

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 Tech A-547 SD+RD+SAC+; Lab.Com	<u>Subject:</u> New National Guidelines Standards for Bergelectric Corporation <u>Code:</u> 400.1
Symbols: DSNIP/FDK		Action: Immediate

PURPOSE: To transmit to the Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) staff New National Guideline Standards of Apprenticeship for the Bergelectric Corporation.

BACKGROUND: These National Guideline Standards submitted by Bergelectric Corporation were certified by the OATELS Administrator on February 5, 2003. These National Guideline Standards are a model for developing local apprenticeship programs registered with BAT or State Apprenticeship Agency/Council for the occupation of Electrician.

A copy of the standards is attached for your information.

If you have any questions please contact (202) 693-3813.

ACTION: OATELS/BAT staff should familiarize themselves with the attached National Guidelines for Apprenticeship Standards.

NOTE: This Bulletin is being sent via electronic mail.

Attachment

**NATIONAL
GUIDELINES FOR
APPRENTICESHIP STANDARDS**

developed by

BERGELECTRIC CORPORATION

for the occupation of

ELECTRICIAN

O*NET CODE: 47-2111.00 RAIS CODE: 0159

**DEVELOPED IN COOPERATION WITH THE
UNITED STATES DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING**

**APPROVED AND CERTIFIED BY THE
UNITED STATES DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

BY: _____

**ANTHONY SWOOPE, ADMINISTRATOR
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

CERTIFICATION DATE: February 5, 2003

CERTIFICATION NUMBER: C—2003-05

**SERVING THE INDUSTRY WITH A BUREAU OF APPRENTICESHIP AND
TRAINING (BAT) APPROVED PROGRAM**

FOREWORD

Bergelectric Corporation recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the occupation of Electrician. Registered apprenticeship is the most practical and sound training system available to meet that need, to develop individuals into skilled journeyworkers, and to ensure industry an adequate supply of skilled workers.

Title 29, Code of Federal Regulations, (CFR) Part 29, outlines the requirements for registration of acceptable apprenticeship programs for Federal purposes, and sets forth labor standards that safeguard the welfare of apprentices. Such registration may be by the U. S. Department of Labor, Bureau of Apprenticeship and Training (the Bureau), or by a State Apprenticeship Agency/Council recognized by the Bureau as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. Title 29, CFR, Part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

The purpose of these national guideline standards is to provide policy and guidance to employers in developing standards of apprenticeship for local approval and registration. These National Guideline Standards developed by Bergelectric Corporation are certified by the U. S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services, as substantially conforming to the requirements of Title 29, CFR Parts 29 and 30. State Apprenticeship Agency/Councils recognized by the Bureau of Apprenticeship and Training to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

Local standards of apprenticeship must be developed and registered by each employer that undertakes to carry out an apprenticeship training program. The local standards of apprenticeship will be the written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as defined by the Bergelectric Corporation and must meet all the requirements of the local registration agency.

THE NATIONAL APPRENTICESHIP AND TRAINING COMMITTEE (NATC)

Bergelectric Corporation is responsible for the development of national guideline standards and having them certified by the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services for use by their companies.

The NATC shall consist of members of the Bergelectric Corporation appointed by the Bergelectric Education Steering Committee chairperson. The NATC to the extent authorized, is the advisory body for national guideline standards and, as such shall establish rules and regulations governing its procedures as may be required.

Duties of the

The Bergelectric Corporation NATC shall endeavor to:

- a. Encourage Bergelectric Corporation branch offices to establish local apprenticeship programs in accordance with these national guideline standards.
- b. Cooperate with Bergelectric Corporation and its branch offices in all areas of training.
- c. Make an annual report to the Bergelectric Corporation on progress made in apprenticeship.
- d. Cooperate with Bergelectric Corporation and its affiliates on the development and use of related instruction material.
- e. Transfer an apprentice from one registered apprenticeship program to another where such transfer is justified and is agreeable to the apprentice and both employers affected.

DEVELOPMENT OF AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES

Equal employment opportunity is required of every registered apprenticeship program. Such requirements apply to the recruitment, selection, employment, and training of apprentices throughout their apprenticeship.

Those programs with five or more apprentices, or where there is a likelihood of five or more apprentices, must have a written Affirmative Action Plan and Selection Procedure that is approved by the registration agency as part of the standards of apprenticeship.

A sample Affirmative Action Plan and Selection Procedure are attached.

Representatives of the registration agency are available to assist the program sponsor in developing Standards of Apprenticeship, Affirmative Action Plan and Selection Procedure using the sample provided. Once developed, the Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedure must be submitted to the registration agency for approval and registration.

**OFFICIAL ADOPTION OF NATIONAL GUIDELINES FOR
APPRENTICESHIP STANDARDS:**

Bergelectric Corporation hereby officially adopts these National Guidelines for apprenticeship standards on this 3rd day of February , 2003.

/s/ Robert Shaw
ROBERT SHAW, Director of Human Resources

**SAMPLE
STANDARDS OF APPRENTICESHIP**

**DEVELOPED BY
(NAME OF SPONSOR)**

FOR THE OCCUPATION OF

**ELECTRICIAN
O*NET CODE: 47-2111.00 RAIS CODE: 1039**

**APPROVED BY
(REGISTRATION AGENCY)**

**SERVING THE INDUSTRY WITH A BUREAU OF APPRENTICESHIP
AND TRAINING (BAT) APPROVED PROGRAM.**

TABLE OF CONTENTS

	Page
Foreword.....	ii
Definitions	iii
SECTION I. Equal Opportunity Pledge.....	1
SECTION II. Affirmative Action Plan	1
SECTION III. Qualifications for Apprenticeship	1
SECTION IV. Ratio of Apprentices to Journeyworkers	2
SECTION V. Term of Apprenticeship	2
SECTION VI. Probationary Period.....	2
SECTION VII. Apprenticeship Agreement.....	3
SECTION VIII. Hours of Work.....	3
SECTION IX. Apprentice Wage Progression	3
SECTION X. Credit for Previous Experience	4
SECTION XI. Work Experience	4
SECTION XII. Related Instruction.....	5
SECTION XIII. Safety and Health Training.....	5
SECTION XIV. Supervision of Apprentices	6
SECTION XV. Records and Examinations	6
SECTION XVI. Maintenance of Records.....	6
SECTION XVII. Certificate of Completion Apprenticeship.....	7
SECTION XVIII. Notice to Registration Agency	7
SECTION XIX. Cancellation and Deregistration.....	7
SECTION XX. Amendments and Modifications	7
SECTION XXI. Adjusting Differences/Complaint Procedure	8
SECTION XXII. Transfer of Training Obligations	9
SECTION XXIII. Responsibilities of the Apprentice.....	9
SECTION XXIV. Selection of Apprentices	10
SECTION XXV. Consultants	10
SECTION XXVI. Employer Acceptance Agreement	10
SECTION XXVII. Conformance With State and Federal Laws	10
SECTION XXVIII. Signature Page Adopting Apprenticeship Standards	11
Attachment A - Sample Trade Schedule and Related Instruction Outline	
Attachment B - Sample Apprenticeship Agreement	
Attachment C - Sample Affirmative Action Plan and Selection Procedures	
Attachment D - Sample Employer Acceptance Agreement	

FOREWORD

The (Insert Name of Sponsor) recognizes the need for structured training to maintain the high level of skill and competence demanded in the Electrical Industry.

Registered apprenticeship provides the most practical and sound method to meet that need to prepare individuals to be skilled Electricians or journeypersons, and to ensure industry an adequate supply of skilled workers.

In furtherance of those goals (Insert the Name of the Sponsor) has established these Standards of Apprenticeship outlining all terms and conditions for the recruitment, selection, employment and training of apprentices in the occupation(s) listed in these standards.

DEFINITIONS

APPRENTICE: Any individual meeting the qualifications described in the standards of apprenticeship who has signed an apprenticeship agreement with the employer/ sponsor providing training and related instruction under the Standards, and who is registered with the registration agency.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the employer/sponsor setting forth the responsibilities and obligations of all parties to the agreement with respect to the apprentice's employment and training under the standards. Each apprenticeship agreement must be registered with the registration agency.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The Certificate of Completion of Apprenticeship issued by the registration agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in the standards of apprenticeship.

DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.): Provides basic occupational information including job definitions, detailed tasks to be performed, and a number indicating a range of time to prepare for average performance in the occupation. The last update to the D.O.T was completed in 1991. Much of the data in the D.O.T was collected much earlier than that, during the 1970's, which does not accommodate the needs of today's labor market. An Advisory Panel on the Dictionary of Occupational Titles was convened in 1990 and published a report in 1993 that laid the basis for the development of the Occupational Information Network, or O*NET.

EMPLOYER: A person or organization employing an apprentice under the guidelines specified in these apprenticeship standards.

JOURNEYPERSON: A skilled Electrician recognized by the sponsor/employer as being fully trained and qualified to perform the work of the trade and to provide example, guidance and training to apprentices.

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, **which replaces the D.O.T**, 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.

SPONSOR: The employer in whose name the standards of apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

REGISTRATION AGENCY: (Insert name of Registration Agency, either the U. S. Department of Labor, Bureau of Apprenticeship and Training, or the State Apprenticeship Agency/Council recognized by the Bureau).

REGISTERED APPRENTICESHIP INFORMATION SYSTEM (RAIS): The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

STANDARDS OF APPRENTICESHIP: This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the registration agency.

SECTION I. - EQUAL OPPORTUNITY PLEDGE - 29.5(b)(20)

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the CFR Part 30, as amended (insert applicable state regulations here, if applicable).

SECTION II. - AFFIRMATIVE ACTION PLAN - 29.5(b)

If the sponsor employs five or more apprentices, the sponsor will adopt an Affirmative Action Plan and Selection Procedure as required under Title 29, CFR Part 30. A sample Affirmative Action Plan and Selection Procedure are included in this document attached as Attachment C for guidance in development of local plans and procedures.

SECTION III. - QUALIFICATIONS FOR APPRENTICESHIP - 29.5(b)(10)

Applicants shall meet the following minimum qualifications:

A. Age:

All applicants shall be at least (18) eighteen years of age.

EXAMPLES:

B. Education:

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

Applicants must submit a copy of their DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical:

Applicants shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others.

Qualified applicants may be subject to a physical examination or drug screening or both on acceptance into the program and prior to being employed. The cost of the examination and/or drug screening shall be the responsibility of the sponsor or the employer.

SECTION IV. - RATIO OF APPRENTICES TO JOURNEYPERSON- 29.5(b)(7)

The allowable ratio of apprentices to journeyperson shall be consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship. The maximum ratio of apprentices to journeyperson shall be one (1) apprentice to one (1) journeyperson.

SECTION V. - TERM OF APPRENTICESHIP – 29.5(b)(2)

The term of apprenticeship shall be a period of reasonably continuous employment, including the probationary period, as stated on the Trade Schedule (Attachment A).

SECTION VI. - PROBATIONARY PERIOD - 29.5(b)(8), (b)(19)

All applicants selected for apprenticeship shall serve a probationary period of 6 months (approximately 1,000 hours) of on-the-job training.

During the probationary period either the apprentice or the sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice shall be reviewed prior to the end of the probationary period. Records shall consist of periodic reports regarding progression made in both the on-the-job training and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice considered to be unsatisfactory after a review of the probationary period shall have his/her apprenticeship agreement canceled before the expiration of the probationary period, by means of written notice to the apprentice and to the registration agency.

Each probationary apprentice evaluated as satisfactory after a review of the probationary period shall be given full credit for the probationary period and continue in the program.

After the probationary period the apprenticeship agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the sponsor will provide written notice to the apprentice and to the registration agency of the final action taken.

SECTION VII. - APPRENTICESHIP AGREEMENT - 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice shall be covered by a written apprenticeship agreement (Attachment B) signed by the sponsor and the apprentice and approved by and registered with the registration agency. Such agreement shall contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each agreement shall be furnished to the apprentice, the registration agency, the sponsor and the Veterans Agency (if Applicable).

Prior to signing the apprenticeship agreement, each selected applicant shall be given an opportunity to read and review these standards, the sponsor's written rules and policies, and the apprenticeship agreement.

The registration agency will be advised promptly of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

SECTION VIII. - HOURS OF WORK

Apprentices shall generally work the same hours as a skilled Electrician except that no apprentice shall be allowed to work overtime if it interferes with attendance/participation in related instruction.

Apprentices who do not complete the required hours of on-the-job training during a given segment or have not achieved the desired level of competency in that phase may have the term of that segment extended until the required number of hours of training or the desired level competency are attained.

SECTION IX. - APPRENTICE WAGE PROGRESSION - 29.5(b)(5)

Apprentices shall be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to a skilled Electrician status, the sponsor shall evaluate all progress to determine whether advancement has been earned by satisfactory on-the-job training and in related instruction. In determining whether satisfactory progress has been made, the sponsor shall be guided by the work experience and related instruction records and reports.

The progressive wage schedule shall be an increasing percentage of the skilled Electrician wage rate as established by the Attachment A. The percentages that will be applied to the applicable skilled Electrician wage rate are shown on the attached Trade Schedule (Attachment A). In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

The employer/sponsor shall provide the Registration Agency with the appropriate skilled Electrician wage rate upon which the percentage will be based.

SECTION X. - CREDIT FOR PREVIOUS EXPERIENCE - 29.5(b)(12)

The sponsor may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these standards of apprenticeship.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the sponsor must submit the request at the time of application and furnish such records, affidavits or required documentation to substantiate the claim.

An apprentice granted credit shall be advanced to the wage rate designated for the period to which such credit accrues.

The granting of advanced standing will be uniformly applied to all apprentices.

Sample Process:

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 sponsor during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period. The Registration Agency shall be advised of any such credit awarded.

SECTION XI. - WORK EXPERIENCE - 29.5(b)(3)

During the apprenticeship each apprentice shall receive such on-the-job training and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled Electrician or journeyman. The on-the-job training shall be under the direction and guidance of the qualified Electrician or journeyman.

The Work Process(es) for each occupation are covered in the attached Trade Schedule(s) (Attachment A).

SECTION XII. – RELATED INSTRUCTION - 29.5(b)(4)

During each segment of training each apprentice is required to participate in related instruction in subjects related to the job as outlined in Attachment A. For each occupation, the recommended term of apprenticeship will include no less than 144 hours of related instruction for the Electrician for each year of the apprenticeship. Apprentices agree to take such subjects as the sponsor advises. The sponsor shall secure the instructional aids and equipment it deems necessary to provide quality instruction. Apprentices (*the sponsor inserts will or will not*) are paid for hours spent attending related instruction classes.

The sponsor is encouraged to inform each apprentice of the availability of college credit where available through the **[insert the names of educational institutions which will offer college credit where applicable]**.

To the extent possible, related instruction shall be closely correlated with the practical experience and training received on the job. The sponsor shall monitor and document the apprentice's progress in related instruction.

Sample Process

Any apprentice who is absent from related instruction, unless officially excused, shall satisfactorily complete all class work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction or on-the-job training without due cause, the sponsor shall take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.

The sponsor is encouraged to secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored by the sponsor.

SECTION XIII. - SAFETY AND HEALTH TRAINING - 29.5(b)(9)

All apprentices shall receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, and subsequent amendments to the Public Law, or State Standards that have been found to be at least as effective as the Federal Standards.

Apprentices shall be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work in such manner as to ensure their own safety and that of their fellow workers.

SECTION XIV. - SUPERVISION OF APPRENTICES - 29.5(b)(14)

The sponsor shall be responsible for the training of the apprentice on the job training. The supervisor of the apprentice(s) (if one is available) designated by the employer shall be responsible for the apprentice's work assignment ensuring the apprentice is working under the supervision of a skilled Electrician or journeyman, evaluation of work performance, and completion and submittal of progress reports to the sponsor.

All apprentices shall perform their on-the-job duties under the supervision of a skilled electrician or journeyman.

SECTION XV. - RECORDS AND EXAMINATIONS - 29.5(b)(6)

Apprentices may be responsible for maintaining a record of their work experience/training on the job and in related instruction and for having this record verified by their supervisor at the end of each week. The apprentice shall authorize an effective release of their completed related instruction records from the local school authorities to the sponsor if necessary. The record cards and all data pertaining to the apprenticeship will be the property of the sponsor and will be included in each apprentice's record file maintained by the sponsor.

Before each period of advancement, or at any other time when conditions warrant, the sponsor shall evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job training progress is found to be unsatisfactory, the sponsor may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the sponsor should initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyman, the sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement.

Written records of progress evaluations and corrective and final actions shall be maintained by the sponsor.

SECTION XVI. - MAINTENANCE OF RECORDS - 29.5(b)(22)

The sponsor shall maintain for a period of not less than five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, job assignments, promotions, demotions, layoffs, terminations, rate of pay, credit granted for previous experience or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records shall permit identification of minority and female (minority and non-minority) participants. The records shall be made available on request to the registration agency.

SECTION XVII. - CERTIFICATE OF COMPLETION OF APPRENTICESHIP- 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these standards, the sponsor shall so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests shall be accompanied by the appropriate documentation for both the on-the-job training and the related instruction as required by the registration agency.

SECTION XVIII. - NOTICE TO REGISTRATION AGENCY - 29.5(b)(18)

The registration agency shall be notified promptly of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations.

SECTION XIX. - CANCELLATION AND DEREGISTRATION - 29.5(b)(17)

These apprenticeship standards will, upon adoption by the sponsor, be submitted to the registration agency for approval. Such approval will be acquired before implementation of the program.

The sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The registration agency shall be notified promptly of any decision to cancel the program.

Deregistration of these standards of apprenticeship may be initiated by the registration agency for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the registration agency's regulations and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the sponsor will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR Part 29.7.

SECTION XX. - AMENDMENTS OR MODIFICATIONS - 29.5(b)(17)

These standards of apprenticeship may be amended or modified at any time by the sponsor provided that no amendment or modification adopted shall alter any Apprenticeship Agreement in force at the time without the consent of all parties to the agreement. Such amendment or modification shall be submitted to the registration agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION XXI. - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE - Title 29 CFR 29.5(b)(21), Title 29 CFR 29.30(11)

The sponsor shall have full authority to supervise the enforcement of these apprenticeship standards. Its decision will be final and binding on the employer and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

Title 29 CFR 29.5 (b)(21)

The sponsor shall hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards, for which written notification is received within fifteen (15) days of violations. The sponsor shall make such rulings, as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the apprenticeship agreement may consult with the registration agency for an interpretation of any provision of the standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is: (sponsor should insert applicable information).

Title 29 CFR 30.11

Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the U. S. Department of Labor or, at the apprentice or applicant's election, with the private review body established by the sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than one hundred eighty (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the U.S. Department of Labor must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the U.S. Department of Labor for good cause shown. Complaints of sexual harassment in the workplace may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.

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

SECTION XXII. - TRANSFER OF TRAINING OBLIGATION 29.5(13)

The sponsor may transfer an apprentice from one employer to another to provide continuous employment and to assure the apprentice more complete on-the-job training experience in all aspects of the occupation.

If a work site, or contract employer is unable to fulfill its training obligation under these standards due to lack of work or failure to conform to these standards of apprenticeship, the sponsor may, subject to the consent of the apprentice, move the affected apprentice(s) to other participating work sites or contract employers.

SECTION XXIII. - RESPONSIBILITIES OF THE APPRENTICE “EXAMPLE”

Apprentices, having read these standards formulated by the sponsor and signed an apprenticeship agreement, agree to all the terms and conditions contained herein. Apprentices agree to abide by the sponsor's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the sponsor may deem necessary to become a skilled Electrician or journeyman.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of an apprentice Electrician and other pertinent duties assigned by the sponsor/employer in accordance with the provisions of these standards.
- B. Attend and satisfactorily complete the required hours of on-the-job training and related instruction in subjects related to the occupation as provided under these standards.
- C. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the sponsor.
- D. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.

SECTION XXIV. - SELECTION OF APPRENTICES

Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these standards. (Attachment C)

SECTION XXV. - CONSULTANTS

Advice and assistance in the successful operation of this apprenticeship program will be available at any time, upon request by the program sponsor, from representatives of the registration agency.

SECTION XXVI. - EMPLOYER ACCEPTANCE AGREEMENT

The written agreement whereby the employer agrees to the terms and conditions set forth in these standards of apprenticeship registered by the sponsor. (Attachment D)

SECTION XXVII. - CONFORMANCE WITH STATE AND FEDERAL LAWS

No section of these standards of apprenticeship shall be construed as permitting violation of applicable State or Federal law.

SECTION XXVIII. - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The *(Name of Sponsor)* hereby adopts these standards for apprenticeship on this ____ Day of _____, (INSERT YEAR).

REPRESENTING THE *(Name of the Sponsor)*:

Signature of Sponsor

Printed Name

Attachment A

**TRADE SCHEDULE
ELECTRICIAN**

O*NET/SOC CODE: 47-2111.00 RAIS CODE: 0159

This occupation schedule is attached to and a part of the apprenticeship standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The term of the occupation shall be 4 years with an on-the-job training attainment of approximately 8,000 hours supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO SKILLED ELECTRICIAN OR JOURNEYPERSON

The ratio of apprentices to skilled Electricians or journeymen shall be one (1) apprentice to one (1) journeyworker.

3. APPRENTICE WAGE SCHEDULE

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

4 Year Term Example: (THIS IS ONLY A SAMPLE-ADJUST HOURS AS APPROPRIATE)

1 st 6 months + hours = _____	5 th 6 months + hours = _____
2 nd 6 months + hours = _____	6 th 6 months + hours = _____
3 rd 6 months + hours = _____	7 th 6 months + hours = _____
4 th 6 months + hours = _____	8 th 6 months + hours = _____

4. SCHEDULE OF WORK EXPERIENCE (See attached Occupation Schedule)

The sponsor may adjust the work processes to conform to local practice prior to submitting these standards to the appropriate registration agency for approval.

5. SCHEDULE OF RELATED INSTRUCTION

(See attached Course Outline)

**WORK PROCESS SCHEDULE
ELECTRICIAN
ONET Code: 47-211.00 RAIS Code: 0159**

Description: Plans layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment. Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring consistent with specifications, local electrical codes, and the National Electrical Code. Prepares sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring. Measures, cuts, bends, threads, assemble, and installs electrical conduit, using tools, such as hacksaw, pipe threader, and conduit bender. Pulls wiring through conduit. Splices wire by stripping insulation from terminal leads, using knife or pliers, twisting or soldering wires together and applying tape or terminal caps. Connects wiring to lighting fixtures and power equipment, using handtools. Installs control and distribution apparatus, such as switches, relays, and circuit breaker panels, fastening in place with screws or bolts, using handtools and power tools. Connects power cables to equipment, such as electric range or motor, and installs grounding leads. Tests continuity of circuit to ensure electrical compatibility and safety of components, using testing instruments such as a multimeter, ohmmeter, battery and buzzer, and oscilloscope. Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement. May repair faulty equipment or systems. May be required to hold license.

On-the-Job Training

Approximate Hours

- | | |
|---|------|
| 1. Preliminary Work | 600 |
| A. Learning the names and uses of the equipment used in the trade, such as kind, size, and use of cable, wire, boxes, conduits, and fittings, switches, receptacles, service switches, cutouts, etc. | |
| B. Learning names and uses of the various tools used in assembling this material, care of these tools, and other instructions necessary to familiarize the apprentice with the material and tools of the trade. | |
| C. Safety | |
| 2. Residential and Commercial Rough Wiring | 2500 |
| A. Assisting in getting the material from stockroom. | |
| B. Loading truck and unloading material and equipment on the job. | |
| C. Laying out the various outlets, switches, receptacles, and other details of the job from blueprints or by direction of the Superintendent of construction. | |
| D. Laying out the system with materials to be used, where they are to be placed, and other details as to how they shall be run. | |
| E. Cutting wires, cables, conduit, raceway; threading and reaming conduit, boring and cutting chases under the direction of the journeyman. | |
| F. Installing various kinds of wires, cables and conduits in accordance with requirements. | |

- G. Assisting journey person in pulling wires, attaching wires to fishtape, and keeping wires from kinds of abrasions.
 - H. Connecting conductors to switches, receptacles, or appliances with proper methods of splicing, soldering and taping.
 - I. Installing service switches or load center and subfeeders and fastening up these parts, running raceways and pulling in conductors under the direction of journey person electricians.
 - J. Assisting in preparing lists of materials used, including names, number of pieces, or number of feet, etc., for office records.
 - K. Loading unused material and cleaning up job area.
3. Residential and Commercial Finish Work 1500
- A. Connecting and setting switches, receptacles, plates, etc.
 - B. Installing proper size and types of fuses for each circuit.
 - C. Installing and connecting various kinds of fixtures.
 - D. Tracing and polarity of conductors and devices.
 - E. Testing the circuit for grounds and shorts and locating and correcting job defects.
 - F. Assisting journey person
 - G. in installing and completion of the National Board of Fire Underwriters and special local regulations- proper sizes of wires, services, conduits, etc.
4. Industrial Lighting and Service Installation 2000
- A. Installing rigid conduit, electrical metallic tubing, BX, armored cable, metal clad cable, and wiremolds on all types of heavy electrical equipment and major-size service entrance installations.
 - B. Wiring all types (gas, oil, stoker, etc.) of heating equipment.
 - C. Installing wiring and controls for air conditioning.
5. Troubleshooting 1000
- A. Repairing all kinds of electrical work.
 - B. Checking out trouble and making repairs under supervision of a skilled electrician or journey person.
 - C. Checking out trouble and making repairs without supervision.
6. Motor Installation and Control 400
- A. Installing overcurrent devices.
 - B. Checking for proper installation and rotation.
 - C. Installing replacement motors.
 - D. Analyzing motor circuits and troubleshooting.
 - E. Installing emergency generators and controls.
 - F. Installing pushbuttons, pilot lights, relays, timing devices, and interlocking controls.

TOTAL

8000

Related Instruction:
ELECTRICIAN
ONET Code: 47-211.00 RAIS Code: 0159

The apprentice shall receive theoretical related instruction for a minimum of 144 hours per year, for each year of their apprenticeship, in all aspects of the trade listed below:

FIRST YEAR- 1ST Semester (72 Hours)

Approximate Training Hours

- | | |
|-------------------------------------|----------|
| - 00101 Basic Safety | 12 hours |
| - 00102 Basic Math | 16 hours |
| - 00103 Introduction to Hand Tools | 4 hours |
| - 00104 Introduction to Power Tools | 4 hours |
| - 00105 Introduction to Blueprints | 12 hours |
| - 00106 Basic Rigging | 4 hours |
| - 26101-00 Electrical Safety | 16 hours |
| - 26103-00 Fasteners & Anchors | 4 hours |

FIRST YEAR- 2nd Semester (72 Hours)

- | | |
|---|----------|
| - 26102-00 Hand Bending | 8 hours |
| - 26104-00 Electrical Theory I | 8 hours |
| - 26105-00 Electrical Theory II | 8 hours |
| - 26106-00 Electrical Test Equipment | 4 hours |
| - 26107-00 Introduction to the National Electrical Code | 4 hours |
| - 26108-00 Raceways, Boxes, and Fittings | 12 hours |
| - 26109-00 Conductors | 4 hours |
| - 26110-00 Introduction to Electrical Blueprints | 8 hours |
| - 26111-00 Wiring: Commercial/Industrial | 4 hours |
| - 26112-00 Wiring: Residential | 12 hours |

SECOND YEAR- 1ST Semester (72 Hours)

- | | |
|------------------------------------|----------|
| - 26201 Alternating Current | 12 hours |
| - 26202 Motors Theory/ Application | 18 hours |
| - 26203 Grounding | 12 hours |
| - 26204 Conduit Bending | 18 hours |
| - 26205 Boxes and fittings | 12 hours |

SECOND YEAR- 2nd Semester (72 Hours)

- | | |
|---|----------|
| - 26206 Conductor Installations | 8 hours |
| - 26207 Cable Tray | 12 hours |
| - 26208 Conductor Terminations | 8 hours |
| - 26209 Installation of Electric Services | 12 hours |
| - 26210 Circuit Breakers/Fuses | 12 hours |
| - 26211 Contactors/Relays | 12 hours |
| - 26212 Electric Lighting | 8 hours |

THIRD YEAR- 1st Semester (72 Hours)

- 26301 Load Calcs	12 hours
- 26302 Conductor Selection/Calculations	12 hours
- 26303 Overcurrent Protection	8 hours
- 26304 Raceway/ Box Fill	12 hours
- 26305 Wiring Devices	8 hours
- 26306 Distribution Equipment	8 hours
- 26307 Distribution Transformers	12 hours

THIRD YEAR- 2nd Semester (72 Hours)

- 26308 Lamps, Ballasts & Components	12 hours
- 26309 Motor Calculations	12 hours
- 26310 Motor Maintenance I	12 hours
- 26311 Motor Controls	16 hours
- 26312 Electricity in HVAC	16 hours
- 26313 Hazardous Locations	4 hours

FOURTH YEAR- 1st Semester (72 hours)

- 26401 Load Calculations - Feeders/Services	12 hours
- 26402 Practical Applications of Lighting	8 hours
- 26403 Standby Emergency Systems	12 hours
- 26404 Basic Electronic Theory	14 hours
- 26405 Fire Alarm Systems	12 hours
- 26406 Specialty Transformers	14 hours
-	

FOURTH YEAR- 2nd Semester (72 hours)

- 26407 Advanced Controls	12 hours
- 26408 HVAC Controls	12 hours
- 26409 Welding Machines	8 hours
- 26410 Heat Tracing/ Freeze Protection	8 hours
- 26411 Motor Maintenance II	12 hours
- 26412 High Voltage Terminations/ Splices	8 hours
- 33207 Voice Data Systems	12 hours

TOTAL **576 Hours**

Attachment B

APPRENTICESHIP AGREEMENT
(Insert Sample)

Attachment C

SAMPLE

AFFIRMATIVE ACTION PLAN

ADOPTED BY

(INSERT NAME OF SPONSOR)

**AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30
AMENDED MAY 12, 1978**

**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING**

**APPROVED BY _____
REGISTRATION AGENCY**

DATE APPROVED: _____

Each registered apprenticeship program sponsor who employs five or more apprentices must prepare and submit to the registration agency for approval, an Affirmative Action Plan (AAP) and Selection Procedure (SP) which substantially addresses the content of the following samples (Attachments C and D).

Each sponsor may submit an existing, AAP and SP for approval or use the attached samples as guides in developing their plans.

Assistance is available through their local registration agency office.

SECTION I - INTRODUCTION

The sponsor enters this AAP with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The sponsor seeks to increase the recruitment of qualified women and minorities for possible selection into the apprenticeship program in the event females and/or minorities are underutilized in the apprenticeship program. The sponsor hereby adopts the following nondiscriminatory pledge and AAP.

This AAP is a supplement to the apprenticeship standards. Any changes made by the sponsor shall become part of this written plan, once approved by the U. S. Department of Labor, Bureau of Apprenticeship and Training and must be submitted to and approved by the Registration Agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE

The sponsor commits to the following Equal Opportunity Pledge:

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30.

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

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

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The sponsor's AAP includes the following "checked" outreach and positive recruitment efforts that would reasonably be expected to increase minority and women's participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. **Once those efforts have been checked, the sponsor shall set forth the specific steps they intend to take under each identified effort.** The sponsor will identify **a significant number of activities** in order to enable it to meet its obligation under Title 29,CFR Part 30.4(c).

- A. An announcement of apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the following agencies/organizations:
- Registration Agency
 - Women's Organizations/Centers
 - Local Schools
 - Employment Service Centers
 - One Stop Centers
 - Vocational Education Schools
 - Other Organizations/Centers (which can effectively reach minorities and women)
 - Newspapers (which are circulated in the minority community and among women)

The announcement shall include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the sponsor's equal opportunity policy. applications will be taken for no less than a two week (2) period.

- B. Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
- C. Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D. Internal communication of the sponsor's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR Part 30.
- E. Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs shall provide for pre-testing experience and training. In initiating and conducting these programs, the sponsor may be required to work with other sponsors and appropriate community organizations. The sponsor shall also initiate programs to prepare women and encourage women to enter traditionally male programs.
- F. Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory occupational training, or others designed to afford related work experience or prepare candidates for apprenticeship. The sponsor shall make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G. Utilizing skilled Electricians/journeyman to assist in the implementation of affirmative action in the apprenticeship program.

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The sponsor will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review shall analyze (independently and collectively) the affirmative action steps taken by the sponsor for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. The sponsor will work diligently to identify the cause and affect those results from their affirmative action measures. The sponsor will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the AAP must be submitted to the registration agency for registration. The sponsor will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed annually and updated where necessary.

SECTION VI - OFFICIAL ADOPTION

The *(Insert Name of Sponsor)* hereby officially adopts this Affirmative Action Plan on this ___ day of _____, (Insert Year).

SIGNATURE OF (SPONSOR PROVIDES TITLE)

PRINTED NAME

**AFFIRMATIVE ACTION PLAN
WORKFORCE ANALYSIS**

FOR RAIS CODE: _____ OCCUPATIONAL TITLE: _____

Sponsor: _____ RAIS # _____
Address: _____ Phone# _____
City: _____ State: _____ Zip: _____

Type of selection method used: _____

Labor Market Area: _____

STATISTICAL AREA LABOR FORCE ANALYSIS

Total Work Force:

Women: _____ (%) of Work Force
Minority: _____ (%) of Work Force

SPONSOR'S STATISTICAL DATA

Skilled Electricians or Journeypersons
Total Skilled Electricians or Journeypersons

Women: _____ (%) of Skilled Electricians or Journeypersons
Minority: _____ (%) of Skilled Electricians or Journeypersons

Apprentices:
Total Apprentices:

Women: _____ (%) of Apprentices
Minority: _____ (%) of Apprentices

DETERMINATION OF UTILIZATION

Minority Underutilization Yes _____ No _____
Female Underutilization Yes _____ No _____

SPONSOR'S GOALS:

The Sponsor agrees to take affirmative action with the goal of selecting _____ % Minorities and _____ % Women during the next year or hiring period.

Estimated Number of New Apprentices to be hired during the next year: _____.

Sponsor's Signature

Title

Date

Approved by Agency

Title

Date

**SAMPLE
QUALIFICATIONS AND SELECTION
PROCEDURES**

ADOPTED BY

(INSERT NAME OF SPONSOR)

**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING**

**APPROVED BY _____
REGISTRATION AGENCY**

DATE APPROVED: _____

The certification of this selection procedure is not a determination that, when implemented, the selection procedure meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR part 60-3) or Title 29 CFR Part 30.

SECTION I - MINIMUM QUALIFICATIONS

Applicants shall meet the following minimum qualifications:

A. Age:

All applicants shall be at least (18) eighteen years of age.

“EXAMPLES”

B. Education:

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

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical:

Shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others.

Qualified applicants may be subject to a physical examination or drug screening or both on acceptance into the program and prior to being employed. The cost of the examination and/or drug screening shall be the responsibility of the sponsor.

SECTION II - APPLICATION PROCEDURES “EXAMPLES”

A. Applicants shall be accepted throughout the year. All persons requesting an application shall have one made available upon signing the applicant log.

B. All applications shall be identical in form and requirements. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.

C. Before completing the application, each applicant will be required to review the apprenticeship standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the sponsor.

- D. Receipt of the properly completed application form, along with required supporting documents (proof of age – driver’s license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeals right available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview.

SECTION III - SELECTION PROCEDURES “EXAMPLES”

- A. The sponsor shall schedule the interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the Applicant Rating Form taking into account the information on the application, required documents, if applicable, and the judgment derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant’s final rating.

Applicants will be placed on a “ranking list” according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.

- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It shall be the responsibility of the applicant to keep the sponsor informed of their current mailing address and telephone number.
- F. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by “Certified Mail-Return Receipt Requested,” to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicants’ name will be removed from the list. Only one certified notice will be mailed.

- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two years (2), unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two year (2) period they were on the ranking list, will be required to reapply.
- H. During the two-year (2) period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.
- I. Youth who complete a Job Corps training program in the occupation of Electrician, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor 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 gender. ***(Note: This is a method of direct entry into the apprenticeship program).***
- J. Veterans who completed military technical training school and participated in a registered apprenticeship program while in the military in the Electrician occupation may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor 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.

SECTION IV - COMPLAINT PROCEDURE

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

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

SECTION V - MAINTENANCE OF RECORDS

The sponsor will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants and the original application for each applicant. The records pertaining to individual applicants, selected or rejected, shall be maintained in such manner as to permit the identification of minority and female (minority and nonminority) participants.

In addition to the above requirements, adequate records shall include a brief summary of each interview (if applicable) and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records of applicant selections shall be maintained for not less than 5 years and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The *(Insert Name of Sponsor)* hereby officially adopts these selection procedures on this _____ day of _____, *(Insert Year)*.

SIGNATURE OF (SPONSOR TO PROVIDE TITLE)

PRINTED NAME

SIGNATURE OF (SPONSOR TO PROVIDE TITLE)

PRINTED NAME

ATTACHMENT D

SAMPLE EMPLOYER ACCEPTANCE AGREEMENT

The following hereby agrees to comply with the provisions of the Apprenticeship Standards (Program Number: _____ formulated by the **(Insert Name of Organization)**).

I hereby agree to carry out the intent and purpose of the said standards and to abide by the rules and decisions of the Apprenticeship Committee established under these standards. I have been furnished a true copy of these apprenticeship standards, and have read and understand them and hereby request certification to train Apprentices in the occupation classification identified under the provisions of these standards, with all attendant rights and benefits thereof, until canceled voluntarily or revoked for good cause by the sponsor or registration agency.

(Name of Employer)

(Address of Employer)

(City, State and Zip Code)

(Area Code and Telephone Number)

(Name and Title of Representative)

(Signature of Representative)

Note: EACH PARTICIPATING EMPLOYER SHALL COMPLETE THIS FORM AND FILE WITH THE PROGRAM SPONSOR. AN ADDITIONAL COPY WILL BE FORWARDED TO THE REGISTRATION AGENCY FOR THEIR RECORDS, IN ACCORDANCE WITH REGISTRATION AGENCY POLICY.