

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship (OA) Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAA+; Lab.Com	<u>Subject:</u> New National Guidelines for Apprenticeship Standards for the National Association of Elevator Contractors  <u>Code:</u> 400.1
Symbols: DSNIP/LDM		Action: Immediate

**PURPOSE:** To inform the OA and the State Apprenticeship Agencies (SAA) staff, Registered Apprenticeship program sponsors and other Registered Apprenticeship partners of new National Guidelines for Apprenticeship Standards for the National Association of Elevator Contractors.

**BACKGROUND:** These National Guidelines for Apprenticeship Standards submitted by Mr. Richard A. Kennedy, President, and Ms. Teresa S. Witham, Executive Director of the National Association of Elevator Contractors were approved by the OA Administrator on February 23, 2011. These National Guidelines for Apprenticeship Standards are a model for developing local apprenticeship programs registered with the OA or a SAA for the occupation of Elevator Constructor Mechanic.

For contact information on Elevator Contractors in your area please visit the following website:  
<http://www.naec.org/org/contractors.aspx>

**ACTION:** The OA staff should familiarize themselves with this bulletin. A copy of the National Guidelines for Apprenticeship Standards and the Work Process Schedule and Related Instruction Outlines are attached.

If you have any questions, please contact Linda D. Mills, Apprenticeship and Training Representative, Division of Standards and National Industry Promotion, at 202-693-3815.

**NOTE:** This bulletin is being sent via electronic mail.

#### Attachments

- [National Guidelines Standards](#)
- [Standards of Apprenticeship](#)
- [Appendix A Work Process Schedule](#)
- [Appendix B-AER Sponsor. Man – Rapid C](#)
- [Appendix C Affirmative Action](#)
- [Appendix D Qualifications and Selection](#)
- [Appendix E Acceptance Agreement](#)