



## **FOREWORD**

The Boilermakers National Joint Apprenticeship Board (the Board) recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the construction industry.

Registered apprenticeships are 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's, Office of Apprenticeship, or by a State Apprenticeship Agency recognized by the Office of Apprenticeship 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 Guidelines for Apprenticeship Standards (National Guideline Standards) is to provide policy and guidance to Area Joint Apprenticeship Committees in developing Standards of Apprenticeship for approval and registration. These National Guideline Standards, developed by the Boilermakers National Joint Apprenticeship Board are certified by the U. S. Department of Labor's, Office of Apprenticeship, as substantially conforming to the requirements of Title 29, CFR parts 29 and 30. State Apprenticeship Agencies recognized by the Office of Apprenticeship to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

The "Agreement and Declaration of Trust for Boilermakers' Area Apprenticeship Fund" addresses apprenticeship areas which cover multiple states. Area Apprenticeship Committees are recognized in the trust to operate a particular multi-state area. In order to standardize the apprenticeship programs in these areas covered by the U.S. Department of Labor, Office of Apprenticeship (as the Registration Agency) these Apprenticeship Standards will be registered for each area, e.g., Western States (which covers 11 western states). State Apprenticeship Agency's (SAA) may require registration in SAA States within those areas.

## **NATIONAL JOINT APPRENTICESHIP BOARD**

The Board shall be composed of an equal number representing the Union and the Employers' Association, preferably, at least a total of sixteen (16). It will be the Board's responsibility to formulate an efficient and comprehensive apprentice training program in the field erection and repair industry, striving to constantly improve the quality of the program.

The Board shall elect a Chairperson and a Secretary. When the Chairperson represents the Union, the Secretary shall represent the Employers and vice-versa. The length of the term of these offices shall be determined by the Board. All members and officers of this Board have the right to vote on matters pertaining to apprenticeship.

The Board shall determine the number of scheduled meetings necessary, and special meetings may be called by the Chairperson at the request of any member, with due notice to all members. It is suggested that a representative of the Registration Agency be invited to attend these meetings. A majority of both the Union and the Employer members of the Board will constitute a quorum. In cases of a vote, an equal number will be cast by the Employer and the Union.

### **Duties of the National Joint Apprenticeship Board:**

The Board is charged with developing National Guideline Standards and having them certified by the U. S. Department of Labor, Office of Apprenticeship for use by Area Joint Apprenticeship Committees.

The duties of the Board include:

- To determine, adopt and amend from time to time National Guideline Standards, which shall be followed by each Area Joint Apprenticeship Committee, except as variations are granted by the Board and approved by the Registration Agency.
- Review and approve the Apprenticeship Standards submitted by Area Joint Apprenticeship Committees.
- Review and grant variations from the National Guideline Standards to any Area Joint Apprenticeship Committee within its apprenticeship and training area so long as such variations still leave the program in that apprenticeship and training area or portion thereof, in compliance with the National Guideline Standards or applicable Federal and/or State regulations.
- Act in advisory capacity to Area Joint Apprenticeship Committees and interpret the meaning and purpose of any clauses contained within the National Guideline Standards.
- Meet on call of the Chairperson to review the progress of apprenticeship in the industry.

- Settle appeals of decisions rendered by the Area Joint Apprenticeship Committees.
- In general, to encourage and enforce the adoption and application at the area level of sound apprentice training practices.

**DEVELOPMENT OF STANDARDS OF APPRENTICESHIP BY AREA JOINT APPRENTICESHIP COMMITTEES:**

Standards of Apprenticeship are provided in Attachment No. 1 and are intended for use by Area Joint Apprenticeship Committees. They provide for an explanation of the section and language that must be used in the local Standards. The Apprenticeship Standards must meet the requirements of the Registration Agency and any applicable State or Federal regulations.

**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 Procedures that are approved by the Registration Agency as part of the Standards of Apprenticeship.

The written Affirmative Action Plan must include the following sections which are explained in more detail in the samples attached:

- A. Utilization analysis and establishment of goals and timetables
- B. Outreach activities and commitments
- C. Provision for internal review and self-audit

The Selection Procedures must address how selection will occur, the complaint procedure for both apprentices and applicants, and recordkeeping requirements.

Representatives of the Registration Agency are available to assist the Area Joint Apprenticeship Committee 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 Board for review and approval prior to submitting them to the Registration Agency for registration.

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

The International Brotherhood of Boilermakers, Iron Shipbuilders, Blacksmiths, Forgers and Helpers and Employers in the Field Erection and Repair Industry, and The Boilermakers National Joint Apprenticeship Board hereby officially adopt these National Guidelines for Apprenticeship Standards on this 3<sup>rd</sup> Day of May, 2014.

\_\_\_\_\_/s/\_\_\_\_\_  
Signature  
Employer Sponsor

\_\_\_\_\_/s/\_\_\_\_\_  
Signature  
Union Sponsor