

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS), Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters A-544 All Field Techs A-547 SD + RD+ SAC +Lab. Com	<u>Subject:</u> REVISION–International Pipe Trades Joint Training Committee National Guideline Standards/Selection Procedures
Symbols: DSNIP/BLT		<u>Code:</u> 400.1
		<u>Action:</u> Immediate

**PURPOSE:** To transmit an approved revision to the International Pipe Trades Joint Training Committee National Guideline Standards/Selection Procedures and the letter sent to Mr. George Bliss, Chairman, and International Pipe Trades regarding the approval of the revision. The revision was approved November 17, 2000.

**BACKGROUND:** The International Pipe Trades Joint Training Committee requested and received approval for the revision of Section VII of their National Guideline Standards related to credit for previous experience and Section VII of the Selection Procedures (Appendix E) proposing three additions to the existing Selection Procedures.

These requests have been approved with the understanding that local JATCs will maintain and have available records which will disclose the impact which each approved selection method has on employment opportunities for women and minorities into the apprenticeship program if they are being underutilized.

**ACTION:** Office of Apprenticeship Training, Employer and Labor Services (OATELS) and Bureau of Apprenticeship and Training (BAT) Staff should conduct regular compliance reviews in order to determine whether any of the components within the Selection Procedures are having an adverse impact on minorities and/or women.

**REVISION**  
**NATIONAL GUIDELINE**  
**STANDARDS OF APPRENTICESHIP**

For

**INTERNATIONAL PIPE TRADES  
JOINT TRAINING COMMITTEE**

**Certified by**

**U. S. Department of Labor  
Office of Apprenticeship Training, Employer and Labor Services**

**By: /s/ Anthony Swoope  
Anthony Swoope, Administrator  
Apprenticeship Training, Employer and Labor Services**

**Dave Revision Approved: November 17, 2000**

## Amendment Language to Section VII Of Appendix E - Selection Procedures

(language to be added is underscored):

### **SECTION VII - ALTERNATIVE SELECTION METHOD: (DIRECT ENTRY - JOB CORPS, APPROVED TECHNICAL TRAINING SCHOOL GRADUATES, MILITARY VETERANS WITH TECHNICAL TRAINING, AND ORGANIZATIONAL EFFORTS)**

The \_\_\_\_\_ JATC encourages preparatory/preapprenticeship craft training to facilitate entry into apprenticeship. Consequently, those who complete the Job Corps training program in the plumbing/pipefitting/sprinkler fitter craft areas may be given direct entry into the apprenticeship program. The JATC shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates shall be done without regard to race, color, religion, national origin, or sex.

Those who graduate from an accredited technical training school that has been reviewed and approved by the International Pipe Trades - Joint Training Committee (IPT-JTC), in recognition of the critical training they have already received for occupations registered in the plumbing and pipefitting industry may be given direct entry into the apprenticeship program. With the approval of the JATC, such a new apprentice may start at the apprentice wage rate recommended by the IPT-JTC for graduates of that particular program. The JATC will determine as to those new apprentices what training requirements they need to meet to ensure that they receive all the necessary training for completion of the apprenticeship program. Entry of technical training school graduates shall be done without regard to race, color, religion, national origin, or sex.

Military veterans, who completed military technical training school and participated in a registered apprenticeship program while in the military in the occupations registered in the plumbing and pipefitting industry, may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex.

An employee of a nonsignatory employer not qualifying as a Journey Worker when the employer becomes signatory, shall be evaluated by the JATC, and indentured at the appropriate period of apprenticeship based on previous work experience and related training. (Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)

An individual who signs an authorization card during an organizing effort - wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the nonsignatory employer and does not qualify as a Journey Worker, shall be evaluated and indentured by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. (NOTE: This is a method of direct entry into the apprenticeship program). For such applicants to be considered they must:

- be employed in the JATC's jurisdiction when the authorization card was signed  
have been employed by the employer before the organizational effort commenced
- all employees of the employer must have been offered the opportunity to sign  
authorization cards and be evaluated
- provide reliable documentation to the JATC to show they were an employee performing  
plumbing/pipefitting work prior to signing the authorization card

**Amendment Language to Section VII  
of the Pattern Standards**

(language to be added is underscored):

**VII. CREDIT FOR PREVIOUS EXPERIENCE**

The JATC may grant credit toward the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards of Apprenticeship.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the JATC must submit such request at the time of application and furnish such records, affidavits, and other (insert local requirements) to substantiate the claim.

Except as provided in Section VII of the Appendix E SELECTION PROCEDURES, applicants requesting such credit who are selected into the apprenticeship program shall start at the beginning wage rate. The request for credit will be evaluated and a determination made by the JATC during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance, skill and knowledge demonstrated during the probationary period. An apprentice granted credit shall be advanced to the wage rate designated for the period to which such credit accrues.

November 17, 2000

Mr. George H. Bliss, III  
Chairman  
International Pipe Trades Joint Training Committee  
901 Massachusetts Avenue, N.W. - 2<sup>nd</sup> Floor  
Washington, D.C. 20001

Dear Mr. Bliss:

We received your request to revise Section VII of the International Pipe Trades Joint Training Committee National Guidelines for Apprenticeship Standards related to credit for previous experience and Section VII of the Selection Procedures (Appendix E) proposing three additions to the Selection Procedures.

Your requests have been approved (copy attached). These requests are approved with the understanding that records will be maintained that track the modified selection criteria to determine if it causes underutilization of females and minorities. If underutilization is caused by any of the registered selection methods, local Joint Apprenticeship and Training Committees (JATCs) must establish goals which can reasonably be expected to be attained through good faith efforts. If the local JATCs need assistance in establishing such goals, they should contact the local Registration Agency to discuss methods for minimizing or eliminating any underutilization.

In accordance with both Title 29, CFR Part 30 and 41 CFR 60-3, local JATCs should maintain and have available records which will disclose the impact which each approved selection method has on employment opportunities for women and minorities into the apprenticeship program. Records are to be maintained in such a manner as to permit identification of minority and female applicants selected into the program through each of the selection methods approved by the Office of Apprenticeship Training, Employer and Labor Services (OATELS) (rating and ranking, direct entry-Job Corps, direct entry-organizing, direct entry-graduate of accredited technical training, direct entry-military). Records must contain sufficient information to allow the Registration Agency staff to reconstruct the application and selection process for all applicants and participants. We would appreciate it if your office would remind the local Jaccs of this requirement.

Sincerely,

/s/Anthony Swoope

ANTHONY SWOOPE  
Administrator  
Office of Apprenticeship Training,  
Employer and Labor Services