accomplishing work practices shall be just cause for termination.
- X 5) Job Corps.
- a. Applicants who completed a Job Corps training program in electrical construction within two (2) years prior to application, and who obtain a qualifying score on the Aptitude Test.
- X 6) Pre-Apprenticeship Programs.
- a. Individuals who can verify that they have completed a structured pre-apprenticeship training program meeting minimum requirements recognized by the JATC, and sponsored by community



outreach groups, the IBEW or NECA, the Local, State, Regional or National Building Trades programs, or by the JATC. *These individuals may also qualify for direct entry.*

- b. Applicants under this method must provide the JATC with appropriate documentation, satisfactory to the JATC, confirming that they meet the specific requirements of the pre-apprenticeship program. This documentation must be comprised of official documents such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

#### X 7) Industry Needs.

Applicants who meet unique industry needs or requirements, and who obtain a qualifying score on the Aptitude Test, will qualify for direct interview by the JATC as soon as possible after application submission and may qualify for direct entry. To qualify under this method, applicants must either:

- i. Be in categories for which signatory contractors are required to recruit and hire under project labor agreements (“PLAs”), project stabilization agreements (“PSAs”), and/or other federal, state, or local government contracts or agreements, provided that those categories are not defined by Protected Characteristics as defined in the JATC’s EEO/AA Plan (e.g., requirements for veterans, local residents, or disadvantaged workers as defined by income or other factors than the Protected Characteristics); or
- ii. Be located in a geographic area for which there is a high demand that cannot be reasonably served with a sufficient number of apprentices because of the excessive travel distances.

#### Direct Entry Qualification.

Applicants who meet the following qualifications will be offered direct entry into the Apprenticeship Program, with certain requirements waived and without being placed on or selected from the ranked list of qualified applicants. These individuals must still meet all post-selection requirements, unless expressly exempted.

- 1) New Signatory Employer. An electrical construction employee of a non-signatory employer not qualifying as a Journeyworker when the employer becomes a signatory shall be evaluated by the JATC, using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.
  - a. Such applicants must:
    - i. Provide official, undisputable documentation to show that they were an employee performing electrical construction work prior to and at the time the employer becomes signatory.
    - ii. Supply the JATC with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their registration.
    - iii. Meet the physical requirement to climb and work from ladders, scaffolds, poles, and towers of various heights, push, pull, crawl, crouch, and work in confined spaces such as attics, manholes, and crawlspaces, lift 25–50-pound objects on a fairly consistent schedule, and use various hand and power-assisted tools to install conduit, wiring, fixtures, devices, and electrical apparatus within commercial, industrial, and residential buildings.
  - iv. Be capable of completing all requirements of the apprenticeship program and performing the work required of an electrical worker, with or without reasonable accommodations, including being able and willing to: Safely perform or learn to safely perform the essential functions of the job; Get to and from work at job sites anywhere within the geographical jurisdiction of this



Apprenticeship Program. Attend and successfully pass all related instruction; Understand and follow all JATC Rules and Policies; Read, hear, speak, and understand instructions and warnings in English.

- 2) 30% Cards. An individual who signs an authorization card during an organizing effort, where 30% or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory electrical contractor and does not qualify as a Journeyworker, shall be evaluated by the JATC, using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.
  - a. All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards.
  - b. For such applicants to be considered, they must:
    - i. Have previous work experience (with non-participating employer(s)) that warrants some OJT credit, based on the provisions of these Standards, provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous employment and experience, in order to qualify for direct entry under this provision.
    - ii. Provide official documentation to show length of employment with present electrical employer and all other previous electrical employers.
    - iii. Meet the physical requirement to climb and work from ladders, scaffolds, poles, and towers of various heights, push, pull, crawl, crouch, and work in confined spaces such as attics, manholes, and crawlspaces, lift 25–50-pound objects on a fairly consistent schedule, and use various hand and power-assisted tools to install conduit, wiring, fixtures, devices, and electrical apparatus within commercial, industrial, and residential buildings.
    - iv. Be capable of completing all requirements of the apprenticeship program and performing the work required of an electrical worker, with or without reasonable accommodations, including being able and willing to: Safely perform or learn to safely perform the essential functions of the job; Get to and from work at job sites anywhere within the geographical jurisdiction of this Apprenticeship Program. Attend and successfully pass all related instruction; Understand and follow all JATC Rules and Policies; Read, hear, speak, and understand instructions and warnings in English.
- 3) Transfer of Apprenticeship. A registered apprentice who wishes to transfer an Apprenticeship Agreement between two local IBEW/NECA JATCs having registered inside apprenticeship programs must meet the following requirements.
  - a. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
  - b. The apprentice's sponsoring JATC must agree to the transfer, acting on behalf of the official program sponsors for the IBEW and NECA. The sponsoring JATC must not unreasonably withhold such agreement.
  - c. The receiving JATC must agree to accept the transfer, acting on behalf of the official program sponsors for the IBEW and NECA. The receiving JATC must not unreasonably withhold such acceptance.
  - d. The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.



e. The transferring apprentice must:

i. Complete an Application.

ii. Provide to the JATC official documentation pertaining to their participation in the apprenticeship program they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement – properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC.

iii. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files.

g. Upon being accepted by the receiving JATC, have their existing apprenticeship agreement terminated and have registration proceedings initiated immediately by the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.

h. The apprentice will receive full credit for probationary time previously served. No plan assets will be transferred between the plans to cover the cost of the apprentice's education.

4) Other Means.

a. Individuals who qualify under two years military electrical experience, 4,000 hours, Interim Credential, pre-apprenticeship, or industry needs, may qualify for direct entry, after interview based upon standard, non-discriminatory evaluation factors (e.g., top 50% of class ranking for those with Interim Credentials, a defined cut-off or pass/fail score on knowledge-based tests or skills-based tests or other exams, or a pass/fail interview).

b. The JATC may, in its discretion, determine that due to industry needs, individuals in one or more categories will be offered direct entry rather than direct interview for a period of time.

c. Decisions to permit direct entry under these options, and for what period of time, should be recorded in the Minutes of the Committee and publicized through the Notice of Apprenticeship Opportunity, prior to each period of application and interviews.

d. A decision to permit direct entry instead of direct interview must be made before or promptly after an interview before interviewees are placed on the ranked list. Once an applicant is placed on the ranked list, their status cannot be changed to Direct Entry.

### **Credit for On-the-Job Skill Acquisition and Previous Related Training**

Every applicant who qualifies for Direct Interview or Direct Entry, and who is subsequently registered, will be evaluated by the JATC to determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience.

Qualified applicants interviewed and selected for apprenticeship under these Standards who have previously completed another IBEW/NECA apprenticeship will be awarded a minimum of three thousand, five hundred (3,500) hours of OJT credit. Such individuals will be properly evaluated by the JATC and placed in the appropriate year of related training.

Qualified applicants selected for registration who have the electrical training ALLIANCE Interim Credential shall be provided credit for the courses completed within the Interim Credentials, if the Interim Credential was received within three (3) years of the date of registration.



Other applicants selected for registration who have previous knowledge and skill acquisition in the electrical construction industry can ask for and have such work and job experience evaluated by the JATC prior to signing an Apprenticeship Agreement. The apprentice cannot request an evaluation of past experience after signing.

Where such experience warrants, the JATC will place the apprentice in the appropriate period with the commensurate wages as determined by the JATC. The JATC will use consistent and equal ways and means for measuring and evaluating individuals to determine how much credit to award, for both OJT and related training. Hours of OJT credit awarded and related instruction placement level are independent of one another. Those awarded OJT credit and assigned to the appropriate pay period classification may be given additional time to successfully complete related instructional requirements.

Advance standing is subject to review throughout the probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the JATC determines.

The JATC permits individuals with previous education and training to test out of related courses. It has developed a nondiscriminatory policy adopting uniform written and proficiency-type examinations to be used in determining whether or not to award credit and waive specific course(s), or areas(s) of training.

### **The Apprenticeship Agreement**

Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant must sign an Apprenticeship Agreement with the JATC. The Apprenticeship Agreement will be submitted to the Registration Agency for approval if required. The Standards and the JATC's Rules and Policies (as they may be amended) shall be considered a part of the Apprenticeship Agreement.

Prior to signing the Apprenticeship Agreement, each selected applicant shall be given an opportunity to read and review the Standards, the JATC's Rules and Policies, the Apprenticeship Agreement and the sections of the CBA that pertains to apprenticeship. Selected applicants shall sign an acknowledgement that they have reviewed the documents and are willing to abide by them.

The JATC and the Apprentice shall sign the Apprenticeship Agreement, and each receive a signed copy. The JATC shall follow the procedures of the Registration Agency regarding the submission of the Apprenticeship Agreement (e.g. through RAPIDS for DOL states, number of signed originals).

### **Selection and Placement**

Selection and placement of all Applicants not eligible for Direct Entry will be done under the Selection Procedures.

Apprentices who enter the traditional time-based program may be offered the opportunity to transition into the Hybrid apprenticeship program provided the transition is authorized and approved by the JATC. Apprentices who enter the Hybrid apprenticeship program may be offered the opportunity by the JATC to transition to the traditional time-based program provided the transition is authorized and approved by the JATC. Apprentices who transition must complete all of the related instruction and hour requirements for the program.

**Program Registration and  
Apprenticeship Agreement**  
Office of Apprenticeship  
**Program Registration – Section I**

**U.S. Department of Labor**  
Employment and Training Administration



OMB No. 1205-0223 Expiration Date: 07/31/2027

|                                                                                                                                                                                                                                     |          |                                            |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------|-----------|
| <b>NOTE: THIS FORM SHOULD BE COMPLETED BY THE PROGRAM SPONSOR IN CONJUNCTION WITH THE REGISTRATION AGENCY.</b>                                                                                                                      |          |                                            |           |
| <b>A. PROGRAM SPONSOR'S IDENTIFYING INFORMATION</b>                                                                                                                                                                                 |          |                                            |           |
| 1. Employer Identification Number (Optional)                                                                                                                                                                                        |          | 2. Program Number (When Assigned)          |           |
| 3. Sponsor Name                                                                                                                                                                                                                     |          | 4. Doing Business As (DBA) (If Applicable) |           |
| 5. Address                                                                                                                                                                                                                          |          |                                            |           |
| 6. City                                                                                                                                                                                                                             | 7. State | 8. Zip Code                                | 9. County |
| 10. Is the program sponsor's address provided immediately above different from the program sponsor's principal place of business in the United States (i.e., the location of the program sponsor's headquarters)? (Select One)      |          |                                            |           |
| <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                            |          |                                            |           |
| If yes, please provide the address and point of contact information (first name, middle initial, last name, title, telephone number, and e-mail address) at the program sponsor's principal place of business in the United States: |          |                                            |           |
|                                                                                                                                                                                                                                     |          |                                            |           |
| 11. Sponsor Type (Select All That Apply)                                                                                                                                                                                            |          |                                            |           |
| <input type="checkbox"/> Employer <input type="checkbox"/> Union/Labor <input type="checkbox"/> Business Association <input type="checkbox"/> Intermediary <input type="checkbox"/> Community College/University                    |          |                                            |           |
| <input type="checkbox"/> Community-Based Organization <input type="checkbox"/> Workforce Development Board <input type="checkbox"/> Foundation <input type="checkbox"/> Federal Agency                                              |          |                                            |           |
| <input type="checkbox"/> State Agency <input type="checkbox"/> City/County Agency <input type="checkbox"/> Other _____                                                                                                              |          |                                            |           |
| 12. Parent Organization / National Affiliation                                                                                                                                                                                      |          |                                            |           |

|                                                                                                                                              |          |             |           |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|-----------|
| <b>B. PROGRAM SPONSOR'S POINT OF CONTACT AND OTHER RELEVANT INFORMATION</b>                                                                  |          |             |           |
| 1. Last Name, First Name, and Middle Initial                                                                                                 |          |             |           |
| 2. Title                                                                                                                                     |          |             |           |
| 3. Is this person the primary point of contact for information about the program? (Select One)                                               |          |             |           |
| <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                     |          |             |           |
| NOTE: If there are additional program sponsor points of contact, please provide their name and contact information in a separate attachment. |          |             |           |
| 4. Point of Contact's Address (If different from Sponsor's Address in Section A)                                                             |          |             |           |
| 5. City                                                                                                                                      | 6. State | 7. Zip Code | 8. County |

**Program Registration and  
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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------|----------------------------------|--------------------|
| 9. Telephone Number                                                                                                                                                                                                                                                                                                                                                              |  | 10. Extension (Optional) | 11. Cell Phone Number (Optional) | 12. E-Mail Address |
| 13. Is the program sponsor different from the employer that employs apprentices? (Select One)                                                                                                                                                                                                                                                                                    |  |                          |                                  |                    |
| <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                         |  |                          |                                  |                    |
| If yes, please provide the employer name and the employer's primary point of contact information (first name, middle initial, last name, title, address, telephone number, cell phone number (optional), and e-mail address) below. (Note: If there are multiple employers, please provide their names and their primary point of contact information in a separate attachment.) |  |                          |                                  |                    |
|                                                                                                                                                                                                                                                                                                                                                                                  |  |                          |                                  |                    |
| 14. Does this program employ apprentices in more than one U.S. state and/or territory? (Select One)                                                                                                                                                                                                                                                                              |  |                          |                                  |                    |
| <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                         |  |                          |                                  |                    |
| If yes, please list below each U.S. state and/or territory where the sponsor's apprenticeship program employs apprentices:                                                                                                                                                                                                                                                       |  |                          |                                  |                    |
|                                                                                                                                                                                                                                                                                                                                                                                  |  |                          |                                  |                    |
| 15. Is the program sponsor willing to be placed on the statewide Eligible Training Provider (ETP) List? (Select One)                                                                                                                                                                                                                                                             |  |                          |                                  |                    |
| <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                         |  |                          |                                  |                    |

**C. ADDITIONAL PROGRAM CLASSIFICATION INFORMATION (INCLUDING SPONSOR'S POINT OF CONTACT FOR COMPLAINTS)**

**1. Program Type (Select All That Apply)**

- ☐ Single Employer
- ☐ Multi-Employer
- ☐ National Program Standards
- ☐ Local Apprenticeship Standards

If you selected local apprenticeship standards, are these standards based on National Guidelines for Apprenticeship Standards?

- ☐ Yes      ☐ No

If yes, please provide the National Guidelines for Apprenticeship Standards program name and certification number:

**2. Does this program have a Collective Bargaining Agreement? (Select One)**

- ☐ Yes      ☐ No

If yes, please provide Bargaining Agency Name and then proceed to question #3 immediately below:

If no, please skip question #3 immediately below and proceed to question #4.

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3. Does the union waive any privileges under this program (specifically, in instances where: (1) a program is registered by an employer or employers' association, (2) a collective bargaining agreement exists, and (3) the union elects not to participate in the operation of substantive matters of the apprenticeship program)? (Select One)

☐ Yes      ☐ No

4. Size of Workforce (includes all employees)

5. Employer NAICS Code

6. Does this program have an Inmate Program? (Select One)

☐ Yes      ☐ No

7. Does this program require specialized documentation to verify credit for previous experience? (Select One)

☐ Yes      ☐ No

If yes, please specify below:

8. Name and Contact Information (first name, middle initial, last name, title, address, telephone number, cell phone number (optional), and e-mail address) of the Individual Designated by the Program Sponsor to Receive Complaints

9. Program Registration Date (MO/DD/YYYY) (Provided Upon Completion of Registration)

**D. OCCUPATION INFORMATION, RELEVANT WAGE INFORMATION, AND MINIMUM QUALIFICATION REQUIREMENTS**

1. Occupation Type (Select One)

☐ Time-based  
☐ Competency-based  
☐ Hybrid

2. Occupation Title (Note: If there are additional occupation titles, please provide the information associated with each occupation (see fields D1 - D21) in a separate attachment)

3. RAPIDS Code

4. O\*NET Code

5. Sponsor Occupation Title (If different from the Occupation Title)

6. Does this occupation have interim credentials (career lattice occupation)?

☐ Yes      ☐ No

7. Term Length (Duration of Apprenticeship)

8. Probationary Period

9. Minimum Requirements for Entry into the Program (If Applicable)

a. Minimum Age:

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>b. Education:</b><br><br><b>c. Physical:</b><br><br><b>d. Aptitude Tests:</b><br><br><b>e. Other:</b>                                                                                                                                                                                                                |                                    |                                                  |                                                                                                                                                                                                                                                                                                   |                             |
| <b>10. Is there a Written School-To-Apprenticeship Agreement (STA)? (Select One)</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                        |                                    |                                                  |                                                                                                                                                                                                                                                                                                   |                             |
| <b>11. Is there an established on-the-job learning/training plan (e.g., work process schedule)? (Select One)</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>If yes, please provide the plan in a separate attachment.<br><br>If no, please work with the Registration Agency to develop a plan. |                                    |                                                  |                                                                                                                                                                                                                                                                                                   |                             |
| <b>12. What is the Apprentice to Journeyworker (i.e., Experienced Worker) ratio?</b><br>_____ Apprentice(s) to _____ Journeyworker(s)                                                                                                                                                                                   |                                    |                                                  |                                                                                                                                                                                                                                                                                                   |                             |
| <b>13. Are Wages Paid During Related Instruction (RI)? (Select One)</b><br><br><input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                 |                                    |                                                  | <b>14. Hours When RI Is Provided (Select One)</b><br><br><input type="checkbox"/> During Work Hours <input type="checkbox"/> Not During Work Hours<br><br><input type="checkbox"/> Both During and Not During Work Hours                                                                          |                             |
| <b>15. Number of Journeyworkers Employed</b>                                                                                                                                                                                                                                                                            |                                    |                                                  |                                                                                                                                                                                                                                                                                                   |                             |
| <b>16. Journeyworker Wage</b>                                                                                                                                                                                                                                                                                           |                                    |                                                  | <b>19. Wage Units for Journeyworker and Apprentice (Select One)</b><br><br><input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly<br><br><input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Competencies |                             |
| <b>17. Apprentice Start Wage</b>                                                                                                                                                                                                                                                                                        |                                    |                                                  |                                                                                                                                                                                                                                                                                                   |                             |
| <b>18. Apprentice End Wage</b>                                                                                                                                                                                                                                                                                          |                                    |                                                  |                                                                                                                                                                                                                                                                                                   |                             |
| <b>20. Wage Rate (Select One)</b><br><input type="checkbox"/> % of Journeyworker wage <input type="checkbox"/> \$ amount of wage <input type="checkbox"/> Both % and \$ amount of wage                                                                                                                                  |                                    |                                                  |                                                                                                                                                                                                                                                                                                   |                             |
| <b>21. Wage Schedule Information</b>                                                                                                                                                                                                                                                                                    |                                    |                                                  |                                                                                                                                                                                                                                                                                                   |                             |
| <b>a. Period</b>                                                                                                                                                                                                                                                                                                        | <b>b. Duration (If Applicable)</b> | <b>c. Number of Competencies (If Applicable)</b> | <b>d. % of Journeyworker Wage</b>                                                                                                                                                                                                                                                                 | <b>e. \$ Amount of Wage</b> |
| 1.)                                                                                                                                                                                                                                                                                                                     |                                    |                                                  |                                                                                                                                                                                                                                                                                                   |                             |
| 2.)                                                                                                                                                                                                                                                                                                                     |                                    |                                                  |                                                                                                                                                                                                                                                                                                   |                             |
| 3.)                                                                                                                                                                                                                                                                                                                     |                                    |                                                  |                                                                                                                                                                                                                                                                                                   |                             |
| 4.)                                                                                                                                                                                                                                                                                                                     |                                    |                                                  |                                                                                                                                                                                                                                                                                                   |                             |
| 5.)                                                                                                                                                                                                                                                                                                                     |                                    |                                                  |                                                                                                                                                                                                                                                                                                   |                             |
| 6.)                                                                                                                                                                                                                                                                                                                     |                                    |                                                  |                                                                                                                                                                                                                                                                                                   |                             |
| 7.)                                                                                                                                                                                                                                                                                                                     |                                    |                                                  |                                                                                                                                                                                                                                                                                                   |                             |

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| 8.)  |  |  |  |  |
| 9.)  |  |  |  |  |
| 10.) |  |  |  |  |

**E. RELATED INSTRUCTION (RI) PROVIDER(S) INFORMATION**

|                                                                                                                                                                                                                                                                                          |                 |                    |                                                                                                                                                                                                                                                                                          |                  |                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------|
| <b>1. Name of Primary RI Provider</b>                                                                                                                                                                                                                                                    |                 |                    | <b>13. Name of Secondary RI Provider (If Applicable) (Note: If there are more than two RI providers, please provide their information in a separate attachment)</b>                                                                                                                      |                  |                     |
| <b>2. Address</b>                                                                                                                                                                                                                                                                        |                 |                    | <b>14. Address</b>                                                                                                                                                                                                                                                                       |                  |                     |
| <b>3. City</b>                                                                                                                                                                                                                                                                           | <b>4. State</b> | <b>5. Zip Code</b> | <b>15. City</b>                                                                                                                                                                                                                                                                          | <b>16. State</b> | <b>17. Zip Code</b> |
| <b>6. Website (Optional)</b>                                                                                                                                                                                                                                                             |                 |                    | <b>18. Website (Optional)</b>                                                                                                                                                                                                                                                            |                  |                     |
| <b>7. Instruction Method (Select All That apply)</b><br><input type="checkbox"/> Classroom<br><input type="checkbox"/> Correspondence/Shop<br><input type="checkbox"/> Web-Based Learning                                                                                                |                 |                    | <b>19. Instruction Method (Select All That Apply)</b><br><input type="checkbox"/> Classroom<br><input type="checkbox"/> Correspondence/Shop<br><input type="checkbox"/> Web-Based Learning                                                                                               |                  |                     |
| <b>8. Provider Type (Select All That Apply)</b><br><input type="checkbox"/> Sponsor<br><input type="checkbox"/> Community College/Technical School<br><input type="checkbox"/> Vocational School<br><input type="checkbox"/> Other _____                                                 |                 |                    | <b>20. Provider Type (Select All That Apply)</b><br><input type="checkbox"/> Sponsor<br><input type="checkbox"/> Community College/Technical School<br><input type="checkbox"/> Vocational School<br><input type="checkbox"/> Other _____                                                |                  |                     |
| <b>9. Total Length of RI</b>                                                                                                                                                                                                                                                             |                 |                    | <b>21. Total Length of RI</b>                                                                                                                                                                                                                                                            |                  |                     |
| <b>10. Is there an established RI outline/plan? (Select One)</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>If yes, please provide the outline/plan in a separate attachment.<br><br>If no, please work with the Registration Agency to develop an outline/plan. |                 |                    | <b>22. Is there an established RI outline/plan? (Select One)</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>If yes, please provide the outline/plan in a separate attachment.<br><br>If no, please work with the Registration Agency to develop an outline/plan. |                  |                     |
| <b>11. Contact Person (First Name and Last Name Required)</b>                                                                                                                                                                                                                            |                 |                    | <b>23. Contact Person (First Name and Last Name Required)</b>                                                                                                                                                                                                                            |                  |                     |
| <b>12. Telephone Number and Email Address</b>                                                                                                                                                                                                                                            |                 |                    | <b>24. Telephone Number and Email Address</b>                                                                                                                                                                                                                                            |                  |                     |

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**F. SELECTION PROCEDURES**

Does this program have an established Selection Procedure? (Select One)

☐ Yes      ☐ No

If yes, please provide the procedures in a separate attachment.

If no, please work with the Registration Agency to develop procedures.

**G. PROGRAM SPONSOR'S WRITTEN ASSURANCES WITH RESPECT TO VETERANS' EDUCATIONAL ASSISTANCE AS  
MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)**

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing below the program sponsor official whose name and initials are subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: [https:// www.va.gov/education/eligibility](https://www.va.gov/education/eligibility)) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program (**Initials of program sponsor official:** \_\_\_\_\_);
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code (**Initials of program sponsor official:** \_\_\_\_\_); and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above (**Initials of program sponsor official:** \_\_\_\_\_).

**Attestation:** I declare under penalty of perjury that I have read and reviewed the contents of this apprenticeship program registration document, including the foregoing assurances required of program sponsors under Pub. L. 116-134, and that to the best of my knowledge, the information contained therein is true and accurate.

**Name of Program Sponsor Official (Last, First, Middle Initial):**

\_\_\_\_\_

**Title of Official:**

\_\_\_\_\_

**Signature of Official:**

\_\_\_\_\_

**Date of Signature:**

\_\_\_\_\_

**Section A: Program Sponsor's Identifying Information**

- A1. An **Employer Identification Number (EIN)** is an Internal Revenue Service Federal Tax Identification Number that is used to identify a business entity. The submission of the EIN is voluntary. The employer who enters this number is verifying that the business is legitimate with intentions of maintaining a registered apprenticeship program and training apprentices. This quality assurance check protects the welfare of the apprentice.
- A2. A **Program Number** is a generated number assigned to a program sponsor when a program is registered in the Office of Apprenticeship's Registered Apprenticeship Partners Information Data System (RAPIDS).
- A3. A **Sponsor Name** is any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.
- A12. A **Parent Organization / National Affiliation** refers to the employer, labor union, or association which may be a party to the program sponsor's standards of apprenticeship.

**Section B: Program Sponsor's Point of Contact and Other Relevant Information**

- B13. An **Employer** is any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.
- B15. Each state has an **Eligible Training Provider (ETP) List** that is comprised of entities with a demonstrated capability of training individuals to enter quality employment. In accordance with the Workforce Innovation and Opportunity Act, participants in need of training services to enhance their job readiness or career pathway may access career training through this list of state-approved training providers and their state-approved training programs.

**Section C: Additional Program Classification Information (Including Sponsor's Point of Contact for Complaints)**

- C1. A **Program Type** includes the following:
- **National Program Standards (NPS)** are apprenticeship programs that are generally appropriate for large national employers that wish to implement the same apprenticeship program across the country in multiple jurisdictions. NPS is a registered apprenticeship business model which affords a program sponsor a uniformed approach for training nationally with a single point of registration.
  - **Local Apprenticeship Standards** are apprenticeship programs that are appropriate for registration in a specific jurisdiction.
  - **National Guidelines for Apprenticeship Standards (NGS)** are suitable for organizations that seek to provide some level of consistency in standards across their affiliates, but wish to allow for some ability to customize programs at the local level. While NGS are approved and certified by the Office of Apprenticeship at a national level, programs are registered by local jurisdictions.
- C4. The **Size of Workforce** equates to the number of employees (e.g., support staff, professional staff, management, etc.) associated with the program's employer(s).
- C5. An **Employer North American Industrial Classification System (NAICS) Code** is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. For more information on NAICS, please go to the following website: <https://www.census.gov/eos/www/naics/>.
- C6. An **Inmate Program** refers to a program established under an agreement between a sponsor and a prison system for training inmates. Please note that these programs are not subject to Federal or state minimum wage requirements.
- C8. **Complaints:** Identifies the individual or entity responsible for receiving complaints (29 CFR 29.7(k)).
- C9. A **Program Registration Date** is the date the program was officially registered.

**Section D: Occupation Information, Relevant Wage Information, and Minimum Qualification Requirements**

- D1. **Occupation Type** refers to the following three training approaches listed below.
- A **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.
  - A **Competency-based Approach** measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies. An apprentice must be registered in an approved competency-based occupation for 12 calendar months of on-the-job-learning.
  - A **Hybrid Approach** measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.
- D2. An **Occupation Title** is the specific title of an occupation that a sponsor designates using the apprenticeable occupation list.

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- D3. A **RAPIDS Code** is the numeric code of the occupation in the apprenticeable occupation list.
- D4. An **Occupational Information Network (O\*NET) Code** is an 8-digit code in the O\*NET data system (<https://www.onetonline.org/>).
- D5. A **Sponsor Occupation Title** is a specific title of an occupation that may or may not be the same as the O\*NET occupational title.
- D6. **Interim Credentials** (Certificate of Training) applies to career lattice occupations. These credentials are issued by the Registration Agency upon request by the program sponsor. Interim credentials provide certification of competency attainment by an apprentice, but does not necessarily indicate completion of the program.
- D7. A **Term Length** of the occupation is based on the program sponsor's training approach as approved by the Registration Agency.
- D8. A **Probationary Period** is the number of hours or weeks of on-the-job learning during the apprentice's probationary period. A probationary period cannot exceed 25 percent of the term length of the occupation or one year, whichever is shorter.
- D10. A **Written School-to-Apprenticeship (STA) Agreement** is based on when a sponsor has an agreement that would be signed by the high-school student, employer, and parent or guardian, if applicable. The agreement may include a supplemental articulation agreement outlining the duties and responsibilities of all parties.
- D15. The **Number of Journeyworkers Employed** represents the total number of journeyworkers in an occupation.
- D21. The **Wage Schedule Information** requires a progressively increasing schedule of wages during the apprentice's apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Multiple wage schedules may apply to a program that has the same occupation in different geographic localities.

**Section E: Related Instruction (RI) Provider(s) Information**

- E1-24. The **Related Instruction (RI) Provider(s) Information** section requires the sponsor to enter information on the RI provider in E1-12 and in E13-24, if there is an additional RI provider.
- E9 & E21. The **Total Length of RI** is the duration spent in related instruction in technical subjects related to the occupation, which is recommended to be not less than 144 hours per year.

**Section F: Selection Procedures**

A **Selection Procedure** is any measure, combination of measures, or procedure used as a basis for any decision in apprenticeship. Selection procedures include the full range of assessment techniques from traditional paper and pencil tests, performance tests, training programs, or probationary periods and physical, educational, and work experience requirements through informal or casual interviews and unscored application forms.

Public Burden Statement – 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 forty-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 U.S.C. 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, Employment and Training Administration, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room C-5321, Washington, D.C. 20210 (OMB Control Number 1205-0223).

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Office of Apprenticeship



APPRENTICE AGREEMENT AND REGISTRATION – SECTION II OMB No. 1205-0223 Expiration Date: 07/31/2027

**PART A: APPRENTICE'S INFORMATION**

|                                                                                                                                                                          |  |                                                                                                                                                    |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                                                                                                                                                                                                                                      |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. First Name<br><br>Middle Name (Optional)<br><br>Address (No., Street, City, State, Zip Code)<br><br>Telephone Number (Optional)<br><br>*Social Security Number<br>- - |  | Last Name<br><br>Suffix (Optional)<br><br>E-mail Address (Optional)                                                                                |  | Answer Both 4a. and 4b. below<br><br>4. a. Ethnicity (Select One)<br><input type="checkbox"/> Hispanic or Latino<br><input type="checkbox"/> Not Hispanic or Latino<br><input type="checkbox"/> Participant Did Not Self-Identify<br><br>b. Race (Select One or More)<br><input type="checkbox"/> American Indian or Alaska Native<br><input type="checkbox"/> Asian<br><input type="checkbox"/> Black or African American<br><input type="checkbox"/> Native Hawaiian or other Pacific Islander<br><input type="checkbox"/> White<br><input type="checkbox"/> Participant Did Not Self-Identify |  | 5. Veteran Status (Select All That Apply)<br><input type="checkbox"/> Non Veteran<br><input type="checkbox"/> Veteran<br><input type="checkbox"/> Non Veteran, Other Eligible Individual<br><input type="checkbox"/> Veteran, Eligible<br><input type="checkbox"/> Participant Did Not Self-Identify |  |
| 2. Date of Birth (Mo., Day, Yr.)                                                                                                                                         |  | 3. Sex (Select One)<br><input type="checkbox"/> Male <input type="checkbox"/> Female<br><input type="checkbox"/> Participant Did Not Self-Identify |  | 6. Education Level (Select One)<br><input type="checkbox"/> Not High School graduate<br><input type="checkbox"/> High School graduate (including equivalency)<br><input type="checkbox"/> Some College or Associate's degree<br><input type="checkbox"/> Bachelor's degree<br><input type="checkbox"/> Master's degree<br><input type="checkbox"/> Doctorate or professional degree                                                                                                                                                                                                              |  |                                                                                                                                                                                                                                                                                                      |  |

7. Employment Status of Apprentice (Select One)  
☐ New Employee ☐ Current Employee

8. Did the apprentice complete a pre-apprenticeship program prior to their registration in this apprenticeship program?  
☐ Yes ☐ No

If yes, please provide the Pre-Apprenticeship Program Name and Address:

**PART B: PROGRAM SPONSOR'S INFORMATION**

|                                                                                                                                                                                    |  |                                                                                                                                                                                                                                                                          |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. Program Number<br><br>Sponsor's Name and Address (No., Street, City, State, Zip Code, County)<br><br>Telephone Number<br><br>Cell Phone Number (Optional)<br><br>E-mail Address |  | 2. Occupation (The work processes listed in the standards are part of this agreement.)<br><br>a. RAPIDS Code:<br><br>b. O*NET Code:<br><br>c. Interim Credentials Offered (i.e., Career Lattice Occupation)?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|                                                                                                                                                                                |                                                                                                                                                                 |                                                                          |                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------|
| a. Sponsor's Principal Place of Business Address (If different from Sponsor's address above)<br><br>b. Employer's Name and Address (If different from Sponsor's address above) | 3. Occupation Type (Select One)<br>a. <input type="checkbox"/> Time-based<br>b. <input type="checkbox"/> Competency-based<br>c. <input type="checkbox"/> Hybrid | 4. Term Length (Hrs., Mos., Yrs.)                                        | 5. Probationary Period (Hrs. or Wks.)                            |
|                                                                                                                                                                                | 6. Credit for Previous On-the-Job Learning Experience (Hrs. Mos., Yrs.):<br><br>a. Term Remaining (Hrs., Mos., Yrs.)                                            | 7. Credit for Previous Related Instruction Experience (Hrs., Mos., Yrs.) | 8. Date Apprenticeship Begins<br><br>a. Expected Completion Date |

|                                                                                                               |                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. Related Instruction Provider(s) Name and Address                                                           | a. Total Length of Related Instruction                                                                                                                                                                              |
| b. Are Wages Paid During Related Instruction?<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No | c. Hours When Related Instruction Is Provided<br><br><input type="checkbox"/> During Work Hours<br><input type="checkbox"/> Not During Work Hours<br><input type="checkbox"/> Both During and Not During Work Hours |

10. Progressive Wage Schedule:

a. Apprentice's Entry Wage \$\_\_\_\_\_ b. Journeyworker's (i.e., Experienced Worker's) Wage \$\_\_\_\_\_

|                                                                                                                                                                                                                                           |                                     |          |          |          |          |          |          |          |          |          |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| c. Wage Rate Units<br><br>d. Wage Rate (Select One)<br><input type="checkbox"/> % of Journeyworker (i.e., Experienced Worker) wage<br><input type="checkbox"/> \$ amount of wage<br><input type="checkbox"/> Both % and \$ amount of wage | <b>Period</b>                       | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> | <b>9</b> | <b>10</b> |
|                                                                                                                                                                                                                                           | <b>Duration (If Applicable)</b>     |          |          |          |          |          |          |          |          |          |           |
|                                                                                                                                                                                                                                           | <b>Competencies (If Applicable)</b> |          |          |          |          |          |          |          |          |          |           |
|                                                                                                                                                                                                                                           | <b>Wage Rate</b>                    |          |          |          |          |          |          |          |          |          |           |

11. Name and Contact Information of the Individual Designated by the Program Sponsor to Receive Complaints

## PART C: AGREEMENT AND SIGNATURES

The program sponsor's Apprenticeship Standards, which the sponsor certifies are in conformity with the requirements for program registration contained in 29 Code of Federal Regulations (CFR) part 29, subpart A and 29 CFR part 30, are attached and are hereby incorporated into this agreement. The program sponsor and apprentice hereby agree to the terms of the Apprenticeship Standards that are incorporated as part of this agreement, as those Standards existed on the date of the agreement.

These Apprenticeship Standards may be amended during the period of this agreement with the consent of the parties to the agreement, provided that such amendments are also in conformity with the requirements for program registration contained in 29 CFR part 29, subpart A and 29 CFR part 30.

The apprentice will be accorded equal opportunity in all phases of apprenticeship employment and training by the program sponsor, without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, or disability.

This agreement may be canceled by either of the parties, citing cause(s), with written notice to the registration agency, in compliance with 29 CFR part 29, subpart A.

During the probationary period described in Part B above, this apprenticeship agreement may be cancelled by either party upon written notice to the registration agency. After the probationary period, this agreement may be cancelled at the request of the apprentice, or suspended or cancelled by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Registration Agency of the final action taken.

This apprenticeship agreement does not constitute a certification under 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.

|                                                                 |      |                                                                 |      |
|-----------------------------------------------------------------|------|-----------------------------------------------------------------|------|
| 1. Signature of Apprentice                                      | Date | 2. Signature of Parent/Guardian (If minor)                      | Date |
| 3. Signature of Sponsor's Representative(s)                     | Date | 4. Signature of Sponsor's Representative(s)                     | Date |
| 5. Signature of Employer's Representative(s)<br>(If Applicable) | Date | 6. Signature of Employer's Representative(s)<br>(If Applicable) | Date |

## PART D: TO BE COMPLETED BY REGISTRATION AGENCY

|                                      |                                    |                    |
|--------------------------------------|------------------------------------|--------------------|
| 1. Registration Agency and Address   | 2. Signature (Registration Agency) | 3. Date Registered |
| 4. Apprentice Identification Number: |                                    |                    |

**NOTE:** The collection and maintenance of the data on ETA-671, Apprentice Agreement and Registration - Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and 29 CFR part 29, subpart A. 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 systems of records entitled, DOL/ETA-31, The Enterprise Business Support System (EBSS) (encompassing RAPIDS), at the U.S. Department of Labor, Office of Apprenticeship. Data may be disclosed to Federal, state, and local agencies and community-based organizations, including State Apprenticeship Agencies, to facilitate statistical research, audit, and evaluation activities necessary to ensure the success, integrity, and improvement of employment and training programs. Data may also be disclosed to these organizations to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

## Part A: Apprentice's Information

### Item 4a. Ethnicity

**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 4b. 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. This category includes people who indicate their race as "American Indian or Alaska Native" or report entries such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian groups.

**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. This includes people who reported detailed Asian responses such as: "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian" or provide other detailed Asian responses.

**Black or African American:** A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black or African American," or report entries such as African American, Kenyan, Nigerian, or Haitian.

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who reported their race as "Fijian," "Guamanian or Chamorro," "Marshallese," "Native Hawaiian," "Samoan," "Tongan," and "Other Pacific Islander" or provide other detailed Pacific Islander responses.

**White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

### Item 5. Veteran Status

A **Veteran** is a person who has served in the active military, naval, or air service of the United States, and who was discharged or released therefrom under conditions other than dishonorable.

A **Non Veteran, Other Eligible Individual** is a person who is a dependent spouse or child—or the surviving spouse or child—of a Veteran, and who is eligible for certain G.I. Bill and other VA-administered educational assistance benefits provided under Title 38 of the U.S. Code.

A **Veteran, Eligible** is a Veteran who is eligible for certain G.I. Bill and other VA-administered educational assistance benefits provided under Title 38 of the U.S. Code.

### Item 8.

**Pre-Apprenticeship:** A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s).

## Part B: Program Sponsor's Information

**Item 1.** A **Program Number** is a generated number assigned to a program sponsor when a program is registered in the Office of Apprenticeship's Registered Apprenticeship Partners Information Data System (RAPIDS).

**Item 1.** A **Sponsor Name** is any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

**Item 1b.** An **Employer** is any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

**Item 2.** An **Occupation** refers to the occupation an apprentice will be trained in, and the occupation will be listed in the sponsor's program standards.

**Item 2a.** A **RAPIDS Code** is the numeric code of the occupation in the apprenticeable occupation list.

**Item 2b.** An **Occupational Information Network (O\*NET) Code** is an 8-digit code in the O\*NET data system (<https://www.onetonline.org/>).

**Item 2c.** **Interim Credentials** (Certificate of Training) applies to career lattice occupations. These credentials are issued by the Registration Agency upon request by the program sponsor. Interim credentials provide certification of competency attainment by an apprentice, but does not necessarily indicate completion of the program.

**Item 3.** **Occupation Type** refers to the following three training approaches listed below.

**Item 3a.** A **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.

**Item 3b.** A **Competency-based Approach** measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies. An apprentice must be registered in an approved competency-based occupation for 12 calendar months of on-the-job-learning.

**Item 3c.** A **Hybrid Approach** measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

**Item 4.** A **Term Length (Hrs., Mos., Yrs.)** of the occupation is based on the program sponsor's training approach as approved by the Registration Agency.

**Item 5.** A **Probationary Period (Hrs. or Wks.)** is the number of hours or weeks of on-the-job learning during the apprentice's probationary period. A probationary period cannot exceed 25 percent of the term length of the occupation or one year, whichever is shorter.

**Item 6.** **Credit for Previous On-the-Job Learning Experience (Hrs., Mos., Yrs.)** is granted by the program sponsor based upon documented evidence provided by the apprentice. An apprentice must complete a minimum of six months on-the-job learning regardless of credits for previous experience awarded.

**Item 6a.** The **Term Remaining (Hrs., Mos., Yrs.)** is the difference between the term length of the on-the-job learning and the credits for previous experience awarded.

- Item 7. Credit for Previous Related Instruction Experience** (Hrs., Mos., Yrs.) is granted by the program sponsor based upon documented evidence provided by the apprentice.
- Item 9a. Total Length of Related Instruction** is the duration spent in related instruction in technical subjects related to the occupation, which is recommended to be not less than 144 hours per year.
- Item 10. Progressive Wage Schedule:**
- Item 10a. Apprentice's Entry Wage** (dollar amount paid): A sponsor enters this apprentice's entry wage.
- Item 10b. Journeyworker's (i.e., Experienced Worker's) Wage:** A sponsor enters the wage per unit (i.e., hourly, weekly, monthly, quarterly, semi-annually, or annually).
- Item 10c. Wage Rate Units:** A sponsor enters the apprentice schedule of pay for each advancement period based on the program sponsor's training approach (i.e., hourly, weekly, monthly, quarterly, semi-annually, annually, or competencies).
- Item 10d. Wage Rate:** Sponsor selects either percent of journeyworker (i.e., experienced worker) wage, dollar amount of wage, or both the percent of journeyworker wage and dollar amount of wage. If the sponsor selects "Both the percent of journeyworker wage and \$ amount of wage," the sponsor can enter a percentage or dollar amount for the wage in each period.
- Item 11. Complaints:** Identifies the individual or entity responsible for receiving complaints (29 CFR 29.7(k)).

**Part D: To Be Completed By Registration Agency**

- Item 4. Apprentice Identification Number:** 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 the apprentice's social security number is requested. The apprentice's social security number will be used for program management purposes, such as verification of the apprentice's period of employment and earnings to align with Department of Labor's job training and employment program performance indicators for measuring performance outcomes. The Office of Apprenticeship will use wage records through the State Wage Interchange System 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 part 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that the apprentice is a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of the occupational classification. Failure to disclose an apprentice's social security number on this form will not affect the right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of social security numbers, which is prohibited.

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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 U.S.C. 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, Employment and Training Administration, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room C-5321, Washington, D.C. 20210 (OMB Control Number 1205-0223).

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Voluntary Disability Disclosure

OMB No. 1205-0223 Expiration Date: 07/31/2027

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Please check one of the boxes below:

- ☐ YES, I HAVE A DISABILITY (or previously had a disability)
- ☐ NO, I DON'T HAVE A DISABILITY
- ☐ I DON'T WISH TO ANSWER

Your name: \_\_\_\_\_

Date: \_\_\_\_\_

**Why are you being asked to complete this form?**

Because we are a sponsor of a registered apprenticeship program and participate in the National Registered Apprenticeship System that is regulated by the U.S. Department of Labor, we must reach out to, enroll, and provide equal opportunity in apprenticeship to qualified people with disabilities.<sup>[1]</sup> To help us learn how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for apprenticeship, any answer you give will be kept private and will not be used against you in any way.

If you already are an apprentice within our registered apprenticeship program, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our apprentices at the time of enrollment, and then remind them yearly, that they may update their information. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to: blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV/AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, impairments requiring the use of a wheelchair, and intellectual disability (previously called mental retardation).

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<sup>[1]</sup> Part 30 – Equal Employment Opportunity in Apprenticeship. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Apprenticeship website at <https://www.apprenticeship.gov/eo>.



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# **Appendix C**

## **REFERENCE GUIDE**

**AS REQUIRED UNDER 29 CODE OF FEDERAL REGULATIONS PART 30**

**DEVELOPED IN COOPERATION WITH THE  
U. S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP**

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## BACKGROUND

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### What is an Affirmative Action Program (AAP)?

An AAP is a tool designed to assist a sponsor in detecting, diagnosing, and correcting any barriers to equal opportunity that may exist in its apprenticeship program. AAPs are designed to promote and ensure equal opportunity in apprenticeship for all workers, including women, minorities, and individuals with disabilities and can assist sponsors in building the skilled and diverse workforce needed to compete in the global economy. Communities can also benefit from this proven model to develop talent pipelines for high-growth industries.

An AAP requires the sponsor to take affirmative steps to encourage and promote equal opportunity, to create an environment free from discrimination, and to address any barriers to equal opportunity in apprenticeship. An AAP also helps the sponsor identify and address underutilization and helps the sponsor establish procedures to monitor and examine its employment practices and decisions with respect to apprenticeship. As part of an AAP, sponsors must create and maintain a written Affirmative Action Plan (such as this Appendix C) that memorializes and discusses the contents of the program.

### Which sponsors must establish an AAP?

Ordinarily, a registered apprenticeship program sponsor must develop its own AAP, even if individual employers who may be participating in the sponsor's program maintain their own AAPs. However, the Department's regulation at 29 CFR Part 30 on equal employment opportunity in apprenticeship provides **two exemptions** from the requirement to establish and maintain an AAP:

- If a program has fewer than five apprentices (this exemption is based on *the number of apprentices per program sponsor -- not per participating employer*); or
- If a program can demonstrate that it has an affirmative action plan covering apprentices, including the use of goals for underrepresented groups, that currently meets the requirements of either: (a) Executive Order 11246 **and** section 503 of the Rehabilitation Act (administered by the Department's Office of Federal Contract Compliance Programs (OFCCP)); **or** (b) title VII of the Civil Rights Act of 1964 (administered by the Equal Employment Opportunity Commission (EEOC)), provided that the sponsor has extended the affirmative action plan to include individuals with disabilities. Additionally, apprenticeship programs will qualify for this exception only if the goals for any underrepresented group are likely to be equal to or greater than the goals required under the final rule.

Please note that, even if a registered apprenticeship program sponsor satisfies one of the two exemptions listed above, the sponsor must comply with the other requirements contained in the equal employment opportunity (EEO) in apprenticeship final rule at 29 CFR part 30.



## By when must a sponsor complete its initial written AAP?

For a new sponsor of an apprenticeship program (as well as for existing sponsors who registered their apprenticeship programs after January 18, 2017), the deadline for completing an initial written AAP is **two years after their registration date**. Sponsors who have registered their apprenticeship programs in an SAA state should contact their local Registration Agency for more information concerning the applicable AAP compliance deadlines in that state.

## What other compliance deadlines must a sponsor meet under an AAP?

By the program's **two-year registration anniversary date**, a sponsor must also have conducted an initial review of personnel practices (see Section VII of Appendix C), an initial workforce analysis for race, sex, and ethnicity (see Section I.A. of Appendix C), and a separate workforce analysis for individuals with disabilities (see Section V of Appendix C). Similarly, by the program's two-year registration anniversary, the sponsor must have begun issuing invitations to apprentices and program applicants to self-identify as individuals with disabilities (IWDs).

Under an AAP, the sponsor's review of its personnel practices must occur **on an annual basis**. Additional workforce analyses for race, sex, and ethnicity must be undertaken by the sponsor during each **EEO compliance review** (described below) that is conducted by the Registration Agency, and again in **three years** if there has been no intervening compliance review. Similarly, a workforce analysis for IWDs must be undertaken by the sponsor during each EEO compliance review conducted by the Registration Agency, and again in three years if there has been no intervening compliance review. Sponsors must also remind apprentices on a yearly basis that they may voluntarily update their disability status.

## What is an EEO compliance review?

An EEO compliance review of a sponsor's apprenticeship program is a review conducted by a Registration Agency of the sponsor's compliance with the provisions of 29 CFR part 30, including the nondiscrimination obligations and other provisions that apply to all sponsors (which are covered at apprenticeship program reviews); and provisions regarding AAPs that apply only to sponsors that have five or more apprentices or are not otherwise exempt from the affirmative-action requirement (which are covered at extended apprenticeship program reviews).

Reviews are conducted at regular intervals, and may consist of (but are not limited to) comprehensive analyses and evaluations of each aspect of the program through off-site reviews, such as desk audits of records submitted to the Registration Agency, and on-site reviews conducted at the sponsor's establishment that may involve examination of records, inspection and copying of documents, and interviews with employees, apprentices, journeyworkers (i.e., experienced workers), supervisors, managers, and hiring officials. As part of the EEO compliance review process, the Registration Agency will



provide technical assistance to sponsors in conducting the required availability and utilization analyses described immediately below.

### **What specific analyses must a sponsor conduct in connection with an AAP, and when must these be undertaken?**

First, as noted above, each sponsor will conduct a **workforce analysis** within two years of the program's registration. Subsequent workforce analyses should be undertaken at the time of each subsequent program review (or at least once every three years if a program review does not take place). The workforce analysis simply identifies the racial, sex, and ethnic composition of its apprenticeship workforce (as stated above, a separate analysis needs to be conducted at this time to identify the apprentices in each program with disabilities). The EEO in apprenticeship regulation focuses the workforce analysis so that it is conducted at the **occupational title** level.

Second, at the time of the program's first program review after the second anniversary of registration and at each program review thereafter, the sponsor will conduct (with the assistance of the Registration Agency) an **availability analysis** (see Section II of Appendix C). The purpose of the availability analysis is to determine the racial, sex, and ethnic representation of qualified individuals available for apprenticeship in the relevant recruitment area. This analysis, which is conducted at the **major occupation group** level, will yield an availability figure for each major occupation group represented in the sponsor's apprenticeship program.

Finally, at the time of the program's first program review after the second anniversary of registration, the sponsor will compare (with the assistance of the Registration Agency) the racial, sex, and ethnic representation of its apprenticeship workforce to the racial, sex, and ethnic representation of qualified individuals available for apprenticeship in the relevant recruitment area. The comparison of these demographic profiles is referred to as a "**utilization analysis**," (see Section III of Appendix C). If the utilization analysis reveals that the representation of qualified women or racial or ethnic minorities in the sponsor's apprenticeship workforce is significantly lower than would be expected compared with the relevant labor market, then the sponsor must establish utilization goals and engage in targeted outreach, recruitment, and retention activities to meet these goals (see Sections IV and VI of Appendix C).

### **Why do sponsors who develop AAPs have to analyze their apprenticeship workforces twice: first by occupational title; and then by major occupational group?**

The rule provides for utilization analyses by major occupational group to provide a larger data set for comparing to the availability data and deciding whether or not goals need to be established. For many programs, a utilization analysis at the occupational title level would not be very helpful, because there are not many apprentices within each occupation.

The regulations require use of the more granular occupational title data when sponsors perform internal analyses of their workforces, such as during their annual reviews of personnel practices. Having data broken down by occupational title allows sponsors to review their apprentice workforces at a deeper level that could be overlooked when combined in the utilization analysis.



## **How can a sponsor determine the availability of qualified individuals within its recruitment area?**

The availability analysis looks at the racial, sex, and ethnic breakdown of these available individuals. Individuals are considered available if they meet the basic qualifications for enrollment in the apprenticeship program. Registration Agencies work closely with each sponsor at their regular compliance reviews (described above) to develop and conduct an availability analysis.

To determine availability, sponsors must examine the following two factors for each major occupation group in its apprenticeship program:

- The percentage of individuals who are eligible for enrollment in the apprenticeship program within the sponsor's relevant recruitment area - broken down by race, sex, and ethnicity; and
- The percentage of the sponsor's employees who are eligible for enrollment in the apprenticeship program - broken down by race, sex, and ethnicity.

## **At what point does a sponsor have to establish a utilization goal for race, sex, or ethnicity?**

A sponsor is "underutilized" when the percentage of women, Hispanics or Latinos, or individuals of a particular racial minority group in the sponsor's program is significantly less than would be reasonably expected given the availability of such individuals for apprenticeship. If the sponsor finds that its program's percentage of apprentices of a particular race, sex, or ethnicity falls significantly below that group's availability in the relevant recruitment area, it must establish a utilization goal.

## **What is the significance of a program sponsor's adoption of a utilization goal?**

A sponsor's adoption of a utilization goal (or goals) as part of an AAP constitutes neither a finding nor an admission of discrimination. Utilization goals are used to measure the effectiveness of the sponsor's outreach, recruitment, and retention efforts. Utilization goals are not rigid and inflexible quotas that must be met, nor are they to be considered either a ceiling or a floor for the selection of particular groups as apprentices. Quotas are expressly forbidden. Utilization goals may not provide a sponsor with a justification to extend a preference to any individual, select an individual, or adversely affect an individual's status as an apprentice on the basis of that person's race, sex, or ethnicity. Utilization goals do not create "set-asides" for specific groups, nor are they intended to achieve proportional representation or equal results. Utilization goals may not be used to supersede eligibility requirements for apprenticeship, and do not require sponsors to select a person who lacks qualifications to participate in the apprenticeship program or to select a less qualified person in preference to a more qualified one.



## **How can a sponsor know if it is meeting its utilization goals?**

Sponsors will work with the Registration Agency at each compliance review to establish or review utilization goals. Sponsors then compare their workforce analyses to the goals to determine if they are meeting their goals.

## **What happens if an apprenticeship program doesn't reach its utilization goals?**

If the Registration Agency determines that a sponsor is not meeting its utilization goal(s), the Registration Agency will work with that sponsor to identify potential problem areas in the program and devise action-oriented programs, such as engaging in more targeted outreach, recruitment, and retention activities.

Failure to meet utilization goals will not, in and of itself, result in any enforcement actions or sanctions. A sponsor's compliance with the final rule will be determined based upon the sponsor's good faith efforts to eliminate impediments to equal employment opportunity and not purely on whether it has met its goals. The Registration Agency will look at the totality of the sponsor's affirmative action efforts to determine whether it is in compliance with its affirmative action obligations.

For programs in which individuals with disabilities comprise less than 7% of the apprentice workforce, sponsors will need to determine if the program's policies or practices create impediments to participation. If impediments to equal opportunities for individuals with disabilities do exist, the sponsor is required to undertake targeted outreach, recruitment and retention activities that are likely to generate an increase in applications from, and improve the retention of individuals with, disabilities (see Section V of Appendix C).

## **Should a sponsor include journeyworkers (i.e., experienced workers) in its analyses?**

Generally, no it should not. If journeyworkers are eligible for enrollment in the apprenticeship program, those workers should be included within the sponsor's availability analysis. But journeyworkers that the sponsor currently employs should not be included in the sponsor's workforce analysis.

## **When the sponsor is a community college or business association that places apprentices with participating employers, what data should be included in the AAP – the sponsor's apprentice workforce data or the participating employers' data?**

The workforce that should be analyzed for the AAP is the sponsor's apprentice workforce – whether those apprentices are employed by the sponsor or by participating employers.

## **What is the Demographic Analysis Tool, and how can it assist a program sponsor in conducting an AAP utilization analysis?**

The Demographic Analysis Tool (DAT) is a sophisticated electronic platform established by the U.S. Department of Labor to assist eligible sponsors and Registration Agency staff in conducting the



mathematical calculations involved in the availability and utilization analyses required by the EEO in apprenticeship regulation at 29 CFR Part 30. The DAT facilitates this demographic analysis by comparing the sponsor's data concerning the racial, sex, and ethnic composition of its current apprenticeship workforce with the availability of qualified individuals in the relevant labor market. Utilizing relevant U.S. Census Bureau data, the DAT produces a report indicating whether women or racial or ethnic minorities in the sponsor's workforce are (or are not) significantly underrepresented compared with their availability in the relevant labor market. The complementary Universal Outreach Tool (UOT) can help connect sponsors with local organizations who may be able to assist sponsors in meeting their goals. The UOT may be viewed at: <https://apprenticeshipusa.secure.force.com/eeoresourcetool>.

*(Please review the instructions for Section III A. of Appendix C for more information on which sponsors are eligible to use the DAT, and how to access it).*

### **Which sponsors are required to conduct annual reviews of personnel practices, and what should be included in those reviews?**

All sponsors that are required to develop an AAP must also conduct an annual review of their personnel practices to help ensure the program is free from unlawful discrimination. This review must be a careful, thorough, and systematic review of all aspects of the apprenticeship program at the program, industry and occupation level. The review includes, but is not limited to, the qualifications of apprentices, application and selection procedures, wages, outreach and recruitment activities, advancement opportunities, promotions, work assignments, job performance, rotations among all work processes of the occupation, disciplinary actions, handling of requests for reasonable accommodations, and the program's accessibility to individuals with disabilities. The AAP must include a description of the review the sponsor undertook and any modifications it made to its practices as a result of the review.



## **ATTACHMENT 1: DEFINITIONS OF RELEVANT RACIAL AND ETHNIC GROUPS <sup>1</sup>**

### **HISP = Hispanic**

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."

### **AA = African American/Black**

A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black or African American," or report entries such as African American, Kenyan, Nigerian, or Haitian.

### **AS = 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. This includes people who reported detailed Asian responses such as: "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian" or provide other detailed Asian responses.

### **AIAN = 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. This category includes people who indicate their race as "American Indian or Alaska Native" or report entries such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian groups.

### **NHPI = Native Hawaiian or Other Pacific Islander**

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who reported their race as "Fijian," "Guamanian or Chamorro," "Marshallese," "Native Hawaiian," "Samoan," "Tongan," and "Other Pacific Islander" or provide other detailed Pacific Islander responses.

### **White**

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

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<sup>1</sup> The definitions in this Attachment are from the U.S. Department of Labor's Registration and Equal Employment Opportunity in Apprenticeship Programs Information Collection Request (OMB Control No. 1205-0223), ETA 671 Section II, [https://www.reginfo.gov/public/do/PRAICList?ref\\_nbr=202104-1205-001](https://www.reginfo.gov/public/do/PRAICList?ref_nbr=202104-1205-001).



## ATTACHMENT 2: STANDARD OCCUPATIONAL CLASSIFICATION AND CODING STRUCTURE (SOC)

### Major Occupation Groups

The Standard Occupational Classification (SOC) system is a federal statistical standard that enables federal agencies to combine related occupational titles. To facilitate classification, these detailed occupations are combined to form 23 major occupational groups. These groups comprise the highest-level classification in the SOC and are designated by the two-digit SOC code and the two-digit prefix of the O\*NET code. These 23 major occupational groups are listed below and can be accessed at the following link: <https://www.bls.gov/soc/> (accessed 3/9/19).

### 2018 Major Occupation Groups

See the following link: [https://www.bls.gov/soc/2018/major\\_groups.htm](https://www.bls.gov/soc/2018/major_groups.htm) (accessed 3/9/19):

Each individual occupational title contained in the 2018 SOC is classified within one of the following 23 major occupational groups:

- |                                                                               |                                                                              |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 11 <a href="#">Management Occupations</a>                                     | 35 <a href="#">Food Preparation and Serving Related Occupations</a>          |
| 13 <a href="#">Business and Financial Operations Occupations</a>              | 37 <a href="#">Building and Grounds Cleaning and Maintenance Occupations</a> |
| 15 <a href="#">Computer and Mathematical Occupations</a>                      | 39 <a href="#">Personal Care and Service Occupations</a>                     |
| 17 <a href="#">Architecture and Engineering Occupations</a>                   | 41 <a href="#">Sales and Related Occupations</a>                             |
| 19 <a href="#">Life, Physical, and Social Science Occupations</a>             | 43 <a href="#">Office and Administrative Support Occupations</a>             |
| 21 <a href="#">Community and Social Service Occupations</a>                   | 45 <a href="#">Farming, Fishing, and Forestry Occupations</a>                |
| 23 <a href="#">Legal Occupations</a>                                          | 47 <a href="#">Construction and Extraction Occupations</a>                   |
| 25 <a href="#">Educational Instruction and Library Occupations</a>            | 49 <a href="#">Installation, Maintenance, and Repair Occupations</a>         |
| 27 <a href="#">Arts, Design, Entertainment, Sports, and Media Occupations</a> | 51 <a href="#">Production Occupations</a>                                    |
| 29 <a href="#">Healthcare Practitioners and Technical Occupations</a>         | 53 <a href="#">Transportation and Material Moving Occupations</a>            |
| 31 <a href="#">Healthcare Support Occupations</a>                             | 55 <a href="#">Military Specific Occupations</a>                             |
| 33 <a href="#">Protective Service Occupations</a>                             |                                                                              |



### ATTACHMENT 3: DEFINITIONS OF U.S. CENSUS BUREAU GEOGRAPHICAL CATEGORIES <sup>2</sup>

- State** The primary legal subdivision of the United States. The District of Columbia, Puerto Rico, and the Island Areas (the U.S. Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands) are each treated as the statistical equivalent of a state for census purposes.
- County** The primary legal subdivision of most states. In Louisiana, these subdivisions are known as parishes. In Alaska, which has no counties, the county equivalents are boroughs, a legal subdivision, and census areas, a statistical subdivision. In four states (Maryland, Missouri, Nevada and Virginia), there are one or more cities that are independent of any county and thus constitute primary subdivisions of their states. The District of Columbia has no primary divisions, and the entire area is considered equivalent to a county for statistical purposes. In Puerto Rico, *municipios* are treated as county equivalents.

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<sup>2</sup> Except where otherwise noted, the definitions in this Attachment are from U.S. Census Bureau, American FactFinder, Glossary, <https://factfinder.census.gov/help/en/index.htm#glossary.htm>.



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## **Appendix D**

### **EMPLOYER ACCEPTANCE AGREEMENT**

#### **ADOPTED BY**

**ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEES  
REPRESENTING THE NATIONAL ELECTRICAL CONTRACTORS  
ASSOCIATION, INC. AND THE INTERNATIONAL BROTHERHOOD OF  
ELECTRICAL WORKERS**

**DEVELOPED IN COOPERATION WITH THE  
U. S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP**

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## **Appendix D**

### **EMPLOYER ACCEPTANCE AGREEMENT**

The undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the **Electrical Joint Apprenticeship and Training Committees** and agree(s) to carry out the intent and purpose of said Standards for *(Insert occupation(s))* and accompanying Appendices and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. The undersigned employer further agrees to allow the **Electrical Joint Apprenticeship and Training Committees** to access the employer's records to confirm compliance with the terms of the Apprenticeship Standards and requirements of 29 CFR Part 29, subpart A, and Part 30. *(Insert Employer's name)* have been furnished a copy of the Standards and have read and understood them, and request certification to train apprentices under the provisions of these Standards. On-the-job, the apprentice is hereby assured qualified training personnel and adequate supervision during the apprenticeship. The training should follow the approved Work Process Schedule and Related Instruction Outline including the rotation of tasks. The employer further agrees to follow the selection procedures per the approved Standards consistent with the requirements set forth in 29 CFR § 30.10(b). This employer acceptance agreement will remain in effect until canceled voluntarily or revoked by the Sponsor, Employer, or the Registration Agency.

Click or tap here to enter text.  
(Print Name of Employer Representative)

Click or tap here to enter text.  
(Print Name of Sponsor Representative)

**Signed:** \_\_\_\_\_  
(On Behalf of Employer)

**Signed:** \_\_\_\_\_  
(On Behalf of Sponsor)

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Employer Title: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

NAICS Code (Optional): Click or tap here to enter text.

Employer Identification Number (Optional): Click or tap here to enter text.

cc:     Registration Agency

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## **Appendix E**

### **ADMINISTRATION OF THE APPRENTICESHIP AND TRAINING PROGRAM**

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## 1. INTRODUCTION

Federal regulations in 29 C.F.R. Part 29 outline the requirements for registration of apprenticeship programs and set forth labor standards to safeguard the welfare of apprentices. Registration may be by the U.S. Department of Labor Office of Apprenticeship, or by a State Apprenticeship Agency recognized by that Office. 29 C.F.R. Part 30 sets forth the requirements for equal employment opportunity in registered apprenticeship programs.

The National Guidelines for Apprenticeship Standards (“NGS” or “National Standards”), developed by the *electrical training ALLIANCE*, are certified by the U.S. Department of Labor, Office of Apprenticeship, as substantially conforming to the requirements of Title 29 C.F.R. Parts 29 and 30. State Apprenticeship Agencies recognized by the Office of Apprenticeship to register local programs, and/or local laws, may impose additional requirements that must be addressed in local Apprenticeship Standards.

The purpose of these National Standards is to provide consistency across all apprenticeship programs sponsored by the IBEW and NECA. Local Apprenticeship Standards must conform to the National Guidelines, be approved by the *electrical training ALLIANCE* and be properly registered by each JATC or JATT that seeks to carry out an apprentices training program. Local Apprenticeship Standards contain the terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices. Local Apprenticeship Standards must also meet the requirements of the local Registration Agency.

### ***electrical training ALLIANCE Mission Statement***

The mission of the *electrical training ALLIANCE* is to develop and standardize training to educate the members of The International Brotherhood of Electrical Workers and the National Electrical Contractors Association; ensuring they are providing the Electrical Construction Industry with the most highly trained and highly skilled workforce possible.

### **Philosophy Statement**

Meeting the training needs of the Electrical Construction Industry is the primary objective of *electrical training ALLIANCE*. The foundation of our philosophy lies in a belief that training, and training alone, will determine the employability for the members of the International Brotherhood of Electrical Workers (IBEW) and the National Electrical Contractors Association (NECA).

The *electrical training ALLIANCE* believes that through quality training programs the membership of the IBEW will be provided with the skills, knowledge and abilities necessary to maintain performance superiority. This exceptional efficiency will enable members of NECA to produce the highest quality of work at the lowest possible cost.

The *electrical training ALLIANCE* believes that only through quality training programs can the IBEW membership be afforded employment that will provide a high standard of living. The *electrical training ALLIANCE* recognizes there are no shortcuts to becoming a competent journey-level electrical worker. Only through meaningful standards, adopted by highly structured programs, devoted to appropriate guidance, personal commitment, and consistent discipline, can this level of individual competency be accomplished.

The *electrical training ALLIANCE* believes a uniform national training program is essential to provide the most highly skilled workers and the most productive craftsmen. It believes that national skills standards are necessary to establish meaningful benchmarks, which will allow the processes that a journey worker must demonstrate to be identifiable and consistent.

The *electrical training ALLIANCE* believes that through its National Apprenticeship Program, a clear-cut path for career development and occupational training is provided. The opportunities afforded are limited

only by one's interest and aptitude. Meaningful, industry-driven apprenticeship produces competent craftsmen and thus insures the continued availability of a highly skilled workforce at minimum or no cost to the taxpayers.

The *electrical training ALLIANCE* believes it must continue to have a vision of the future while remaining faithful to its original commitment to meet training needs. Maintaining focus on this central objective—Quality Training—will lead the electrical construction industry into a bright and prosperous future.

The *electrical training ALLIANCE* recognizes that its reason for existence revolves around serving and assisting the members of the National Electrical Contractors Association and the International Brotherhood of Electrical Workers, on all levels, in all apprenticeship and training matters.

## **2. POLICY ON REGISTERING APPRENTICESHIP STANDARDS**

When Local Apprenticeship Standards are initially adopted, or revised, there is *only one* accepted procedure that all IBEW/ NECA apprenticeship programs are to follow. This registration policy is referred to in the *IBEW/NECA* pattern *Inside Agreement*, Article V, which is Category I Language; *IBEW Basic Laws & Policies*, and these *National Requirements for Local Apprenticeship Standards*.

### ***IBEW/NECA Category I Language*** \_\_\_\_\_

Section 5.01. The local apprenticeship standards shall be in conformance with national guideline standards and industry policies to ensure that each apprentice has satisfactorily completed the NJATC [now *electrical training ALLIANCE*] required hours and course of study. All apprenticeship standards shall be registered with the NJATC before being submitted to the appropriate registration agency.

### ***IBEW Basic Laws & Policies*** \_\_\_\_\_

The Constitution provides that each local union has the power to adopt, or subscribe to, an apprenticeship system or training program, as the conditions may require. However, such shall not conflict with applicable standards or policies of the IBEW. No apprenticeship program that is a fractional part of an apprenticeable occupation recognized by the IBEW will be created. Apprenticeship programs should have responsible and equal participation by the local union and employer. The International has apprenticeship standards in the utility, inside and outside construction, manufacturing, telecommunications, and other branches of the Brotherhood. Local unions seeking to establish new or revised apprenticeship standards *shall* submit the proposed standards to the International President before submitting to the state, provincial, territorial, or federal agency. Any inside or outside Joint Apprenticeship and Training Committee (JATC) *shall* submit such proposed or revised standards to the National Joint Apprenticeship Training Committee (NJATC) [now the *electrical training ALLIANCE*] *before* submitting them to any Registration Agency. (*emphasis added*).

### ***National Requirements for Local Apprenticeship Standards***

#### **Section 1. General**

The JATC shall establish and adopt Standards governing the qualifications, selection, employment, education, and training of all apprentices that conform with the *electrical training ALLIANCE* National Requirements, the CBA, and the requirements of the Registration Agency. These Standards (including the Selection Procedures and EEO/AA Plan), and any subsequent amendments, must be approved in advance by the *electrical training ALLIANCE* prior to being submitted to the appropriate Registration Agency for approval and registration.

The U.S. Department of Labor Office of Apprenticeship has various options under which national organizations such as the *electrical training ALLIANCE* can obtain approval of national standards, which can then be registered by local apprenticeship programs. While DOL refers to the method the *electrical training ALLIANCE* has used as “National Guidelines for Apprenticeship Standards”, under the rules adopted by the IBEW and NECA these are not “guidelines”, but requirements.

The procedures for registration or amendment of Local Apprenticeship Standards are consistent with these and other industry policies and practices. Apprenticeship Standards are not to be changed at the drop-of-a-hat, or because someone “thinks” it would be a good idea to add this, or delete that. The National Standards are just what the name implies, a model that is to be followed by one and all. Local apprenticeship programs have options they can choose and they can be modified to meet requirements of state or local laws or Registration Agencies, or as necessary. However, all changes in the JATC’s registered Standards, or variations from the National Standards, must be approved by the *electrical training ALLIANCE* before those changes are actually submitted to the Registration Agency.

If you are advised to alter your Standards, be sure the advising source is reliable and then ask that the specific requirements be submitted *in writing*. Do not accept the comments or recommendations of others as evidence that you are required to make modifications. You should discuss proposed modifications with the *electrical training ALLIANCE* before you proceed with any modifications.

### **3. PROCEDURE FOR REGISTERING NEW STANDARDS OR AMENDING EXISTING STANDARDS**

- A. The National Guidelines for Apprenticeship Standards have been developed by and pre-approved by the *electrical training ALLIANCE* and the United States Department of Labor, Office of Apprenticeship (DOL).
- B. The JATC cannot omit or change provisions in the National Standards registered by the *electrical training ALLIANCE* with DOL, other than provisions where JATCs are given options, without (1) prior approval of the *electrical training ALLIANCE* and (2) approval and registration of the Standards by the Registration Agency. This is in compliance with IBEW Basic Laws and Policies; the IBEW-NECA Pattern Inside Agreement, Category-One Article V contract language; industry policy and practice, and the National Requirements.
- C. The DOL is requiring all national groups to follow a new format that is consistent with template standards provided for new sponsors. The relevant provisions of the 2019 Standards have been incorporated into this new format, which includes multiple appendices, including provisions on Selection Procedures and the EEO/AA Plan. The “Standards” is a single document that includes all the appendices.
- D. The *electrical training ALLIANCE* assumes that the JATC will create, submit for approval, and register Standards electronically, even if the Registration Agency requires paper copies. The following steps must be taken unless the Registration Agency has different procedures.
- E. The JATC shall obtain from the *electrical training ALLIANCE* the electronic Standards in order to create its Local Standards. Contact the *electrical training ALLIANCE* for assistance as needed. The JATC will draft the Local Standards by filling in the blanks and checking boxes in each document. Notes and other instructions are in *italics*. In the future, an online Standards Builder will be available for programs to use to assist in speeding the process.

- F. Once the JATC completes drafting, the JATC must submit the draft Local Standards to the *electrical training ALLIANCE* for approval. If the JATC wishes to propose any changes or omissions from the National Requirements, they must be clearly indicated (e.g., through redlining/track changes, commenting on document(s), or via email). The JATC should include an explanation, a copy of any documents modified to meet state requirements, and any other supporting materials that may be relevant. The *electrical training ALLIANCE* will remove any notes or italics in the final document(s).
- G. After receipt of approval of the draft Standards by the *electrical training ALLIANCE*, the JATC will officially adopt the Standards. The adoption will be indicated on the signature page, which will include the signatures of the JATC Chair and Secretary. Electronic signatures may be used unless the Registration Agency requires otherwise. The Committee or Trustees, as applicable, not the *electrical training ALLIANCE*, is responsible for adopting and complying with the JATC's Standards.
- H. The JATC will then submit its adopted Standards to the Registration Agency, along with the appendices and reference guide using whatever procedures are required by the Registration Agency. This must be done within 180 days after new standards are issued by the *electrical training ALLIANCE*.
- I. If a Registration Agency proposes changes to or objects to provisions in the Standards, the JATC must contact the *electrical training ALLIANCE* for advice and assistance. When approved, the Standards will be signed by the Registration Agency Representative.
- J. The Standards become effective upon approval by the Registration Agency. Upon receipt of approval, the JATC will provide copies of the approved Standards to the *electrical training ALLIANCE*, NECA Chapter Manager, and IBEW Local Business Manager.

#### **4. THE JOINT COMMITTEE AND JOINT APPRENTICESHIP TRUST**

- A. The JATC and JATT shall be composed of six (6) members: The IBEW Local and NECA Chapter shall each appoint an equal number (3) of individuals who shall serve as both Committee members and Trustees. These dual appointments as Committee Member and Trustee must be in writing. Individuals appointed by the NECA Chapter must be members or employees of NECA and active in the Industry. Individuals appointed by the IBEW Local must be members or staff of the IBEW and active in the Industry. Current Committee members/Trustees shall be identified in the Rules and Policies and/or on the JATC's website.
- B. The term of office shall be for three (3) years. The term of one (1) NECA appointee and one (1) IBEW appointee shall expire each year on December 31. A Committee member/Trustee may be reappointed. Any reappointment shall also be in writing for the same specified term.
- C. The Committee shall select from its membership, but not both from the same party, a Chairman and a Secretary, who shall retain voting privileges as members. The Committee may establish term limits for officers if not otherwise established by its governing documents.
- D. JATC members shall complete their appointed term unless removed for cause by the party to the CBA that appointed them, they voluntarily resign or die. All vacancies shall be filled immediately by the party who appointed that individual to complete the unexpired term. The IBEW Local and NECA Chapter each retain the discretion to determine what is "cause" subject to any applicable local or national IBEW or NECA rules. JATC/JATT minutes shall reflect all appointments, reappointments, resignations, and terminations of Committee members/ Trustees.

- E. The Committee and Trustees shall adopt appropriate internal policies and procedures for their respective areas of responsibility and the conduct of Committee members/Trustees, including confidentiality. The JATC shall also ensure that Committee members/Trustees have access to appropriate education regarding their obligations and duties, as an expense of the Trust.
- F. The Committee may establish or authorize one or more joint subcommittees to be similarly constituted and appointed for training purposes to meet a specific need, such as a Residential or Telecommunication subcommittee. Such subcommittees may be established at the discretion of the Committee and shall remain in place until terminated by a majority vote of the Committee. Subcommittee members shall be appointed by the sponsoring parties in the same manner that the JATC members are appointed. Members of a subcommittee may or may not be JATC members. Subcommittees shall operate under the same rules as the Committee. There shall be no subcommittee of the JATT unless permitted by the terms of the Trust Agreement.
- G. The JATC shall meet at least once a month, and on call of the Chairman when a specific need arises. The JATC may agree to cancel a regularly scheduled monthly meeting due to specific or unusual circumstances. Upon notice by the Chairman and Secretary, a JATC meeting may be held via audio, video, or other electronic conference. JATC members in attendance, through any authorized means, may vote. There must be at least one (1) JATC member present who was appointed by each party to establish a quorum at JATC meetings. Each party shall have a total number of votes at JATC meetings equal to its allowable number of JATC members, regardless of the number of members present. In the event the parties are divided on an issue, each party may cast one full vote as if all were present. A vote to abstain is an official vote, it represents one of the votes the sponsoring party is entitled to and is not counted as either a yea or a nay. An individual member must be present (in-person or electronically) to personally vote on JATC matters. No absentee votes or proxy votes will be valid.
- H. Due to the confidential nature of Apprenticeship Agreements and apprentice records and issues, all JATC meetings are to be considered as "closed" meetings, except where applicable law provides otherwise.
- I. There are to be no alternate or ex-officio members of the JATC. Consultants and guests may be invited to or permitted to attend meetings of the JATC but shall have no official voice and no vote. A designated representative of the IBEW Local or the NECA Chapter, such as the local union Business Manager or NECA Chapter Manager, shall have the right to attend a JATC meeting with due notice given the JATC.
- J. Meetings of the JATT should be scheduled in the same manner, following the meeting of the JATC, and follow similar procedures as those for JATC meetings, unless the Trust Agreement provides otherwise.

## **5. ADMINISTRATION OF THE APPRENTICESHIP AND TRAINING PROGRAM**

- A. The apprenticeship and training program shall be administered by the Trustees and the Committee. The Trustees shall administer the JATT under the terms of the Trust Agreement and applicable law. The Trustees and the Committee may, if they are named fiduciaries under ERISA, allocate responsibility between them for operation of the apprenticeship program, except for non-allocable Trustee responsibilities. Absent some other agreement, the duties of the Trustees shall be limited to those set forth in the Trust Agreement or law.
- B. The JATC shall establish and adopt Standards governing the qualifications, selection,

employment, education and training of all apprentices that conform with the *electrical training ALLIANCE* National Requirements for Local Apprenticeship Standards, the CBA and the requirements of the Registration Agency. These Standards (including the Selection Procedures and EEO/AA Plan), and any subsequent amendments, must be approved in advance by the *electrical training ALLIANCE* prior to being submitted to the appropriate Registration Agency for approval and registration.

- C. These Standards, after approval by the *electrical training ALLIANCE* and the Registration Agency, shall supersede all previous JATC Standards. Apprenticeship Agreements in force under preceding Standards shall remain in force unless changed by written consent of the apprentice, the JATC and the Registration Agency.
- D. Pursuant to the apprenticeship language in the applicable CBA, the IBEW-NECA pattern Inside Agreement Article V, IBEW Basic Laws and Policies, and industry practice, these Standards shall apply to the IBEW Local Union and NECA Local Chapter and; their members; to employers who are party to the CBA or are otherwise signatory or participating employers; to all applicants and apprentices in this Apprenticeship Program; and to all others receiving training from this Apprenticeship Program.
- E. The provisions of these Standards shall not be construed as permitting violation of any applicable local, state, or Federal law.
- F. These Standards shall not be interpreted as being inconsistent with existing or subsequent local CBA language establishing more demanding standards; the more demanding standard shall always prevail.
- G. The jurisdictional area which these Standards cover shall be the wage area as set forth in the local CBA. The jurisdictional area is described in the Rules and Policies.
- H. All funds for the operation of the apprenticeship and training program shall be held in a Trust Fund established by the IBEW Local and the NECA Chapter. The Trustees shall administer the Trust Fund in accordance with the Trust Agreement and applicable law.
- I. Whenever these Standards refer to providing any type of document, information, notice or other communication, unless otherwise specified or required by the Registration Agency or applicable law, such communications and transmittals may be made by any effective means, including electronic or digital transmission.
- J. The JATC and/or JATT are responsible for compliance with all applicable federal, state and local laws. While the JATC or JATT may assign responsibilities (e.g. to a Training Director), or retain other professionals (e.g. attorneys, accountants, testing professionals) to assist in compliance, the obligations remain on the JATC and/or JATT. This includes compliance with 29 C.F.R. Parts 29 and 30, and federal EEO laws (See Appendix E).

## **6. DUTIES OF THE JATC/JATT**

- A. The JATC may develop training for Journeyworkers, pre-apprenticeship programs, and other related training, so long as such programs do not violate applicable law.
- B. The JATC may employ a Training Director or other staff to assist in the day-to-day operation of the apprenticeship and training programs. All governing responsibility for the apprenticeship program and for compliance with applicable laws rests with the JATC and/or the Trustees of the JATT, and

cannot be delegated, including assuring full compliance with these Standards, the EEO/AA Plan, and the Selection Procedures.

- C. The JATC shall determine the number of apprentices needed to keep the jurisdictional area supplied with an adequate number of Journey-level workers in the areas covered by these Standards. The JATC shall consider all factors (e.g., employment opportunities, attrition) having a bearing on the number of apprentices needed when determining the number to register. The JATC shall also consider its capability to provide on-the-job training and related instructional training.
- D. The JATC shall see that each apprentice satisfactorily completes the minimum course materials and curriculum produced by the *electrical training ALLIANCE*.
- E. The JATC shall periodically review the progress of each apprentice to ensure they receive supervised on-the-job experience in the work processes and job tasks as outlined in these Standards (See Appendix A).
- F. In order to provide diversity of training and/or employment opportunities, the JATC shall have full power and authority, as per the CBA, to assign, transfer, or reassign apprentices from one job or shop to another, or from one participating employer to another. All OJT transfers and assignments shall be issued by the JATC as set forth in the CBA.
- G. The JATC is not an employer of apprentices engaged in on-the-job training and is not obligated to ensure the employment of any apprentice. The JATC shall endeavor to keep all apprentices employed in a reasonably continuous manner with the participating employers, while also ensuring a diversity of on-the-job training.
- H. Since the JATC is not an employer of apprentices, nothing in these Standards regarding the JATC's duties regarding OJT shall be interpreted to change or relieve any rights or duties of Employers. Except where required by applicable federal or state laws, nothing in these Standards is intended to create any right or obligation enforceable by apprentices against the JATT, the Trustees, the JATC, the IBEW Local, or the NECA Chapter.
- I. The JATC shall follow any procedures required by the Registration Agency for registration of new apprentices and for providing or updating information about registered apprentices.
- J. The JATC shall adopt written Rules and Policies and applicable procedures that set out the rights and responsibilities of applicants, apprentices or other participants, and applicable procedures. The Rules and Policies shall not be inconsistent with the Standards or other requirements adopted by the *electrical training ALLIANCE* to implement the Standards. The Rules and Policies shall be consistently applied in a non-discriminatory manner. Every registered apprentice shall be provided a copy of the Rules and Policies at the time of registration and a copy of all subsequent modifications and must sign an acknowledgement. Rules and Policies may be provided through, and receipt acknowledged, by electronic means. A copy of the JATC's Rules and Policies (and subsequent changes) shall be submitted to the Registration Agency if so required by the Registration Agency.
- K. The JATC and/or JATT may establish such other rules, policies, and procedures as they deem appropriate for their internal operations (e.g., finance and administration, confidentiality, operation of OJT) or as may be required by law or to implement the Standards.
- L. In the first quarter of each year, the JATC shall provide the IBEW Local and the NECA Chapter a summary of the JATC's activities for the preceding year. The summary shall include a review of the prior year's EEO/AA Plan, its overall effectiveness, and changes made to the EEO/AA Plan as

a result of the review. Such report shall not include any information identifying individual apprentices in any manner. The JATC shall work cooperatively with the *electrical training ALLIANCE* in timely completing any Industry surveys and reports requested by the *electrical training ALLIANCE* and in maintaining the National Requirements.

M. The JATC shall maintain records as required by law.

## **7. QUALIFICATIONS & DUTIES OF PARTICIPATING EMPLOYERS**

- A. The JATC shall determine the adequacy of each participating Employer to provide apprentices the necessary training needed to gain experience in the various job tasks and work processes of the occupation. The JATC shall have the authority to suspend or withdraw the approval of an Employer to train apprentices when appropriate. The JATC shall establish minimum expectations for all Employers consistent with these Standards. The JATC may also conduct orientations, workshops, or other educational sessions for Employers to explain the Apprenticeship Program's Standards and the operation of the Apprenticeship Program.
- B. An Employer who is eligible to train apprentices shall be signatory to a local CBA, comply with the qualifying requirements as set forth in the CBA, and be able to provide the necessary work experience for training as determined by the JATC. Participating Employers must comply with all provisions of the Apprenticeship Program including the Standards, the JATC's Rules and Policies and any other rules or agreements required by the JATC. An Employer shall only secure apprentices through the JATC. Participating Employers shall contribute to the JATC Trust Fund at the rate established in the CBA. Failure to contribute to the Trust Fund may be just cause for removing any apprentices from an Employer.
- C. While an apprentice is on the job site, it shall be the responsibility of that Employer to provide the apprentice a non-discriminatory and safe workplace and conditions of employment and work assignments that the apprentice can safely perform. The Employer is responsible for instructing apprentices in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by DOL or State or local standards that have been found to be at least as effective as the Federal standards.
- D. The Employer will assign apprentices to those Journeyworkers who have the ability to adequately train and supervise the on-the-job training of the apprentice based upon the work processes being learned.
- E. Employers must cooperate with the JATC by ensuring the timely and accurate completion of work reports and such other evaluations as the JATC requests of apprentices. Employers must promptly inform the JATC of any serious complaints or grievances by or against apprentices, including but not limited to complaints of discrimination or harassment, and permit the JATC on request to monitor any investigation involving apprentices. Employers will also participate in appropriate training provided by the JATC, such as that required by 29 C.F.R. Part 30, or provide equivalent training to its employees and provide a certification of compliance to the JATC
- F. All Participating Employers shall be provided a copy of the Standards and the JATC's Rules and Policies and shall not be required to sign an Employer Acceptance Agreement.

## 8. Duties of the Residential or Telecommunications Subcommittee

- A. The ☐ Telecommunications or ☐ Residential Subcommittee shall consist of a total of \_\_\_\_\_ *[insert]* members: \_\_\_\_\_ *[insert]* who are qualified and duly appointed to represent the NECA Chapter, and \_\_\_\_\_ *[insert]* who are qualified and duly appointed to represent the IBEW Local Union.
- B. Subcommittee members representing labor will be employed in, or formerly employed in, the ☐ residential electrical field or ☐ telecommunications field. Subcommittee members representing management shall represent employers who perform construction, installation, and/or maintenance work in the ☐ residential electrical field or ☐ telecommunications field.
- C. Subcommittee members shall be appointed by the sponsoring parties in the same manner that JATC members are appointed. Members of a Subcommittee may or may not be JATC members. Subcommittee members shall not serve as JATC Trustees unless they also serve as JATC members.
- D. The Subcommittee shall select from its membership, but not both from the same party, a Chairman and a Secretary who shall retain voting privileges.
- E. Each sponsoring party must have at least one (1) Subcommittee member present to establish a quorum at Subcommittee meetings.

Each sponsoring party shall have a total number of votes at Subcommittee meetings equal to its allowable number of Subcommittee members as stipulated above, regardless of the number of members present.

An individual member must be physically present to personally vote. Written (absentee) votes are not acceptable.
- F. The Subcommittee shall meet at least quarterly and on call of the Chairman when a specific need arises. The Subcommittee may agree to cancel one (1) regularly scheduled meeting during the calendar year due to specific or unusual circumstances.
- G. The Subcommittee will recommend to the JATC the number of new ☐ residential wireman or ☐ telecommunication technician apprentices it feels are needed to meet local industry needs.
- H. The Subcommittee may offer to the JATC recommendations for proposed Policy Statement modifications related to the ☐ Residential or ☐ Telecommunications program.
- I. The Subcommittee shall submit an annual report to the JATC, summarizing its work for the year.
- J. Any action taken by the Subcommittee is subject to review by the JATC. The JATC is the authoritative entity for administration of the Apprenticeship Standards, Selection Procedures, and EEO/AA Plan.



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## **Appendix F**

### **EEO Policies and Procedures**

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## **Appendix F**

### **EEO Policies and Procedures**

#### **I. Affirmative Action and Equal Opportunity**

National data analyzed by the U.S. Department of Labor (DOE) reflects that in people of diverse race and ethnicity, women and individuals with disabilities have not shared proportionately in the rewards and opportunities within many industries and occupations. DOE determined, in revising the regulations in 29 C.F.R. Part 30, that more aggressive action is needed to attract, select, and retain qualified applicants into apprenticeship programs, including more individuals of diverse race and ethnicity, women, and individuals with disabilities.

The IBEW-NECA segment of the Electrical Construction Industry has vigorously attempted to maintain an open-door application policy regardless of race, color, ethnicity, religion, national origin, sex, age, disability, and other protected characteristics. The JATC will engage in reasonable equal opportunity and affirmative action measures intended to increase the recruitment of qualified minorities, females, and individuals with disabilities who apply for, are selected, and ultimately become Journeyworkers.

The *electrical training ALLIANCE* has developed, and the JATC has or will be adopting these EEO Policies and Procedures set out in this Appendix F, and the Affirmative Action Plan in Appendix C. The JATC is committed to the concept and practice of Equal Employment Opportunity and Affirmative Action in all aspects of its apprenticeship programs and services. No apprentice or applicant for apprenticeship, or any other participant in JATC programs or services, will be treated differently or otherwise discriminated against on the basis of race, color, religion, national origin, sex, (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, disability, or other characteristics or conduct protected by state or local law as set out in the EEO Pledge.

The EEO Policies and Procedures and Affirmative Action Plan are intended to comply with, and shall be interpreted consistent with, the affirmative action obligations under 29 C.F.R. Part 30, Title VII of the Civil Rights Act of 1964 (Title VII), the Age Discrimination in Employment Act (ADEA), Title I of the Americans with Disabilities Act (ADA), the Genetic Information Non-Discrimination Act (GINA) and any other federal, state or local non-discrimination laws applicable to the JATC. If the JATC is or in the future becomes a recipient of federal financial assistance, through grants or otherwise, these policies and procedures will be interpreted to be consistent with the applicable laws, including but not limited to Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Age Discrimination Act, and Title IX of the Education Amendments.

These EEO Policies and Procedures and the AA Plan will remain in effect until they are updated by the *electrical training ALLIANCE*, or until the JATC determines (based on its annual review) that there is a need to make amendments or revisions. Any and all changes must be submitted to the *electrical training ALLIANCE* and the Registration Agency for approval before implementation.

#### **II. Responsibility for Implementation**

The coordination of responsibility for implementation of the EEO/AA Plan and any related policies and practices is assigned by the Committee to the Training Director or the Director's designee who shall serve as the JATC's EEO/AA Coordinators. The EEO/AA Coordinators have the full resources, support of and access to JATC, Local Union and Local Chapter leadership to insure effective implementation. The designation of a responsible person, as required by DOE regulations, does not relieve the Committee from its obligation to ensure compliance with 29 C.F.R. Part 30 and applicable laws, or the effective implementation of this EEO/AA Plan.

The duties and responsibilities of the EEO/AA Coordinators include, but are not limited to:

- Monitoring all registered apprenticeship activity to insure compliance with the non-discrimination and affirmative action obligations;
- Developing and implementing EEO/AA policies;
- Developing and implementing internal and external communication techniques;
- Identifying potential problem areas;
- Assisting the JATC and others to arrive at solutions to identified problems;
- Serving as liaison between the JATC and enforcement agencies;
- Serving as liaison between the JATC and organizations, community action groups or other entities concerned with employment opportunities for minorities, women and individuals with disabilities;
- Keeping the JATC, Local Union and Local Chapter informed of the latest developments in the equal opportunity area;
- Meeting with the NECA Chapter and contractors as appropriate to make certain that they are familiar with the latest developments in equal opportunity and addressing issues on the job;
- Maintaining required records;
- Generating and submitting reports as required by the relevant Registration Agency; and
- Designing and implementing auditing and reporting systems that, on an annual basis (as appropriate) will measure the effectiveness of the EEO/AA Plan, determine the degree to which the JATC's goals and objectives are being attained, and identify any need for remedial action. This includes compliance with 29 CFR Part 30 requirements for annual self-evaluation, and validation of all selection procedures to ensure they meet the Uniform Guidelines on Employee Selection Procedures.

### **III. Dissemination of EEO/AA Plan**

The JATC will inform all applicants for apprenticeship, apprentices, and individuals who operate or administer any aspect of the registered apprenticeship program, of its commitment to equal opportunity and its affirmative action obligations. At a minimum, the JATC will:

- Publish its Equal Opportunity Pledge in the Apprenticeship Standards and in other relevant publications, such as the JATC's Rules and Policies; newsletters; recruitment publications and other appropriate publications; other documents disseminated by JATC; or documents that otherwise describe the nature of the sponsorship;
- Post its Equal Opportunity Pledge on its website and bulletin boards, and through electronic media, to ensure that it is accessible to all apprentices and apprenticeship applicants;
- Conduct orientation information sessions for new apprentices, and periodic information sessions for apprentices, JATC staff, instructors and the JATC;
- Provide the EEO/AA Plan to the leadership of the Local Union and NECA Chapter; and,
- Provide copies of the EEO Pledge and other information to participating employers for their employees who are connected with the administration or operation of the apprenticeship program.

### **IV. Anti-Harassment Training**

As part of its efforts, the JATC will provide periodic anti-harassment training for all apprentices, JATC staff, instructors, and Committee members. This training must be attended in-person or be completed via interactive online training. The training must communicate, at minimum, the following: (a) that harassing conduct will not

be tolerated; (b) the definition of harassment and the types of conduct that constitute unlawful harassment on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, and disability; and, (c) the right to file a harassment complaint.

The JATC will also take steps, in consultation with the Local NECA Chapter, to ensure that all individuals connected with the administration or operation of the apprenticeship program will receive similar anti-harassment training, including all supervisors and Journeyworkers who work with apprentices.

## **V. Universal Outreach and Recruitment**

The JATC will implement measures to ensure that its outreach and recruitment efforts for apprentices extend to all persons available for apprenticeship within the sponsor's relevant recruitment area without regard to race, color, religion, national origin, sex (pregnancy, gender identity), sexual orientation, age (40 or older), genetic information, or disability. These actions are identified in Appendix C.

## **VI. Non-Discrimination and Equal Employment Opportunity**

The JATC does not, and will not, discriminate against an apprentice or applicant, or any other participants in JATC programs and services, on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, or disability with regard to any aspect of its apprenticeship programs, including but not limited to recruitment, outreach, and selection procedures, grading, assessment, and advancement; on-the-job opportunities and assignments; rates of pay; imposition of penalties or other disciplinary action and termination; and, any other benefit, term, condition, or privilege associated with apprenticeship.

## **VII. Selection of Apprentices**

The JATC's procedures for selection of apprentices are included in its Standards and Selection Procedures described in Appendix A.

The JATC has reviewed its apprentice selection methods and has determined that they meet the following requirements:

- Compliance with the Uniform Guidelines on Employee Selection Procedures ("UGESP") and 29 C.F.R. Part 30, including the requirements to evaluate the impact of the selection procedures on race, sex, and ethnic groups (Hispanic or Latino/non-Hispanic or Latino); to demonstrate job-relatedness and business necessity for those procedures that may result in adverse impact in accordance with the requirements of UGESP; and to annually review its processes.
- The selection procedures are uniformly and consistently applied to all applicants and apprentices.
- The selection procedures comply with Title I of the ADA and the EEOC's implementing regulations at 29 C.F.R. Part 1630.
- The selection procedures are facially neutral in terms of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, and disability.
- The selection procedures do not screen out or tend to screen out individuals with disabilities or classes of individuals with disabilities on the basis of disability. To the extent this does occur, the standard, test, and other selection criteria, are job related for the position in question and are consistent with business necessity.

## **VIII. Prohibition of Harassment**

The JATC does not tolerate conduct, whether intentional or unintentional or verbal or physical, that results in harassment of an individual or group, or that creates an intimidating, hostile, or offensive work and training environment, on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, disability, or other protected characteristics.

The JATC has developed and implemented procedures to prevent and address harassment of apprentices, including the following activities:

- Communicate to all individuals involved with the Apprenticeship Program that harassing conduct will not be tolerated.
- Provide anti-harassment training to all apprentices, JATC staff, and Committee members, and work with participating Employers to ensure that similar training is provided to all of their employees who have dealings with or supervisor apprentices.
- Make all facilities and apprenticeship activities available without regard to any protected characteristic; and,
- Establish and implement procedures for investigating and resolving complaints of harassment.

The JATC expects its employees, apprentices, and Employers and their employees, to treat each other with respect and dignity. Discriminatory harassment not only hurts the immediate victim but can result in a general atmosphere in which the purpose of the apprenticeship and training program is undermined.

All managers, supervisors, instructors, employees, and apprentices have a responsibility to maintain an environment free of unlawful harassment. JATC employees or apprentices who engage in such conduct will be disciplined, up to and including termination of employment or from the program. Employers who engage in such conduct against apprentices, or who permit their employees to do so, may be denied access to apprentices.

Unlawful discriminatory harassment is defined as unwelcome and unsolicited conduct when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct that may be discriminatory harassment if based upon protected characteristics include:

- Epithets, slurs, negative stereotyping, or threatening intimidating or hostile acts that relate to an individual's characteristics;
- Graphic, abusive, degrading, intimidating, or offensive jokes, comments, remarks, or gestures directed at an individual.
- Physical contact or intimidation against an individual;
- Teasing, tricks, gossip, workplace slights;
- Display of pictures, posters, graffiti, objects, or other materials; or,
- Other conduct intended to harass, intimidate, or retaliate against an individual or group based on protected characteristics.

Complaints of harassment should be made under the Complaint Procedures.

## **IX. Reasonable Accommodation Because of Religion**

Under Title VII, the prohibition on discrimination based upon religion includes the obligation to make reasonable accommodations for religious beliefs or practices unless the accommodation would impose an undue hardship. The definition of "undue hardship" for religious accommodations is imposing a more than a *de minimus* burden on the Employer, program, or others.

Apprentices who believe they need a modification or adjustment of any JATC Rules and Policies or other aspects of the apprenticeship because of their religious practices and beliefs should make the request in writing to the

EEO/AA Coordinator. If the request involves on-the-job training or an Employer, the request must also be made to that Employer. In some cases, documentation may be needed. Certain requests may require review and approval by the JATC. The ability to accommodate absences from mandatory classes may be limited by the JATC's absence policy and the availability of make-up classes.

#### **X. Retaliation Prohibited**

The JATC will not tolerate any form of intimidation, coercion, threats, adverse actions, or other forms of retaliation against an applicant or apprentice who has: (i) made an internal or external complaint of discrimination or harassment on the basis of protected characteristics or other alleged violation of this EEO/AAP or applicable federal, state, or local equal opportunity law, or otherwise opposed any unlawful discriminatory practices; (ii) furnished information to, or assisted or participated in any manner, in any investigation, compliance review, proceeding, or hearing under these policies or under any federal, state, or local equal opportunity law; or, (iii) otherwise exercised any rights and privileges under this EEO/AA Plan, 29 C.F.R. Part 30 or any federal, state, or local equal opportunity law. These are collectively "protected activities".

All persons contacted in the course of an investigation will be advised that they and other individuals involved in a complaint are entitled to be treated in a professional and respectful manner, and that any retaliation or reprisal against an individual based upon protected activities is prohibited and could result in discipline up to, and including, termination of employment or discharge from the program.

Complaints of retaliation should be made under the Complaint Procedures in Section XVI.

#### **XI. Employer Responsibilities**

Employers who provide on-the-job training to apprentices in this program are expected to work cooperatively with the JATC on EEO matters and this EEO/AA Plan. IBEW-NECA apprenticeship programs have always worked cooperatively with contractors and the Local Union to prevent and address discrimination and harassment of apprentices on the job. DOL regulations under 29 C.F.R. Part 30 impose obligations on JATCs concerning on-the-job discrimination and harassment. The JATC will develop new processes, in consultation with the Local NECA Chapter and the Local Union, to address these issues.

Employers are expected to establish their own policies against discrimination, harassment, and retaliation, including procedures for filing, investigating, and resolving of complaints. Employers should understand that under federal, state, and local anti-discrimination laws, they may be responsible for harassment of apprentices by their supervisory employees and under some circumstances, by co-workers. The failure of an Employer to take appropriate action regarding an apprentice's complaint of discrimination, harassment, or retaliation on the job may result in the contractor being denied access to apprentices in the program.

#### **XII. Americans with Disabilities Act Compliance**

The JATC is committed to compliance with the requirements of the ADA and other laws protecting persons with disabilities. The JATC will not discriminate against qualified applicants or persons with disabilities in its application, testing, selection, or training opportunities. Reasonable accommodations will be provided unless they would impose an undue hardship or result in a fundamental alteration of the program.

The JATC is also committed to helping apprentices with disabilities in dealing with Employers that provide on-the-job training. Apprentices who believe they have been subjected to discrimination or denied reasonable accommodation by an Employer should bring the matter to the attention of the EEO/AA Coordinator.

#### **XIII. Mentoring and Other Support for Apprentices**

The JATC acknowledges DOL's concerns that in many industries, including the construction industry, women, minorities, and individuals with disabilities have a higher drop-out or termination rate than others. The JATC recognizes that these traditionally underrepresented groups, as well as others who lack experience with unionized apprenticeship, the building trades, or the electrical construction industry; often struggle in their first year. The JATC will seek to address these concerns through the following activities:

- X Tracking and monitoring retention rates for women, minorities, and individuals with disabilities, as well as those without prior experience with unionized apprenticeship, the building trades, or the electrical industry;
- ☐ Establishing pre-apprenticeship programs for underrepresented or non-traditional applicants;
- ☐ Mentoring programs involving instructors, senior apprentices, journeymen, and/or other apprentices;
- X Consideration of other best practices for retention in the unionized electrical industry and building trades; and,
- X Other actions described Affirmative Action Plan.

#### **XIV. Other Participants in JATC Programs**

The JATC is committed to the principles of non-discrimination in all programs and activities of the JATC. The JATC may, consistent with DOL OA and ERISA requirements, engage in certain activities where there are participants other than apprentices or applicants for apprenticeship. Examples may include training programs that are open to Journeyworkers, Employers and their employees involved in apprenticeship, and Pre-Apprenticeship programs. When the JATC directly conducts or oversees any such programs or activities, it will not discriminate on the basis of Protected Characteristics and follow, where applicable, the following provisions of these EEO Policies and Procedures: Non-Discrimination; Harassment; Reasonable Accommodation and Religion; Retaliation; ADA, and Internal Complaint Procedures.

Participants in these programs and activities may or may not be protected under federal or state EEO laws. Nothing in this EEO/AA Plan should be interpreted as waiving any rights of the JATC or creating any enforceable obligations not imposed by law.

#### **XV. Targeted Outreach, Recruitment and Retention**

The JATC will undertake action-oriented programs, including targeted outreach, recruitment, and retention activities, designed to correct any problem areas it may identify as a result of the review of its processes and any finding of underutilization of minorities, women, Hispanics or Latinos, and individuals with disabilities, as a result of the analysis.

The JATC makes a good faith effort to increase each year the recruitment, selection, and retention of individuals who are minorities, females, Hispanic or Latino, or individuals with disabilities until its Affirmative Action goals are met. The JATC will engage in the affirmative action activities described in the Affirmative Action Plan (Appendix C).

#### **XVI. Complaint Procedures**

##### **A. Internal Complaints**

1. All apprentices and applicants for apprenticeship have a right to and are encouraged to report any form of alleged discrimination or harassment that they may encounter in the administration or operation of this apprenticeship program on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, disability, or other protected characteristics, or retaliation for protected activity. This includes any complaints of discrimination, harassment, or retaliation by the JATC, its staff or instructors, or other apprentices, whether in class, on-the-job or otherwise; or that occurs on-the-job by contractors, Journeyworkers, or others.
2. JATC instructors and staff are expected to promptly report to the EEO/AA Coordinator any incident that they observe or learn of that may involve discrimination, harassment, or retaliation in violation of this EEO/AA Plan. Instructors should also act promptly to stop and reprimand any discrimination or harassment that they may observe.

3. All apprentices are encouraged to report to the EEO/AA Coordinator any incident that they observe or learn of that may involve discrimination, harassment, or retaliation of fellow apprentices in violation of this EEO/AA Plan, whether occurring during related instruction or on-the-job.
4. All applicants for apprenticeship and all apprentices will be provided with written note of their right to file a discrimination complaint and the procedures for doing so. Apprentices are not required to use this internal complaint procedure before filing a formal complaint with outside agencies, and filing an internal complaint does not limit an apprentice's rights to use other complaint procedures.
5. All complaints regarding discrimination or harassment should be submitted to the EEO/AA Coordinator or an individual designated by the EEO/AA Coordinator or the Training Director. Complaints may be made in writing or orally, and anonymous complaints will be accepted. A complaint of harassment may be made by someone who is not the target of harassment. Complaints should be filed as soon as possible after the alleged discrimination in order to allow prompt investigation. Complaints that are made more than 180 days after the date of the alleged discrimination may be accepted for good cause.
6. Complaints of discrimination, harassment, or retaliation will be fully investigated. Complaints and information obtained in the course of an investigation will be treated as confidential to the extent consistent with the JATC's obligations under this EEO/AA Plan. The investigation process may vary based upon the nature of the complaint. For example, when alleged harassment occurs on the job, the JATC will typically notify the Employer, which will typically have the right and duty to investigate and take appropriate action. Employers are expected to notify the JATC when an incident on the job involves apprentices.
7. Any JATC employee or apprentice found to have committed an act of discrimination, harassment, or retaliation will be immediately disciplined. The nature of the discipline imposed will depend on the nature and severity of the misconduct and other factors, up to termination of employment or termination of apprentices from the program.

## **B. External Complaints**

Any apprentice or applicant for apprenticeship who believes that he or she has been or is being discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability, with regard to apprenticeship, or who believes he or she has been retaliated against, may, personally or through an authorized representative, file a written complaint with the DOE, EEOC, state or local fair employment practices agency, and/or the state apprenticeship bureau. The JATC has posted and distributed the DOE Notice describing "Your Right to Equal Opportunity" and included this notice on its website. A copy is attached as Exhibit A. The details of other rights are included in the Standards and the Rules and Policies.

## **XVII. Invitation to Self-Identify**

The JATC is required under federal regulations to analyze its recruitment, selection, and retention as part of its Affirmative Action Plan (See Appendix C). To assist in this process the JATC will invite applicants and apprentices to voluntarily self-identify their gender, race, ethnicity, and disability using the form set out in Appendix D. This will be done at the time and manner permitted by 29 C.F.R. Part 30. The JATC will not compel or coerce any individual to self-identify. All information on self-identification will be kept confidential and used only for statistical analysis and reporting under the EEO/AA Plan. The JATC may also inquire whether an individual who discloses a disability requires any reasonable accommodations to participate in the apprenticeship program.

The JATC invites applicants and apprentices with disabilities to self-identify by using the appropriate forms as follows:

- When an applicant applies or is considered for apprenticeship, the JATC will provide the applicant with a voluntary form at the same time that it invites the applicant to self-identify with respect to other characteristics.
- At any time after acceptance into the apprenticeship program, but before the individual begins the program, the JATC will provide a copy of the form to each new apprentice.
- The JATC will annually notify all apprentices of their ability to voluntarily self-identify as a person with a disability.
- The JATC will post a copy of the “Voluntary Self-Identification of Disability” form on its intranet in the event an apprentice’s status changes and the apprentice would like to self-identify.

The JATC will also note in its records that an apprentice is an individual with a disability when: (i) the disability is obvious; or (ii) when an applicant or apprentice requests accommodation for a physical or mental impairment that meets the definition of a disability under the ADA. Unless the JATC receives information from an apprentice that a disability has ended, the JATC will continue to include in its records that the person has a disability.

### **XVIII. Recordkeeping**

As part of its EEO/AA obligations the JATC must collect and maintain records, including but not limited to records relating to:

- Selection for apprenticeship, including applications, tests and test results, interview notes, bases for selection or rejection, and any other records required to be maintained under the Uniform Requirements on Employee Selection Procedures (“UGESP”); requirements of Section 30.3, Equal Opportunity Standards;
- The invitation to self-identify as an individual with a disability;
- Information relative to the operation of the apprenticeship program, including but not limited to job assignments in all components of the occupation, promotion, demotion, transfer, layoff, termination, rates of pay, other forms of compensation, conditions of work, hours of work, hours of training provided;
- Any other records relevant to EEO complaints filed with the Registration Agency or with other enforcement agencies;
- Requests for reasonable accommodation; and
- Any other records pertinent to a determination of compliance with 29 C.F.R. Part 30, including those required by 29 C.F.R. §§ 30.5, 30.6, 30.7, 30.8, 30.9, and 30.11.

DOL regulations require that for any record the JATC maintains pursuant to this part, the JATC must be able to identify the race, sex, ethnicity (Hispanic or Latino/non-Hispanic or Latino) and, when known, disability status of each apprentice, and where possible, the race, sex, ethnicity, and disability status of each applicant to apprenticeship, and to supply this information upon request to the Registration Agency. Although DOL prefers voluntary self-identification as the method of collecting information regarding race, gender, ethnicity, and disability, DOL permits other methods to be used, including information provided in post-selection, employment records, or visual observation, if there is a factual basis (such as visual observation of gender or obvious physical disabilities; requests for accommodations; or complaints or comments by the applicant or apprentice disclosing race, gender, ethnicity or disability). The JATC will not guess or assume the gender, race, ethnicity, or disability of an applicant or apprentice.

All required records shall be maintained in accordance with law. The JATC will permit access to the Registration Agency during normal business hours to its places of business for the purpose of conducting EEO compliance reviews and complaint investigations and inspecting, copying such books, accounts, and records, including

electronic records, and any other material the Registration Agency deems relevant to the matter under investigation and pertinent to compliance.

#### **XIX. Internal Review of Program Processes and Effectiveness**

As required by 29 C.F.R. Part 30, the JATC engages in an annual review to ensure that it is operating the apprenticeship program free from discrimination based on race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, and disability. This review is a careful, thorough, and systematic review of all aspects of the apprenticeship program at the program industry and occupation level, including, but not limited to: Qualifications for apprenticeship; Application and selection procedures; wages; outreach and recruitment activities; advancement opportunities; promotions; work assignments; job performance; rotations among all work processes of the occupation; disciplinary actions; handling of requests for reasonable accommodations; the program's accessibility to individuals with disabilities, including access to the use of information; and communication technologies.

Following this review, the JATC will include a description of its review as part of the Affirmative Action Plan in Appendix C. The updated report should be part of the AAP.

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# **Appendix G**

## **Supplemental Definitions**

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## Appendix G

### Supplemental Definitions

The following definitions supplement those in the Reference Guide for Apprenticeship Sponsors and apply to terms and acronyms commonly used throughout the Standards and appendices. They are intended to be consistent with the definitions in 29 CFR Parts 29 and 30.

**ACE.** American Council on Education.

**APPRENTICE.** Any individual meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the JATC providing training and related instruction under these Standards, and who is registered with the Registration Agency.

**APPRENTICESHIP AGREEMENT.** The written agreement between the apprentice and the JATC setting forth the responsibilities and obligations regarding the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

**APPRENTICESHIP COMMITTEE (or COMMITTEE).** Those persons appointed by the IBEW Local Union and the NECA Chapter to administer the apprenticeship program. The joint committee is composed of an equal number of representatives of the IBEW Local Union and NECA Chapter. Committee Members are also Trustees.

**APPRENTICESHIP PROGRAM.** The program administered under these Standards of Apprenticeship.

**BOOT CAMP.** An optional post-selection, pre-registration program used by some JATCs to determine if applicants possess the ability to learn and to perform the essential requirements of an electrical worker.

**CANCELLATION.** The termination of an apprenticeship agreement.

**CERTIFICATE OF COMPLETION OF APPRENTICESHIP.** The Certificate of Completion of Apprenticeship issued by the *electrical training ALLIANCE* for the JATC to provide to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

**CEU.** Continuing Education Units.

**COLLECTIVE BARGAINING AGREEMENT (or CBA).** The negotiated agreement between the Local Union and Local Chapter, or with signatory employers, that sets forth the terms and conditions of employment for apprentices during on-the-job training.

**COMPETENCY.** Competency means the attainment of manual or technical skills and knowledge, as specified by an occupational standard and demonstrated by an appropriate written and hands-on proficiency measurement as defined by the *electrical training ALLIANCE*.

**COMPUTER-MEDIATED LEARNING.** Computer-mediated learning (or CML) is an experiential learning method that utilizes gaming, video, self-paced, and feedback directly to the apprentice via knowledge checks.

**CPR.** Cardiopulmonary Resuscitation.

**DIRECT ENTRY.** A method of entry into the Apprenticeship Program permitted under these Standards under which qualifying applicants are directly admitted into the apprenticeship program. Each direct method of entry will have certain minimum requirements and post-offer, pre-registration selection requirements.

**DIRECT INTERVIEW.** A method of entry into the Apprenticeship Program permitted under these Standards under which qualifying applicants may be allowed to by-pass certain minimum requirements and

go directly to oral interview. Each direct interview method of entry will have certain minimum requirements and post-offer, pre-registration selection requirements.

**DOL.** U.S. Department of Labor. Most references are to the Employment Training Administration, Office of Apprenticeship, but the term may be used to refer to other offices of the U.S. DOL.

**EEO/AA Plan.** The Equal Employment Opportunity Policies (Appendix F) and Affirmative Action Plan (Appendix E) adopted by the JATC that is part of these Standards, as they may be modified.

**electrical training ALLIANCE.** The national organization created by the IBEW and NECA, formerly known as the National Joint Apprenticeship Training Committee or the NJATC.

**ELECTRONIC MEDIA.** Media that utilizes 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, the extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

**EMPLOYEE RETIREMENT INCOME SECURITY ACT or ERISA.** A federal law, the Employee Retirement Income Security Act of 1974, as amended, that imposes requirements on various types of employee welfare and pension plans, including apprenticeship plans, and enforced by DOE.

**EMPLOYER.** Any person or organization employing an apprentice for on-the-job training as part of the Apprenticeship Program. Also sometimes referred to as a "Participating Employer" with the JATC, or as a "Contractor."

**GED.** General Educational Development Certificate.

**HYBRID OCCUPATION.** The hybrid approach measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job-learning and the successful demonstration of competency as described in a work process schedule, and may include some related instruction.

**IBEW.** International Brotherhood of Electrical Workers.

**INDUSTRY.** The electrical construction industry in general, and in particular the IBEW-NECA segment of the industry.

**INSTRUCTOR.** An individual employed or used by a JATC to provide related instruction to apprentices.

**INTERIM CREDENTIAL (CERTIFICATE OF TRAINING).** Interim Credential means a credential issued by the Registration Agency, upon request of the appropriate sponsor, as a certification of competency attainment by an apprentice. Also used by the *electrical training ALLIANCE* to refer to the credential obtained through a curriculum for high school students, which is the equivalent of completion of the 1st Year Curriculum.

**JATC.** Joint Apprenticeship and Training Committee or "Committee". References to the "JATC" are to the local JATC created by the Local Union and the Local Chapter pursuant a CBA that includes the Category One, Standard Inside Apprenticeship Language from Article V of the IBEW-NECA pattern Inside Agreement.

**JATT.** Joint Apprenticeship Training Trust. The legal entity through which the local apprenticeship training fund exists, which was created by a Trust Agreement. Under ERISA the Board of Trustees of the JATT is the "plan sponsor" that is generally responsible, as set forth in the Trust Agreement, for the administration of the plan.

**JOURNEYWORKER ("JW").** 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.) Formerly sometimes referred to as a "Journeyman." The term has the same meaning as the term and positions formerly referred to in the Standards as Journey-Level Worker, Qualified Electrical Worker (QEW), "Journeyman" or, in some programs, Lineman or Wireman..

**LOCAL CHAPTER (or NECA Chapter).** The NECA Chapter(s) involved in the creation of the JATC and JATT and is one of the settlors of the Trust.

**LOCAL UNION (or IBEW Local).** The IBEW Local(s) involved in the creation of the JATC and JATT and is one of the settlors of the Trust.

**NECA.** National Electrical Contractors Association.

**OA.** U.S. Department of Labor, Office of Apprenticeship.

**OJT.** On-the-Job Training, which is used interchangeably throughout with On-the-Job Learning (OJL).

**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.

**OSHA.** Occupational Safety and Health Administration

**PARTY or PARTIES.** Refers to the parties to the CBA, i.e. the Local Union and Local Chapter. Used in some provisions derived directly from the Standard Inside Apprenticeship Article V language.

**PERIOD:** As used in the Standards, a period of time before an apprentices completes a level of OJT hours and related instruction before advancing to the next level. A period may be shorter or longer than a year.

**PROBATIONARY PERIOD.** A defined period of time during which the apprenticeship agreement may be terminated by either party to the agreement upon written notice to the Registration Agency. In no case shall the probationary period exceed 25% of the program length or one (1) year; whichever is shorter.

**QUALIFIED ELECTRICAL WORKER ("QEW").** Used interchangeably with Journeyworker.

**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 or RA.** Means, depending on the state, the U.S. Department of Labor, Office of Apprenticeship, and/or the State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR Parts 29 and 30 and quality assurance assessments.

**RELATED INSTRUCTION.** An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, correspondence courses of equivalent value, online courses (see Computer-Mediated Learning) or other digital media or formats, or other forms of self-study approved by the Registration Agency.

**SELECTION PROCEDURES.** The Apprentice Selection Procedures that are part of these Standards.

**SHOP.** Designates the complement of workers who report daily to an Employer's designated place of business, e.g., the "service-truck" crew.

**STANDARDS OF APPRENTICESHIP (or STANDARDS)** This entire document, including the Selection Procedures and EEO/AA Plan.

**STATE APPRENTICESHIP AGENCY or SAA.** A state Bureau of Apprenticeship Training, or similar state agency, with authority over apprenticeship programs in that state.

**SUPERVISOR.** An individual designated by an Employer to supervise or have charge and direction of an apprentice during on-the-job training.

**TIME-BASED OCCUPATION.** The time-based approach measures skill acquisition through the individual apprentice's completion of at least 8,000 hours of on-the-job learning as described in a work process schedule.

**TRANSFER.** A shift of an apprentice's apprenticeship agreement from one JATC to another JATC.

**TRUST AGREEMENT.** The multi-employer plan trust agreement that created the JATT.

**TRUSTEES or BOARD OF TRUSTEES.** Those persons appointed by the IBEW Local Union and the NECA Chapter to administer the Joint Apprenticeship Training Trust. The JATT joint committee is composed of an equal number of representatives of the IBEW Local Union and NECA Chapter. The applicable Trust Agreement will typically say that the Trustees are solely responsible for the administration of the trust. Trustees are also Committee members.

**TRUST FUND.** A term sometimes used to refer to the JATT, where the funds are held.

