

**NATIONAL**  
**GUIDELINES FOR**  
**APPRENTICESHIP STANDARDS**

developed by

**OPPORTUNITIES INDUSTRIALIZATION  
CENTERS OF AMERICA, INC.**

for the occupation of

**YOUTH DEVELOPMENT PRACTITIONER**

**DOT CODE: 166.267-900    O\*NET/SOC CODE: 13-1070-01**

**DEVELOPED IN COOPERATION WITH THE  
U.S. 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: /s/ Anthony Swoope  
ANTHONY SWOOPE, ADMINISTRATOR  
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

**CERTIFICATION DATE: September 26, 2003**

**CERTIFICATION NUMBER: C-2003-07**

## **FOREWORD**

The Opportunities Industrialization Centers of America, Inc. recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the Social Services industry. Registered apprenticeship is the most practical and sound training system available to meet that need, to develop individuals into skilled Youth Development Practitioner/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 recognized by the Bureau as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. Title 29, Code of Federal Regulations, 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 local Sponsors in developing these Standards of Apprenticeship for local approval and registration. These National Guideline Standards developed by the Sponsor are certified by the U. S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services as substantially conforming to the requirements of Title 29, CFR Parts 29 and 30. State Apprenticeship Agencies/Councils recognized by the Bureau to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

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

The establishment of local apprenticeship programs under these National Guideline Standards will provide the Sponsor with a skilled and versatile work force at each of its locations by providing apprentices the opportunity to become journeyworkers through an organized and properly supervised program of training, practical experience and related instruction.

## **DEVELOPMENT OF AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES**

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

Those programs with five or more apprentices, or where there is a likelihood of five or more apprentices, must have a written Affirmative Action Plan and Selection 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 local Sponsor in developing its Standards of Apprenticeship, Affirmative Action Plan and Selection Procedures using the sample provided. Once developed, the Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedures must be submitted to the Registration Agency for approval and registration.

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

Opportunities Industrialization Centers of American, Inc., hereby officially adopts these National Guidelines for Apprenticeship Standards on this 18<sup>th</sup> day of August, 2003.

/s/ Thomasenia G. Cotton  
Signature

Thomasenia G. Cotton  
President & COO