

**(Revised)**

**NATIONAL GUIDELINES  
FOR APPRENTICESHIP STANDARDS**

**DEVELOPED BY**

**NATIONAL ELEVATOR INDUSTRY EDUCATIONAL  
PROGRAM (NEIEP)**

**for**

**INTERNATIONAL UNION OF  
ELEVATOR CONSTRUCTORS (IUEC)**

**and**

**PARTICIPATING EMPLOYERS**

**Occupation:**

**ELEVATOR CONSTRUCTOR MECHANIC**

**O\*NET-SOC CODE: 47-4021.00**

**RAPIDS CODE: 0173**

**DEVELOPED IN COOPERATION WITH  
THE U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP**

**APPROVED AND CERTIFIED BY  
THE U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP**

**/s/**

**JOHN V. LADD, ADMINISTRATOR  
OFFICE OF APPRENTICESHIP**

**CERTIFICATION DATE: May 4, 2015**

**CERTIFICATION NUMBER: C-2012-01**

# NATIONAL ELEVATOR INDUSTRY EDUCATIONAL PROGRAM

## MISSION STATEMENT



**The National Elevator Industry Educational Program (NEIEP) is a joint labor-management educational trust fund serving the International Union of Elevator Constructors (IUEC) and the National Elevator Industry, Inc. (NEII) employers who employ its members. Some of NEIEP's main responsibilities are to manage and direct the implementation of curricula; design, administer and monitor probationary training and evaluation programs for all new hires entering the trade; administer a home study program for eligible students; and for instructors – conduct initial training through advanced level seminars to improve teaching skills and techniques. The overall mission of NEIEP is to improve the knowledge and skills of apprentices and mechanics not only for their benefit, but also for the benefit of their employer and the industry.**

## INTRODUCTION

The National Elevator Industry Educational Program (NEIEP) recognizes the need for structured training to maintain the high level of skill and competence demanded in the elevator industry. Registered apprenticeship provides the most practical and sound method to meet that need, to prepare individuals to be skilled journeyworkers, and to ensure industry an adequate supply of skilled workers. In furtherance of those goals, the NEIEP has established these pattern standards of apprenticeship outlining for local committees the terms and conditions for the qualification, recruitment, selection, employment and training of apprentices that should be included in their local apprenticeship standards.

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, Office of Apprenticeship (OA), or by a State Apprenticeship Agency (SAA) recognized by the OA 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 local Joint Apprenticeship Committees (JAC) in developing standards for apprenticeship for local approval and registration. The U. S. Department of Labor OA certifies these National Guideline Standards developed by the NEIEP, as substantially conforming to the requirements of Title 29, CFR parts 29 and 30. The SAAs recognized by the OA 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 local JAC that undertakes to carry out an apprenticeship training program. The Local Standards of Apprenticeship will be the JAC's written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed to by the JAC, 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 mechanics through an organized and properly supervised program of training, practical experience and related instruction.

## **DEVELOPMENT OF LOCAL STANDARDS OF APPRENTICESHIP, AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES**

The National Elevator Industry, Inc., (NEII) and the International Union of Elevator Constructors (IUEC) have established an Educational Trust Fund administered by a joint board of trustees. The Educational Trust Fund known as the "National Elevator Industry Educational Program" shall provide an apprenticeship program for the education and training of apprentices as well as a continuing education program for Elevator Mechanics. Such a fund has been established pursuant to and in compliance with the provisions of Section 302 of the Labor – Management Relations Act, as amended.

The pattern standards for development of local apprenticeship programs are set forth within these National Guideline Standards. Through coordination with the Director of the NEIEP, local JACs shall prepare and submit for approval to the applicable Registration Agency such documents as may be necessary to secure registration of their apprenticeship program.

The Board of Trustees of the Educational Trust shall have full authority to adopt these National Guideline Standards for all parties signatory to the Collective Bargaining Agreement with IUEC.

Except as otherwise specifically provided for in the National Guideline Standards, any disputes arising out of the application of the provisions of a local program, which are not resolved by the JAC, will be subject to the established grievance procedure. By mutual agreement, the parties may waive the steps of the grievance procedure and refer a grievance directly to arbitration.

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 is approved by the Registration Agency as part of the standards of apprenticeship.

Affirmative Action Plan and Selection Procedures are attached.

Representatives of the Registration Agency are available to assist the local JAC 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. Company Affirmative Action Plans and Selection Procedures (hiring process) may be considered

in lieu of utilizing the samples provided if they meet all of the requirements of Title 29, CFR part 30.

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

**THE ELEVATOR INDUSTRY AND THE NATIONAL ELEVATOR INDUSTRY  
EDUCATIONAL PROGRAM HEREBY OFFICIALLY ADOPTS THESE  
NATIONAL GUIDELINES FOR APPRENTICESHIP STANDARDS ON THIS  
19th DAY OF November 2014.**

/s/  
Christian Grenier, Chair, NEIEP

/s/  
James Biagini, Co-Chair, NEIEP

*Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.*

REVISED 2014

Date:

## STANDARDS OF APPRENTICESHIP

DEVELOPED BY  
INTERNATIONAL UNION OF  
ELEVATOR CONSTRUCTORS (IUEC)

LOCAL # JAC

FOR THE OCCUPATION OF  
ELEVATOR CONSTRUCTOR MECHANIC

O\*NET-SOC CODE: 47-4021.00

RAPIDS CODE: 0173

APPROVED BY:

[REDACTED]

*These “model” National Guidelines for Apprenticeship Standards are an example of how to develop apprenticeship standards that will comply with Title 29 CFR parts 29 and 30 when tailored to a sponsor’s apprenticeship program. These model Standards do not create new legal requirements or change current legal requirements. The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and Title 29, CFR parts 29 and 30. Every effort has been made to ensure that the information in the model Apprenticeship Standards is accurate and up-to-date.*

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## **FOREWORD**

These NEIEP National Guideline Standards have as their objective, the training of Elevator Constructor Mechanics skilled in all phases of the Elevator industry. The JAC recognizes that in order to accomplish this, there must be well-developed OJL combined with related instruction.

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

In furtherance of those goals, the **IUEC Local#** **JAC** has established these Standards of Apprenticeship outlining all the terms and conditions for the qualification, recruitment, selection, employment and training of apprentices.

## **DEFINITIONS**

*(Some of these definitions may not apply to all registered apprenticeship programs – Employers may add or delete definitions depending on their need.)*

**APPRENTICE:** Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the local Sponsor providing for training and related instruction under these Standards, and who is registered with the Registration Agency.

**APPRENTICE ELECTRONIC REGISTRATION (AER):** The Federal electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides Program Sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and the Sponsor setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the Apprentice's employment and training under these 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 these Standards of Apprenticeship.

**COLLECTIVE BARGAINING AGREEMENT:** The negotiated agreement between the Union and signatory employers that sets forth the terms and conditions of employment.

**COORDINATOR/DIRECTOR:** Means the person designated by the local JAC to perform the duties stated in the standards of apprenticeship.

**ELECTRONIC MEDIA:** Media that utilize electronics or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

**EMPLOYER:** Means any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

**JOINT APPRENTICESHIP COMMITTEE (JAC):** Joint Apprenticeship Committee (JAC) means those persons designated by the sponsor to act as an agent for the sponsor in the administration of the program. A joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).

**JOURNEYWORKER:** A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to an Elevator Constructor Mechanic, mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.)

**NATIONAL ELEVATOR INDUSTRY EDUCATIONAL PROGRAM (NEIEP):** The joint trust of the IUEC and the signatory employers who employ its members.

**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 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.

**ON-THE-JOB LEARNING (OJL):** Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

**PROGRAM SPONSOR:** The Sponsor 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.

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

**REGISTRATION AGENCY:** Means the U.S. Department of Labor, Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments. **Name of Registration Agency:**

**RELATED INSTRUCTION (RI):** An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, electronic media, or other forms of study approved by NEIEP and registered and approved by the Registration Agency.

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

**SUPERVISOR OF APPRENTICE(S):** The person or persons designated by the contractor/employer who is responsible for ensuring the integrity of training and record keeping requirements on the job.

**TIME-BASED OCCUPATION:** The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of OJL as described in a work process schedule. *(If applicable)*

**TRANSFER:** A shift of apprenticeship agreement from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committee or program sponsor.

**UNION:** Means the International Union of Elevator Constructors (IUEC) and any of its affiliated Local Unions party to an appropriate labor agreement between the parties.

**YOUTHBUILD U.S.A.:** YouthBuild is a youth and community development program that simultaneously addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. *(If applicable)*

## **SECTION I - PROGRAM ADMINISTRATION**

Program Sponsors establish a Joint Apprenticeship Committee (JAC) to carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship. A list of the membership and the areas of expertise they represent must be provided to the Registration Agency.

### **Structure of the Joint Apprenticeship Committee (JAC)**

The **JAC of Local Union#** of the International Union of Elevator Constructors and the contractors' association or the signatory contractors in whose name the local Standards of Apprenticeship will be registered is the Sponsor of the Apprenticeship Program outlined under these Standards of Apprenticeship. The JAC shall operate within the provisions of the NEIEP Agreement and Declaration of Trust and guidelines as set forth by the U.S. Department of Labor and the NEIEP's Board of Trustees as promulgated through the National Directors Office. The JAC is composed of an equal number of representatives not to exceed a total of eight (8), four (4) appointed by the employer(s) representatives or contractors' association and four (4) appointed by the Local Union. The JAC is composed of an equal number of representatives with a minimum of two (2) representatives from each respective side.

- A. The groups they represent will select members of the JAC.
- B. Membership will be composed of an equal number of representatives not to exceed a total of eight (8), four (4) appointed by employer(s) and four (4) appointed by the Local Union. The members from the Local Union representatives must have attained journeyworker's status in the International Union of Elevator Constructors.
- C. Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools may be requested to advise the JAC.

### **Administrative Procedures**

- A. The JAC will elect a Chair and a Co-Chair, and will determine the time and place of regular meetings, which will take place once a month, or at a minimum of once every three (3) months.
- B. The Chair and Co-Chair will have the power to vote on all questions affecting apprenticeship.
- C. The Chair and Co-Chair should alternate between the union on even years and employer on odd years.

### **Responsibilities of the JAC**

- A. Members of the JAC will be educated as to the equal employment opportunity in apprenticeship.
- B. Members of the JAC will be educated as to the fiduciary responsibility of the JAC.

- C. Cooperate in the selection of apprentices as outlined in this program.
- D. Ensure that apprentices are under written Apprenticeship Agreements and register the local apprenticeship standards and agreements with the appropriate Registration Agency.
- E. Review and recommend apprenticeship activities in accordance with this program.
- F. Establish the minimum standards of education and experience required of apprentices.
- G. Meet at least once a month or a minimum quarterly to review records and progress of each apprentice in training and recommend improvement or modification in training schedules, schooling and other training activities. Written minutes of the meeting will be kept.
- H. Determine the quality and quantity of experience on the job, which apprentices should have, and to make every effort toward their obtaining it.
- I. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- J. Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- K. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.
- L. Determine the requirements of qualified applicants to perform the work of the occupation that may require a medical examination prior to their employment as apprentices.
- M. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- N. Certify that apprentices have successfully completed their apprenticeship program.
- O. Notify the appropriate Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.
- P. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned; apprentices, employers and journeyworkers.
- Q. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

**SECTION II - EQUAL OPPORTUNITY PLEDGE – Title 29 CFR 29.5(b)(21) and 30.3(b)**

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, as amended **(insert state regulations, if applicable)**.

### **SECTION III - AFFIRMATIVE ACTION PLAN – Title 29 CFR 29.5(b)(21) and 30.4**

If the sponsor has five or more apprentices, the JAC will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR part 30. It will be attached as [Appendices C & D](#).

### **SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP – Title 29 CFR 29.5(b)(10)**

Applicants will meet the following minimum qualifications:

#### **A. Age**

The JAC will establish qualifications regarding minimum age limits. Applicants shall submit reliable proof of birth date with the complete application to ensure meeting the minimum age requirement. An applicant who is seventeen (17) years of age at the time of application who otherwise meets all qualifications may be rated and ranked and placed on the Pool of Eligible List. Such an applicant must provide proof that a graduation certificate or GED has been awarded, and must be eighteen (18) years of age, prior to being registered by the JAC. Examples of acceptable proof include a valid driver's license, birth certificate, or other State identification. *(Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.)*

#### **B. Education**

A high school diploma or General Education Development (GED) equivalency approved by the State is required, or 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 "copy 4" to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

#### **C. Physical**

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

Applicants will pass a screen test for the current illegal use of drugs on acceptance into the program and prior to being employed.

#### **D. Aptitude Test**

All applicants shall be given an examination, designed to test the applicant's reading and math skills and aptitude for employment in the elevator industry, which shall be scored on a pass/fail basis. Any aptitude test used must comply with 29 CFR § 30.5 and the Uniform Guidelines on Employee Selection Procedures at 41 CFR part 60-3.

Applicants may be assessed an examination fee if notice is included in the notification and application periods. A score of 70% is the minimum passing grade. Applicants not passing the test will not be interviewed and will be removed from the pool of applicants. Applicants may re-apply at a later recruitment period.

#### **SECTION V - SELECTION OF APPRENTICES – Title 29 CFR 30.5**

Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these Standards ([Appendix D](#)).

#### **SECTION VI - APPRENTICESHIP AGREEMENT – Title 29 CFR 29.3(d) and (e) and 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 will be covered by a written Apprenticeship Agreement ([Appendix B](#)) signed by the JAC and the apprentice and approved by and registered with the Registration Agency. Such agreement will 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 Apprenticeship Agreement will be furnished to the apprentice, the JAC, the Registration Agency, and the employer and the Union. An additional copy will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards, the JAC's written rules and policies and the Apprenticeship Agreement and the sections of the Collective Bargaining Agreement (CBA) that pertain to apprenticeship.

The Registration Agency will be advised within forty-five (45) days of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

#### **SECTION VII - RATIO OF APPRENTICES TO JOURNEYWORKERS – Title 29 CFR 29.5(b)(7)**

A numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant. The ratio of apprentices to journeyworkers will be one (1) apprentice to one (1) journeyworker.

#### **SECTION VIII - TERM OF APPRENTICESHIP – Title 29 CFR 29.5(b)(2)**

The term of the occupation will be four (4) years with an (OJL) attainment 8,000 hours supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline ([Appendix A](#)). Full credit will be given for the probationary period.

## **SECTION IX - PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(20)**

The probationary period cannot exceed twenty-five (25) percent of the length of the program, or one-year (1), whichever is shorter. All newly hired apprentices without previous mechanical experience shall be classified as a probationary employee in the status of an apprentice for a period or periods totaling twelve (12) months/within the aggregate period of not more than eighteen (18) months, which include OJL and related instruction.

During the probationary period the apprenticeship agreement may be canceled at the written request of the apprentice or by the JAC without stated cause. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Probationary apprentices shall advance from the fifty (50) percent wage rate to the first-year apprentice wage rate upon completion of six (6) months in the elevator industry provided such probationary apprentices have worked a minimum of one-hundred (100) hours in each thirty-day (30) period during the six (6) months.

Apprentices may complete their probationary period with more than one employer provided such employer has a labor contract with the IUEC, and the period of twelve (12) month probation may cover an aggregate period of not more than eighteen (18) months. A month shall be deemed worked when the probationary apprentice completes one hundred (100) hours in any thirty (30) day period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will 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 written request of the apprentice, or may be suspended or canceled by the JAC for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the JAC will provide written notice to the apprentice and to the Registration Agency of the final action taken.

## **SECTION X - HOURS OF WORK**

Apprentices will generally work the same hours as journeyworkers, except that no apprentice will be allowed to work if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until the required number of hours of training is accrued. No apprentice shall be elevated to Journeyworker until achieving a minimum of 8,000 hours, minimum of 576 hours of related instruction and successful completion of the Elevator Constructors Mechanic Exam (Mechanic Exam).

## **SECTION XI - APPRENTICE WAGE PROGRESSION – Title 29 CFR 29.5(b)(5)**

Apprentices will be paid a progressively increasing schedule of wages and fringe benefits 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 journeyworker status, the JAC will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and a minimum of 2,000 hours and in related instruction courses. In determining whether satisfactory progress has been made, the JAC will be guided by the work experience and related instruction records and reports.

The apprentice shall receive the full amount of all cost of living increases or bonuses that are negotiated through the collective bargaining agreement. When an apprentice completes the required hours of training and all of the required related instruction, the apprentice, upon recommendation of the JAC, shall be permitted to sit for the Mechanic's Examination. Upon successful completion of the Mechanic's Examination, the apprentice shall be classified as a mechanic and shall receive not less than the rate paid to a mechanic. Apprentices that do not successfully complete the Mechanic's Examination or who fail to sit for the Mechanic's Examination when they are required to do so shall be classified as fourth-year apprentices and required to repeat related instruction classes as required by the JAC. Apprentices that do not successfully complete the Mechanic's Examination or fail to sit for the Mechanic's Examination when they are required to do so shall be subject to the guidelines contained in the operative CBA.

The progressive wage schedule and fringe benefits will be an increasing percentage of the journey-worker's wage rate as established in the CBA. The percentages that will be applied to the applicable journey-worker rate are shown on the attached Sample Work Process Schedule and Related Instruction Outline ([Appendix A](#)). In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

## **SECTION XII - CREDIT FOR PREVIOUS EXPERIENCE – Title 29 CFR 29.5(b)(12) and 30.4(c)(8)**

The JAC 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.

Apprentice applicants seeking credit for previous experience should be directly related to the Elevator Industry. This experience gained outside of the supervision of the JAC must be submitted at the time of application and furnish such records, affidavits, and other official certificates of completion to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the JAC 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.

An apprentice granted credit would be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

Apprentices that have voluntarily withdrawn from the apprenticeship program due to leaving the industry shall make written request to the JAC for reinstatement. Upon approval of the request by the JAC the apprentice will re-enter the program at the same classification as when they withdrew, and credit for all OJL hours and related instruction hours previously earned will be granted.

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

### **SECTION XIII - WORK EXPERIENCE – Title 29 CFR 29.5(b)(3)**

During the apprenticeship the apprentice will receive such work experience and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The work experience will be tracked in a written or electronic format. The work experience will be under the direction and guidance of the journeyworker and/or supervisor of the apprentice(s).

### **SECTION XIV - RELATED INSTRUCTION – Title 29 CFR 29.5(b)(4)**

The purpose of related instruction is to teach apprentices those applied academics in subject areas critical to job performance, but not adequately or effectively taught on the job. It will be up to the local JAC to establish the subject matter and hours that will be taught, the method and institution by which it will be provided for each occupation being registered. The Related Instruction Outline provides required courses and hours to satisfy the necessary competencies for each occupation. To the extent possible, related instruction shall be closely correlated with the practical experience and training received on the job. The JAC will inform each apprentice of the availability of college credit. NEIEP will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The JAC will require the instructors to work toward attainment of a NEIEP Certification of Instructor for the Elevator Industry. All instructors should work toward the attainment of completion of the NEIEP Certification of Instructors of Journeyworkers and Apprentices in the Elevator Industry and therefore should seek continuing education. All NEIEP student instructors must complete the following courses to earn this instructor certificate. This is in accordance with Title 29, CFR part 29.5(b)(4)(ii). All instructors will be employed by NEIEP.

## **REQUIREMENTS FOR THE INSTRUCTOR TRAINING PROGRAM**

### **NEIEP Instructor Training Institute**

The NEIEP Instructor Training Institute (NITI) at Roger Williams University (Rhode Island) supports classroom instructors with basic and advanced levels of train-the-trainer, workshops on the full array of classroom labs, as well as a professional development online course for our veteran educators. Two levels of certificate are offered (a Certificate in Classroom Instruction and a Master Certificate in Classroom Instruction). Requirements for completing the certificate programs for the varying levels of instructor are as follows:

### **Courses for Certificate in Classroom Instruction**

#### *New Instructors*

- Instructor Orientation
- Basic Train the Trainer Course
- Advanced Train the Trainer Course (ATTC)
- One Lab Workshop

*Existing Instructors (who have currently partially completed training courses before the NITI was instituted)*

- Instructor Orientation (online)
- ATTC (if needed)
- One Lab Workshop

### **Courses for Master Certificate in Classroom Instruction**

#### *All Instructors*

- All requirements listed above for the standard certificate
- Instructor Professional Development Course (IPD) (online)
- One additional Lab Workshop

*(\*Note: existing instructors who have completed all training certificate courses before the NITI agreement will need to complete the Instructor Orientation, the IPD course, if needed, as well as one additional lab workshop to receive the master certificate.)*

Below are descriptions for each course in the NITI program.

### **Instructor Orientation (8 hours)**

- For novice instructors to become comfortable and familiar with the tools and skills
- For veteran instructors who are looking for a refresher
- Multi-section course covers the basics of the program expectations for both students and instructors
- Provides an introduction to the NEIEP website

- Details the many resources available via the Instructor Support Material area of the site
- Features a guide to setting up the computer hardware (laptop & projector) in the classroom
- Previews the functionality and benefits Microsoft PowerPoint, Adobe Acrobat and NEIEP's custom virtual lab software

### **Basic Train the Trainer Course (16 hours +)**

- The Basic Train the Trainer Course (BTTC) provides new NEIEP instructors with the basics of classroom management and adult education theory. The course offers tips and models for effective lesson planning and presentation. Steps in lesson planning include identifying student needs, setting clear objectives, studying the students and the classroom environment, developing strategies to involve students, designing instruction, using adult learning theory, and evaluating the class in terms of how well the objectives have been met.
- The BTTC program has become a favorite of NEIEP Instructors, allowing individuals from different parts of the country to get to know one another, sharing their experiences, successes, and frustrations that inevitably occur in the classroom. The BTTC seminar serves as a great example of effective presentation; the leaders model how to use questions to avoid lecturing for the full class time and to let the students do a lot of interaction (and learning), and also how to integrate visuals with PowerPoint and other forms of media to aid in students' comprehension of the topics. A presentation is required at the end of class by each instructor using two forms of media.

### **Advanced Train the Trainer Course (16 hours)**

- The Advanced Train the Trainer Course (ATTC) joins the BTTC to create a comprehensive instructor training series for NEIEP. This advanced course is designed to be highly interactive, using the experiences and problems faced by veteran instructors to drive the instruction and discussion. The advanced course is continuously updated to harmonize with the basic course as more advanced seminars are held. The ATTC courses are held in the fall and the spring.
- The course focuses on the issues that surface for our experienced instructors: assisting students with learning problems; technology, computer, and advanced PowerPoint issues (inserting videos and other technologies for the students); motivating students and creating exercises; adult learning, team building, and more.

### **Instructor Professional Development (IPD) Course (20 hours +)**

- Offers deeper perspectives and opportunities to learn.
- Brings together ATTC participants to continue the discussion.

- Provides not a narrowing of perspectives, but a broadening of the knowledge base as experiences are shared and compared relative to teaching issues.
- Instructors who have attended the ATTC Course are eligible for enrollment.

### **Technical Training Workshops (16 hours each)**

- The DC Motor Lab Workshop prepares instructors to facilitate lab work in their courses. This hands-on workshop provides an opportunity for instructors to set-up and run the experiments in a comfortable environment. Outcomes, challenges and classroom presentation using the lab are explored.
- The Solid State Workshop offers NEIEP instructors the chance to become more proficient and prepared for their classroom work. The solid state workshop covers the basics and beyond of the lab used in the curriculum. The set-up and application of equipment such as the oscilloscope, frequency generator, digital bench meter, and power supply are integrated into actual execution of experiments using the lab's basic and advanced components.

The Hydraulic Controller Lab, also a part of the curriculum, requires extensive training and familiarity on the part of our instructors. The workshop leaders demonstrate instructional techniques unique to this lab. Instructors work through the experiments using the five-step troubleshooting method, recording their progress as their students will do back in the classroom. This workshop provides instructors with experience using the lab so they can explain and interpret the outcomes of their students' findings.

- The Rigger & Signal Person Train-the-Trainer prepares NEIEP instructors for teaching the basics of rigging and signaling as it pertains to the industry.
- The Welding Instructor Workshop prepares NEIEP instructors for the task of preparing IUEC members to become eligible for welding certification.
- The Scaffolding Lab Workshop authorizes NEIEP instructors to facilitate Scaffolding Certification, in association with the Scaffolding Institute of America, by providing the required 12 hours of classroom instruction to students.
- The Hydraulic Valve Lab Workshop prepares NEIEP instructors to use the valve lab in classroom instruction.

**Sample Language** - During each segment of training each apprentice is required to participate in coursework related to the job as outlined in [Appendix A](#). Hours of related instruction shall be no less than 144 hours per segment with a minimum of 576 hours for the full term of apprenticeship. Apprentices will not be paid for hours spent attending related instruction classes.

Any apprentice who is absent from related instruction classes shall satisfactorily complete all class work including hours missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding classroom (or OJL) without due cause, the JAC shall take appropriate disciplinary action and may cancel the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

The local JAC shall be responsible for the apprentice's progress in related instruction classes.

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

#### **SECTION XV - SAFETY AND HEALTH TRAINING – Title 29 CFR 29.5(b)(9)**

All apprentices will 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 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or State Standards that have been found to be at least as effective as the Federal Standards.

Apprentices will 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 to ensure their own safety and that of their fellow workers.

#### **SECTION XVI - ADEQUATE/PROPER SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b) (14)**

No apprentice shall work without proper or adequate supervision of the journeyworker.

For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyworker at all times who is responsible for making work assignments, on-the-job learning and safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the journeyworker, but that the journeyworker knows what the apprentice is working on; and is readily available and making sure the apprentice has the necessary instruction and guidance to perform their level of performance safely, correctly, and efficiently.

## **SECTION XVII - RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b)(6)**

Each apprentice is responsible for maintaining a record of his/her work experience/training on the job and in related instruction and for having this record verified by his/her supervisor at the end of each week. The apprentice will authorize an effective release of their completed related instruction records from NEIEP to the JAC. All data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship will be maintained by and will be the property of the JAC. This record will be included in each apprentice's record file maintained by the JAC.

Before each period of advancement, or at any other time when conditions warrant, the JAC will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the JAC 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 segment of training. In such cases, the JAC will 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 journey-worker, the JAC will, after the apprentice has been given adequate assistance and opportunity for corrective action, cancel the Apprenticeship Agreement.

## **SECTION XVIII - MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(23) and 30.8(e)**

The JAC will maintain for a period of 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, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request to the Registration Agency.

## **SECTION XIX - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 29 CFR 29.5(b)(15)**

**Certificate of Completion** – Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the JAC will so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Those requirements include:

- OJL minimum of 2,000 hours per year for a total of 8,000 hours
- Related instruction to include a minimum of 576 hours
- Successful completion of the Mechanic's Examination

Such requests will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

**SECTION XX - NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.3(2)(d) and (e) and 29.5(b)(19)**

The Registration Agency will be notified within forty-five (45) days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

**SECTION XXI - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(18) and 29.8(a)(2)**

These Standards will, upon adoption by the JAC, be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

**IUEC Local #** **JAC** reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by the Registration Agency for failure of the JAC 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 JAC will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.8.

**SECTION XXII - AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b)(18)**

Any amendments or modifications to these standards must be approved by NEIEP. These Standards may be amended or modified at any time by the JAC provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will 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 XXIII - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – Title 29 CFR 29.5(b)(22), 29.7(k) and 30.11**

Any amendments or modifications to these standards must be approved by NEIEP. The JAC will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the sponsor, and the apprentice, unless otherwise noted hereto. In the event of a dead lock or impasse the JAC will defer the matter to the NEIEP Director or his designee.

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 29.7(k)**

For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable Grievance and Arbitration Articles of the CBA.

The JAC will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the Registered Apprenticeship Standards, for which written notification is received within forty-five (45) days of violations. The JAC will make such rulings, as it deems necessary in each individual case and within ninety (90) 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 these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is:

**Title 29 CFR 30.11**

Any apprentice or applicant for apprenticeship who believes that he/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/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 Registration Agency or, at the apprentice or applicant's election, with the private review body established by the Program Sponsor (*if applicable*).

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program 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 Registration Agency 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 Registration Agency for good cause shown.

Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.

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

## **SECTION XXIV - COLLECTIVE BARGAINING AGREEMENTS – Title 29 CFR 29.11**

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- a) Any apprenticeship provision in any collective bargaining agreement between employers and employees establishing higher apprenticeship standards; or
- b) Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, Executive Order, or authorized regulation.

## **SECTION XXV - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – Title 29 CFR 29.5(13)**

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on a written request by the Apprentice and agreement by the affected apprenticeship committee or program sponsors, and must comply with the following requirements:

- The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the committee or program sponsor;
- The transfer must be to the same occupation; and
- A new Apprenticeship Agreement must be executed when the transfer occurs between program sponsors.

If the JAC is unable to fulfill its training obligation due to lack of work or failure to conform to these Standards the JAC will make every effort to refer the apprentice with his/her consent to another program sponsor, Registration Agency or American Job Center for placement into another registered apprenticeship program. This will provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program. The JAC will also make available to the apprentice and the receiving program sponsor the apprentice's training record. The apprentice must receive credit from the new program sponsor for the training already satisfactorily completed. Should severe economic conditions prevent the JAC from ensuring the continuity of its training obligation, the JAC may suspend the agreement with the apprentice for a maximum of two years without penalty to the apprentice.

## **SECTION XXVI - RESPONSIBILITIES OF THE APPRENTICE**

Apprentices, having read these Standards formulated by the JAC and signed an Apprenticeship Agreement with the JAC agree to all the terms and conditions contained therein and agree to abide by the JAC's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the JAC may deem necessary to become a skilled Elevator Constructor Mechanic.

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

- A) Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the JAC and the employer in accordance with the provisions of these Standards.
- B) Attend and satisfactorily complete the required hours in the OJL and in 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 fellow workers.
- E) Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the JAC.
- F) Adhere to any other such policies or procedures established by the JAC or NEIEP.

## **SECTION XXVII - DISCIPLINARY ACTION**

### **Explanation**

Each local JAC must have the authority to establish disciplinary procedures to ensure that apprentices and employers are maintaining the integrity of the training program and following the terms and conditions of the apprenticeship standards. The JAC must ensure that there is fairness and equity in the treatment of apprentices and employers.

Disciplinary action must be uniformly administered in accordance with the policy established in the National Elevator Industry Educational Program Standard Operating Procedures manual.

Records of all disciplinary actions shall be maintained by the JAC and NEIEP. The Registration Agency shall be notified whenever a disciplinary action results in the cancellation of an Apprenticeship Agreement.

## **SECTION XXVIII - TECHNICAL ASSISTANCE**

Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools may be requested to advise the JAC.

The JAC is encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of their apprenticeship program.

**SECTION XXIX - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:**

The IUEC **Local# \_\_\_\_\_ JAC** hereby adopts these Standards of Apprenticeship on this **\_\_\_\_\_ Day of \_\_\_\_\_.**

\_\_\_\_\_  
Signature of Management

\_\_\_\_\_  
Signature of Labor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Management

\_\_\_\_\_  
Signature of Labor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

*Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.*

## APPENDIX A

### WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE CURRICULUM

#### Elevator Constructor Mechanic

Alternative Title: Mechanic

O\*NET-SOC CODE: 47-4021.00

RAPIDS CODE: 0173

This occupation specific schedule is attached to and is part of these Apprenticeship Standards for the above listed occupation.

1) Term of Apprenticeship:

The term of the occupation shall be four (4) years with an On-the-Job-Learning (OJL) attainment of 8,000 hours, which shall be supplemented by the required hours of instruction.

2) Ratio of Apprentices to Journeyworkers:

The ratio of apprentice worker to the skilled journeyworker shall be determined by the local collective bargaining agreement. The ratio of apprentices to journeyworkers will be one (1) apprentice to one (1) journeyworker.

3) Apprentice Wage Schedule:

All apprentices shall be paid a progressively increasing schedule of wages and fringe benefits based on a percentage of the current journeyworker rate wage rate or as defined by the local collective bargaining agreement.

Probationary Apprentice, (0-6 months): 50% of Mechanic's Rate.

First-Year Apprentice (7-12 months): 55% of Mechanic's Rate.

First-Year Apprentice, (upon completion of, and including the hours accrued in, the probationary period through 2,000 hours): 55% of Mechanic's Rate, plus fringe benefits as provided by the collective bargaining agreement.

Second-Year Apprentice, (2,000 – 4,000) hours): 65% of Mechanic's Rate, plus fringe benefits as provided by the collective bargaining agreement.

Third-Year Apprentice, (4,000 – 6,000 hours): 70% of Mechanic's Rate, plus fringe benefits as provided by the collective bargaining agreement.

Fourth-Year Apprentice, (6,000 – 8,000 hours): 80% of Mechanic's Rate, plus fringe benefits as provided by the collective bargaining agreement.

4) Schedule of Work Experience: (See attached Work Process Schedule)

Each apprentice shall receive instruction and work experience in all aspects of the occupation as listed in the work process schedule, which is attached, and made a part of, these standards. To permit the flexibility necessary to the sponsor's normal business operation, work process activities need not occur precisely in the order listed, nor do the scheduled hours in any activity need to be continuous. A record of work and training hours under each category of the work process shall be maintained for every apprentice. The JAC may modify or alter the work processes to meet specific local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

5) Schedule of Related Instruction: ([See attached Related Instruction Outline](#))

Each apprentice shall be required to receive at least 144 hours of related instruction in subjects related to the occupation for each year of training on the job. The apprentice may or may not be compensated for hours spent in related instruction outside of regular working hours. Related instruction will be provided by NEIEP utilizing various methods of instruction such as traditional classroom (lecture, discussion), electronic media (including, but not limited to: computer based training, distance learning) and practical (hands on) learning. Related instruction will include a mechanism to verify satisfactory understanding (assessment) of the subject matter. Curriculum will be both skill and knowledge based upon accepted industry standards and practices. Each apprentice shall maintain an achievement grade in related instruction of at least 70%, in order to advance to each level of the apprenticeship.

6) WORK PROCESS SCHEDULE

**WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE  
CURRICULUM**

**Elevator Constructor Mechanic**

**Alternative Title: Mechanic**

**O\*NET-SOC CODE: 47-4021.00**

**RAPIDS CODE: 0173**

**APPROXIMATE HOURS**

**A. CONSTRUCTION/MODERNIZATION**

**2,300 hrs.**

**1. SAFETY**

- Identify job hazards
- What proper safety equipment to wear and use
- Common sense safety around conveyances
- Fundamentals of first aid & Material Safety Data Sheets information
- Avoiding electric shock, Ground Fault Circuit Interrupter
- Codes that apply to the elevator industry

**2. PRINT READING**

- Read prints
- Survey the hoist way for new installation and modernization
- Convert to meter equivalents

**3. HANDLING MATERIALS & TOOLS: RIGGING & HOISTING**

- Safety procedures
- Properly handle and store conveyance equipment
- Tie and identify knots, bends and hitches
- Safety procedures for hoisting heavy equipment
- Building a safe working platform & scaffolding
- Use all safety devices

**4. PIT STRUCTURES**

- Safety procedures
- Introduction to the pit components and their purpose
- Install pit equipment: buffers, compensating sheaves, compensating ropes and chains
- Testing of pit equipment for proper operation

**5. GUIDE RAILS**

- Safety procedures
- Prepare rails and rail runs

- Build templates, drop lines and plumb hoist ways of single, multiple or corner post installations
- Install guide rails
- Use a rail gauge and align rails

#### 6. MACHINE ROOM, ESCALATOR, & OVERHEAD INSTALLATIONS

- Safety procedures
- Layout and properly align & set equipment
- Properly align sheaves, tracks and gears
- Offset roping

#### 7. CAR & COUNTERWEIGHT ASSEMBLY & ROPING

- Safety procedures
- Assemble car and counterweight sling
- Why elevators use counterweights
- Proper handling & storage of wire ropes
- Plan a rope run and learn other methods of installing and reroping

#### 8. WIRING INSTALLATION

- Safety procedures
- Terminology for various tools and electrical equipment
- Plan and install raceway and conduit
- Bend conduit
- Plan wiring and pulling wires safely and efficiently
- Accurately prepare and install traveling cables
- Bonding and grounding equipment
- Prepare the conveyance for running operation

#### 9. DOOR INSTALLATION

- Safety procedures
- Proper terminology for doors and relating equipment
- Install car and hoist way entrances and door equipment accurately
- Install & adjust elevator doors, gates for passenger, freight & dumbwaiter

#### 10. HYDRAULICS

- Safety procedures
- Drill a hole for a hydraulic jack
- Properly install and plumb the casing & jack with specific tools
- Layout a pipe run and connections to power unit and jack

- Hydraulic theory and valve operation
- Adjust the valves for proper operation
- Troubleshoot and isolate system problems

**B. SERVICE/REPAIR/MODERNIZATION/CONSTRUCTION**

**3,500 hrs.**

**1. BASIC WIRING/ELECTRICITY**

- Procedures for working safely with electricity
- Principle on which all electrical concepts are based
- What is electricity and where does it come from?

**2. SOLID STATE ELECTRONICS/RELAY LOGIC**

- Safety procedures
- Terminology and safety equipment used on electronic devices
- Binary & hexadecimal systems are related to digital circuitry
- Capacitors and capacitance are used on elevator equipment
- Inductance and inductors are used in circuits
- How a semi-conductor works
- Diode, zener diodes, photodiodes and light emitting diodes
- Understanding transistors and how they operate
- How Silicone Controlled Rectifiers are operated and used in elevator circuits
- Various digital gates and their function
- The functions of integrated power supplies
- Different configurations and uses of the Op Amp
- Relay logic

**3. CIRCUIT TRACING/RELAY LOGIC**

- Safety procedures
- Read a wiring diagram symbol and apply it to the equipment on the job
- Sequence of operation of individual circuits such as starting stopping car and hall call cancellation and direction selection
- Troubleshoot particular circuits that are malfunctioning
- Locate and repair electrical problems such as ground, opens, defective contacts and coils
- Troubleshoot electrical problems with confidence

**C. GENERAL REPAIR/MODERNIZATION**

**1,000 hrs.**

**1. REROPING, RECABLING**

- Safety procedures
- Inspecting for defective rope, selector tape & cable
- Staging and routing ropes, tapes & cables
- Shackling and socketing

**2. DOOR OPERATOR & RELATING EQUIPMENT**

- Safety procedures
- Passenger & freight door, gate repairs and replacements
- Door Operators, repair, replace and adjustments
- Door protective devices and troubleshooting

**3. TRAVELING CABLE**

- Safety procedures
- Repair and replacement of traveler in existing Hoistways

**4. MOTORS, GENERATORS, BEARINGS, SHEAVES, DRIVERS**

- Safety procedures
- Cleaning and lubrication
- Testing and replacing motors, generators, bearings, sheaves and drivers
- Turn and undercut a commutator
- Test shunt and series field coils
- Learn how to check bearings and replace

**5. ESCALATORS, MOVING WALKS & SIMILAR EQUIPMENT**

- Safety procedures
- Repair/replace equipment
- Clean and lubricate

**D. MAINTENANCE, INSPECTION, AND TESTING PRACTICES**

**1,200 hrs.**

**1. GENERAL MAINTENANCE**

- Safety procedures
- Cleaning and lubrication
- Maintaining controller components
- Rope inspection
- Doors and operator maintenance
- Code requirements
- Maintenance control plan including Firefighter Service tests

**2. HYDRAULIC ELEVATORS**

- Safety procedures
- Examination and inspection of the hydraulic pump unit
- Examination and inspection of the pit equipment including hydraulic piping and jack assembly.
- Category 1 and Category 5 safety tests

**3. TRACTION ELEVATORS**

- Safety procedures
- Brake inspection, lubrication, and adjustment
- Motor and generator maintenance
- Governor maintenance
- Category 1 and Category 5 safety tests

**TOTAL HOURS: 8,000 hrs.**

## RELATED INSTRUCTION OUTLINE

### Apprenticeship Curriculum

### Elevator Constructor Mechanic

Alternative Title: Mechanic

O\*NET-SOC CODE: 47-4021.00

RAPIDS CODE: 0173

### 100 Trade Skills

- Introduction to Safety
- Safety During Construction and Modernization
- Safety During Maintenance and Repairs
- Alcohol and Other Drugs
- Introduction to OSHA
- Hazard Communication
- Personal Protective Equipment
- Materials Handling
- Electrical Safety
- Tool Safety
- Fall Protection
- Stairways and Ladders
- Confined Spaces
- Motor Vehicle Safety
- Ergonomics
- Fire Safety
- Scaffold Safety
- Competent Person Training for Framed Scaffolds
- Training Program for Suspended Scaffolds
- Harassment and Discrimination in the Workplace
- Diversity and Success
- Case Studies
- Customer Relations
- Labor History and IUEC History
- Basic Mathematic Concepts
- Measurement
- Introduction to Installation Drawings
- Detail Drawings and Material Specifications

72 hrs.

### 200 Hoistway Structures

- Tools and Material Handling
- Rigging and Hoisting
- Crosby Fasteners
- Pit Structures
- Introduction to Guide Rails
- Installation of Guide Rails

- Machine and Sheave Installation
- Elevator Control Equipment Installation
- Car and Counterweight Assembly and Roping
- Elevator Rope and Roping
- Reropeing
- Elevator Cab Modernization, Refinishing and Floor Covering

**72 hrs.**

### **300 Electrical Fundamentals**

- Signed Numbers and Powers of 10
- The Metric System
- Equations and Formulas
- Ratio and Proportion
- Electrical Safety
- Basic Electricity Introduction
- Understanding the Relationship between Voltage, Current, and Resistance
- Basic Electrical Circuit Components
- Series and Parallel DC Resistive Circuits
- Alternating Current Theory
- Magnetism and Electromagnetism

**72 hrs.**

### **400 Electrical Theory & Application**

- Introduction to Analog and Digital Meters
- Transformers
- DC Generator and Motor Theory
- Components of DC Motors and Generators
- Types of DC Motors and Generators
- Maintenance and Service
- AC Motors

**72 hrs.**

### **500 Installations**

- Planning, Piping and Wiring
- Piping and Wiring the Machine Room and Hoistway
- Piping and Wiring the Car
- Start-up Procedures
- Passenger Elevator Door and Entrance Installation
- Elevator Cab Assembly and Door Operators
- Freight Elevator Doors and Gates
- Freight Door Operators
- Dumbwaiters
- Machine Room Maintenance
- Hoistway Maintenance

- Asbestos Awareness

**72 hrs.**

**600 Solid State**

- Mathematics for Ohm's Law
- Basic Components and Series and Parallel Resistance
- Magnetism, Electromagnetism, AC Theory and Transformer
- Capacitors and Capacitance
- Inductors and Inductance
- Diodes
- Transistors and Thyristors
- Analog Integrated Circuits
- Digital Integrated Circuits

**72 hrs.**

**700 Power and Logic**

- Introduction to Circuit Tracing
- Relays and Timers
- Power and Power Control
- Logic Controls
- Constant Pressure Push Button Systems & Single Automatic
- Push Button Systems
- Collective Systems
- Variable Voltage Selective-Collective Control Systems

**72 hrs.**

**800 Advanced Topics in Elevators**

- Installing and Servicing the Jack
- Piping and Temporary Operation
- Basic Hydraulic Theory
- Hydraulic Elevator Maintenance
- Escalator Components and Installation Procedures
- Moving Walk Components and Installation Procedures

- Service, Maintenance, and Repair
- Residential and Limited Use Limited Access (LULA) Elevators
- Residential and LULA Platform and Chair Lifts
- Rack and Pinion Hoists

**72 hrs.**

**TOTAL: 576 hrs.**

**Appendix B**  
**AER Sponsor Manual**  
**ETA-671 Apprenticeship Agreement**



SPONSOR  
QUICK START  
GUIDE

## 1.1 Accessing RAPIDS Website

The purpose of this RAPIDS Sponsor's Quick Start Guide is to enable the new user to Access the system and perform the basic actions of registering, canceling and completing apprentices. For a more extensive and in depth discussion of the capabilities of the RAPIDS system please consult the complete edition of the RAPIDS manual.

### Table of Contents

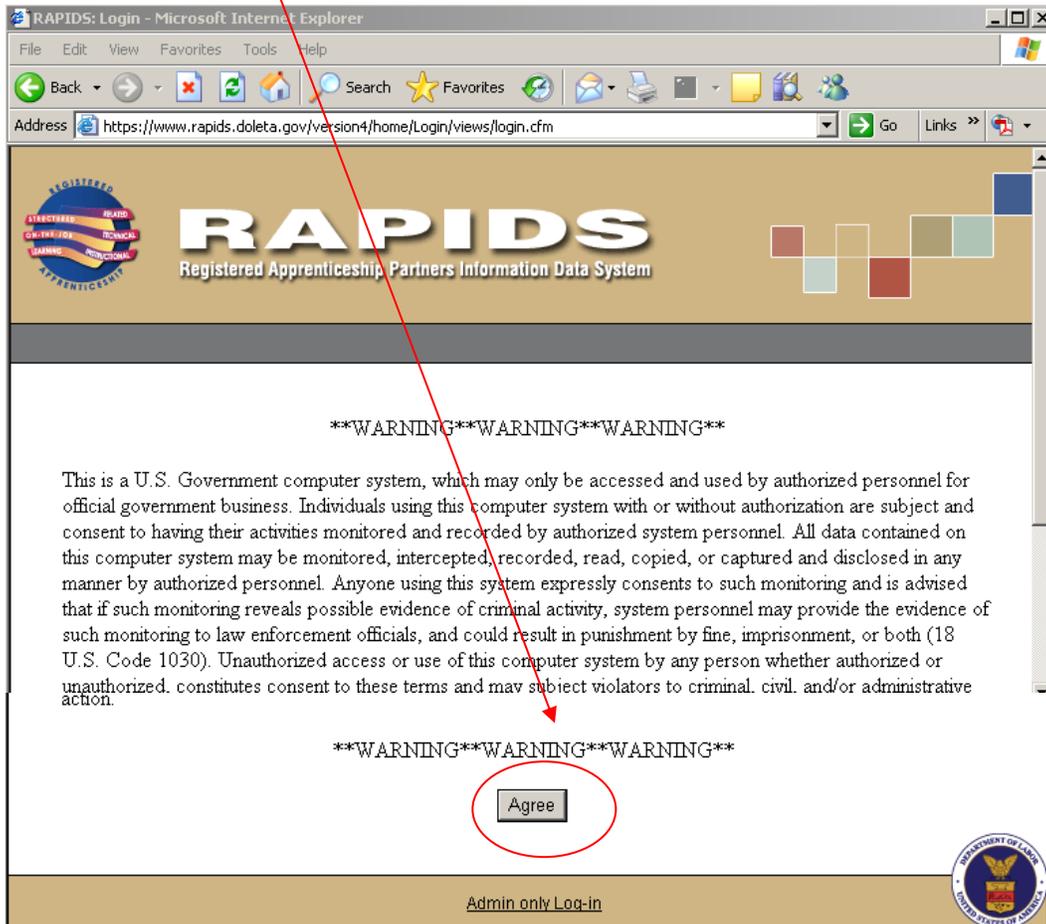
1.1 Accessing the RAPIDS System.....	page 4
1.2 Log-in.....	page 5
1.3 Register Apprentice.....	page 7
1.4 Complete Apprentice.....	page 10
1.5 Cancel Apprentice.....	page 13

**Note:** Before beginning the training session, please set up your computer and be ready for the training.

To access RAPIDS:

1. At your browser address box (Internet Explorer is the preferred browser), enter the following URL in the IE Address Box:  
<https://www.rapids.doleta.gov>

2. The "Security Warning Message" screen appears.
3. Click **Agree**.
  -
4. The RAPIDS login screen appears



## 1.2 Log In

These next few steps will show a user how to log in to RAPIDS and prepare to work on the various functions necessary to register apprentices and programs. To log in, follow the steps below:

1. Enter the User ID that was assigned to you in the USER ID box.
2. Enter the password that was assigned to you in the Password box.
3. Click on the **Login** button or press the **Enter** key on your keyboard.

The screenshot shows the RAPIDS login interface. At the top, there is a header with the RAPIDS logo (Registered Apprenticeship Partners Information Data System) and a decorative graphic of colored squares. Below the header, the word "Login" is displayed. To the left of the login form is a photograph of two men working in a factory setting. To the right of the photograph, the text "Welcome to RAPIDS" is displayed above two input fields: "User ID:" and "Password:". Red circles highlight the "User ID:" and "Password:" labels and their respective input boxes. A red arrow points from the "User ID:" label to the first input box, and another red arrow points from the "Password:" label to the second input box. A third red arrow points from the "Login" text to a red circle on the right side of the page, which represents the login button.

**Result:** The Home page will display, as shown below:



# RAPIDS

Registered Apprenticeship Partners Information Data System

Welcome, SP02656( [Logoff](#) ) | [Help](#)



Home

Programs

Apprentices

General

My Profile

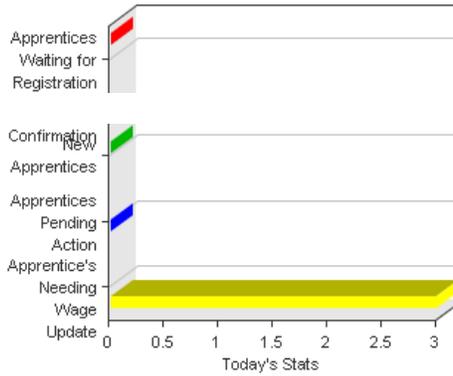
Search:  For:   [Advanced Search](#)

Welcome, LARRY STARR (Program Sponsor)

### Performance At A Glance

#### Today's Stats: Larry Starr

Apprentices Waiting for Registration Confirmation:	<u>0</u>
Apprentices Registered Today:	<u>0</u>
Incomplete Registrations:	<u>0</u>
Apprentices with changes pending:	<u>0</u>
Apprentice's Needing Wage Update:	<u>3</u>



#### Totals (Fiscal Year to Date)

Program	Total Active Occupations	Total New Occupations FY To Date	Total Active Apprentices	Total New Apprentices FY To Date	Total Apprentices Completed FY To Date	Total Apprentices Suspended FY To Date
AK000710001	1	0	10	0	0	1

#### Quick Links

- [Register an apprentice](#)

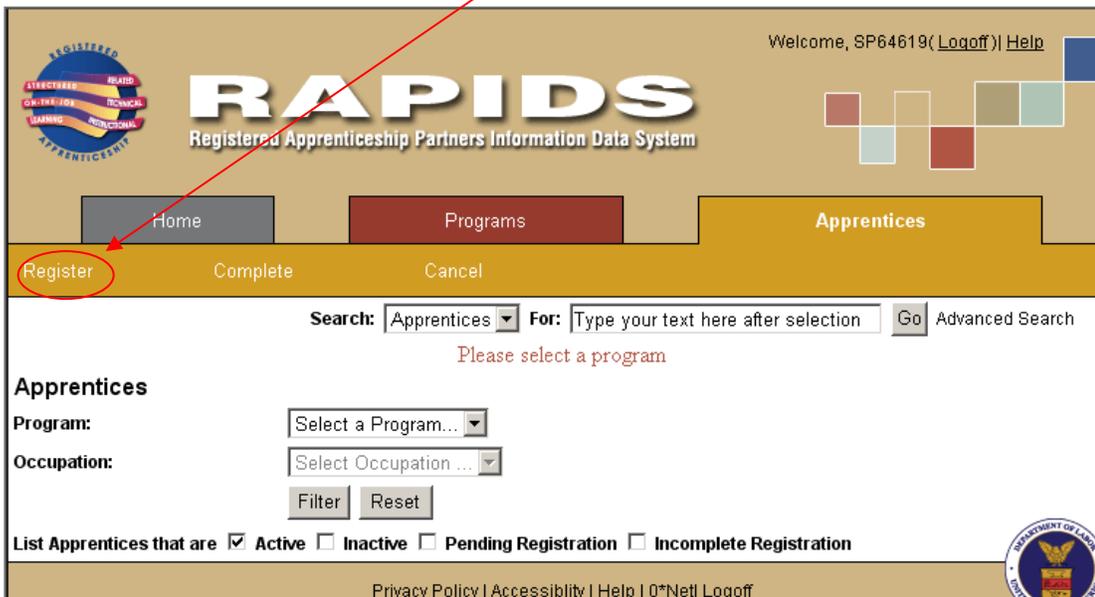
#### What's New



[Privacy Policy](#) | [Accessibility](#) | [Help](#) | [O\\*Net](#) | [Logoff](#)

### 1.3 Register Apprentice

From the Apprentice Main Page, click the Register tab.



This function allows you to create a new apprentice record. The data elements of an apprentice record are organized into five sub-tabs:

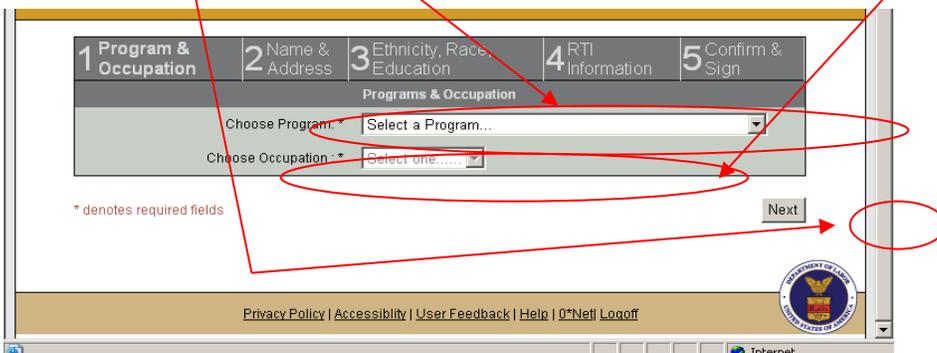
- Program & Occupation
- Name & Address Info
- Ethnicity, Race, Education
- RTI Info
- Confirm & Sign

To create a new apprentice record, follow the steps for each section below:

**Note:** Entry is required in all fields with an asterisk (\*) beside the field name.

#### On the Program & Occupation Section

- Select a Program from the drop-down list.
- The system will display the occupation drop-down list. Select the occupation on the drop-down list.
- Click **Next** to proceed to Name & Address section.



## Confirm & Sign Section

Continue entering registration data. In order to complete the process of registering an apprentice, you must confirm by attaching your electronic signature as shown on the next page. When you have completed the last page of data entry, you will be taken to the bottom of a page showing the information you entered, with the Confirm & Sign function at the bottom.

If you wish to change or correct any of the data you entered before confirming, click the **Update** button that corresponds to the page you wish to correct.

**Apprentice Registration**

Last Name: SDFGV, First Name: SDV ID: AK07N003570

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Program & Occupation	Name & Address	Ethnicity, Race, Education	RTI Information	Confirm & Sign

**Program & Occupation**

A-1 CONSTRUCTION

**Sponsor:** 7483 CHEBOYGAN STREET  
ALANSON, MI 49706

**Sponsor Program No:** MI009990013

**Trade/Occupation:** CARPENTER

**Occupation Code:** 0067

**Term:** 8000 Hours

**Probationary Period:** 1000 Hours

**Name and Address of Sponsor Designee to Receive Complaints(if applicable)**

**Designee:** No Designee Information for this Project

**Name Information**

**Last Name:** SDFGV  
**First Name:** SDV  
**Middle Name:**  
**SSN:**  
**Apprentice ID:** AK07N003570

**Address Information**

**Address:** SDFGV  
**City:** SDFGV

**State:** AK  
**Zip Code:** 99999  
**Phone:**  
**E-mail:**  
**Date of Birth:** 01/01/1981  
**Gender:** Male

**Ethnicity, Race, Veteran Status, Education**

**Ethnic Group:** Hispanic

---

**Race:** Black

**Veteran Status:** Non-Veteran

**Education Level:** High School Graduate

**Career Linkage**

Military

**Related Training Information**

**Related Training Instruction Provider:** AMERICAN FIRE SPRINKLER ASSOC.

**Total Length of Instruction:** 8000 Hours/ Year

**Are Wages Paid During Instruction?** Wages not paid

**Hours Instruction Provided:** During Non-Work Hours

**Term Length:** 8000 Hours

**Probationary Period:** 1000 Hours

**Credit for Previous Experience:** 50 Hours

**Credit for Previous RTI:** 50 Hours

**Term Remaining:** 7950 Hours

**Date Apprenticeship Begins:** 05/24/2007

**Wages**

Prior Apprenticeship Wages: 5.75 / Hour  
Apprentice's Entry Wages: 8.00 / Hour  
Journeyworker's Wages: 8.00 / Hour

Update

**Current Status Information**

Status: Incomplete Registration  
Status Last Updated: 05/16/2007

**Electronic Signature**

Sign this registration by clicking the box below. By signing here you are acknowledging that the information you have entered is accurate.

JAMES DEMERCADO - M010  
 Electronic Signature \*

Click the button below to complete this registration.

Save & Complete Registration Request

Privacy Policy | Accessibility | User Feedback | Help | D\*Net | Logoff

Done Internet

To complete the registration, **check the Electronic Signature box**, and then click the **Save & Complete Registration Request** button. You will be returned to the Apprentice List View page, with the new record added to the list.

**Note:** After the Apprentice Registration Request is complete, the ATR will review it. If it was approved, then the process is completed. If the ATR declines the Apprentice Registration, the Sponsor can review it on the List View and will have the option to re-submit it.

## 1.4 Complete Apprenticeship

This function allows you to modify one or more apprentice records to reflect the completion of his or her apprenticeship. To complete an apprenticeship, click the Apprenticeship tab, then click the Complete sub tab. Select a program and occupation (optional). You will see the table of all active apprentices for which you are responsible, with a preview icon for each one, and a "Select" column on the left containing check-boxes with which to select apprentices for completion.

Search: Apprentices For: Type your text here after selection Go Advanced Search

**Complete Apprentices**

Program: ABC ALASKA (AK000990003)  
Occupation: All Occupations.....  
Filter Reset

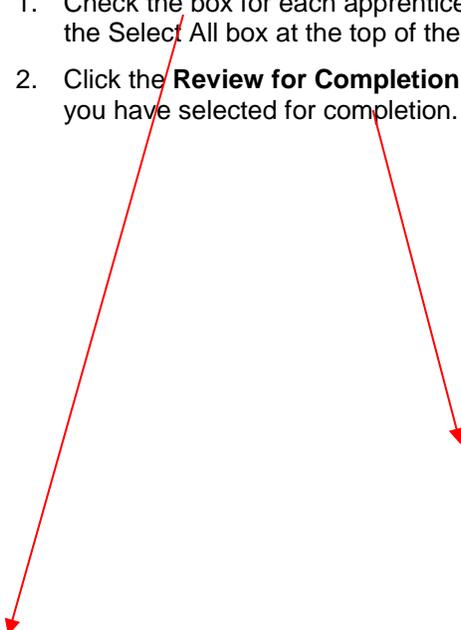
Rows 1 to 10 of 319 Rows per page: 10 Page

Select one or more Apprentices to: Review for Completion

Select All	No.	Id	Name	Indenture Date	Occupation	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK00E000223	EWALD, GREGORY T.	09/04/2007	PAINTER (CONST) - 0379	\$21.00	\$0.00		

To complete apprentices:

1. Check the box for each apprentice you wish to complete. To complete all of the apprentices in your list, click the Select All box at the top of the column.
2. Click the **Review for Completion** button above the table. You will be shown a table of all of the apprentices you have selected for completion.



Search:  For:   Advanced Search

### Complete Apprentices

Program:

Occupation:

Rows 1 to 10 of 10

Select one or more Apprentices to:

Select All <input type="checkbox"/>	No.	Id ▲▼	Name ▲▼	Indenture Date ▲▼	Occupation ▲▼	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK06N003555	NIXON, JACK	11/01/2006	INSULATION WORKER - 0909	\$22.32	\$26.15	04/23/2007	
<input type="checkbox"/>	2	AK06N003557	AYAY, RYAN	11/01/2006	INSULATION WORKER - 0909	\$19.13	\$19.61	03/10/2007	

**Result:** System displays the Complete Apprentice form

### Complete Apprentice

<b>Program</b>					
<p><b>Sponsor:</b> AK HEAT &amp; FROST INSULATORS JATC          P.O. BOX 203212          ANCHORAGE, AK 99520</p> <p><b>Sponsor Program No.:</b> AK000710001</p>					
<b>Apprentices</b>					
No.	Id	Name	Occupation	Completion Wage	Completion Date
1	AK06N003555	NIXON, JACK	INSULATION WORKER - 0909	*\$ <input type="text" value="0.00"/>	* <input type="text"/> (Ex. MM/DD/YYYY)
2	AK06N003557	AYAY, RYAN	INSULATION WORKER - 0909	*\$ <input type="text" value="0.00"/>	* <input type="text"/> (Ex. MM/DD/YYYY)
					<input type="button" value="Save &amp; Submit Completion"/>
					<input type="button" value="Quit"/>

\* denotes required fields

**Note:** Entry is required in *all* fields with an asterisk (\*) beside the field name.

3. Enter the Completion Wage for each apprentice.
4. Enter the Completion Date for each apprentice, in MM/DD/YYYY format; or click the calendar icon to select a date.
5. Click **Save & Submit Completion** to save your request, or **Quit** to cancel the operation.

To verify the Completion Record:

1. Click the Apprentice tab.
2. Select the Program name from the drop down list.
3. Select the occupation from the drop down list (option)
4. Select the "Inactive" option.

**Result:** The system will display the completed record(s) on the list

Search:  For:   [Advanced Search](#)

By: Apprentice ID  Last Name

**Apprentices**

Show:  My Programs  All Programs

State:

Program:

Occupation:

List Apprentices that are  Active  Pending  Inactive

Rows 1 to 1 of 1 Rows per page:

No.	Id	Name	Program Id	Occupation	Date Registered	Preview	Status
1	MI05N008706	SMITH, KEVIN	MI010050018	MOLD MAKER, DIE-CAST & PLASTIC MOLDING	05/11/2005		Completed

## 1.5 Cancel Apprentice

This function allows you to cancel an apprentice's participation in an apprenticeship program. To cancel an apprentice, click the Apprentice tab, then click the **Cancel** sub tab. Select a program and occupation (optional). You will see the list of all active apprentices for which you are responsible, and a "Select" column on the left containing check-boxes with which to select apprentices for cancellation.

The screenshot shows a web browser window titled "RAPIDS: Apprentice (TEST) - Microsoft Internet Explorer". The address bar shows the URL: `http://166.97.4.153/version4/raishome.cfm?raisact=AP:.cancelList`. The page has a navigation menu with "Home", "Programs", and "Apprentices" tabs. Under "Apprentices", there are sub-tabs: "Search", "Register", "Complete", and "Cancel". The "Cancel" sub-tab is active.

Search filters include: Search: Apprentices, For: Type your text here after selection, Go, Advanced Search.

Form fields: Program: ABC ALASKA (AK000990003), Occupation: All Occupations....., Filter, Reset.

Rows 1 to 10 of 320, Rows per page: 10, Page ▶

Select one or more Apprentices to: Review for Cancellation

Select All	No.	Id ▲	Name ▲	Indenture Date ▲	Occupation ▲	Starting Wage	Current Wage	Current Wage Date	Preview
<input type="checkbox"/>	1	AK00E000223	EWALD, GREGORY T.	09/04/2007	PAINTER (CONST) - 0379	\$21.00	\$0.00		

To cancel apprentices:

1. Check the box for each apprentice you wish to cancel. To cancel all of the apprentices in your list, click the **Select All** box at the top of the column.
2. Click the **Review for Cancellation** button above the list. You will be shown a list of all of the apprentices you have selected for cancellation, showing the apprentice's information, and the information about his/her program and occupation.

**Result:** System displays the Cancel Apprentice form

Home
Programs
Apprentices

Register
Complete
Cancel

Search:  For:   [Advanced Search](#)

**Cancel Apprentice**

**Program**

**Sponsor:** AK HEAT & FROST INSULATORS JATC  
P.O. BOX 203212  
ANCHORAGE, AK 99520

**Sponsor Program No.:** AK000710001

**Apprentices**

No.	Id	Name	Occupation	Exit Wage
1	AK06N003555	NIXON, JACK	INSULATION WORKER - 0909	+ \$ 0.00

**Cancellation Information**

**Cancellation Date:** \*   (Ex. MM/DD/YYYY)

**cancelled in Probation Period?** \*  Yes  No

**Appeal Rights Explained?** \*  Yes  No

**Requested by?** \*  Sponsor  Apprentice

**Reason for Cancellation:** \*

\* denotes required fields

**Note:** Entry is required in *all* fields with an asterisk (\*) beside the field name.

3. Enter the Cancellation Date for each apprentice, in MM/DD/YYYY format; or click the calendar icon to select a date.
4. Check whether the apprentice is being cancelled within his/her Probation Period.
5. Check whether the apprentice's Appeal Rights were explained.
6. Select the Reason for Cancellation from the drop-down list.
7. Click **Submit Cancellation** to complete the request for cancellation, or **Quit** to cancel the operation.



**APPRENTICE REGISTRATION-SECTION II**

OMB No. 1205-0223 Expires: 04/30/2015

**Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)**

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29

**PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.**

<p>1. Name (Last, First, Middle) and Address      *Social Security Number</p> <p style="text-align: center;">- -</p> <p>(No., Street, City, State, Zip Code, Telephone Number)</p>	<p>Answer Both A and B (Voluntary) (Definitions on reverse)</p> <p>4. a. Ethnic Group (Mark one)</p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Not Hispanic or Latino</p> <p>b. Race (Mark one or more)</p> <p><input type="checkbox"/> American Indian or Alaska native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or other Pacific Islander</p> <p><input type="checkbox"/> White</p>	<p>5. Veteran Status (Mark one)</p> <p><input type="checkbox"/> Non-Veteran</p> <p><input type="checkbox"/> Veteran</p> <p>6. Education Level (Mark one)</p> <p><input type="checkbox"/> 8th grade or less</p> <p><input type="checkbox"/> 9th to 12th grade</p> <p><input type="checkbox"/> GED</p> <p><input type="checkbox"/> High School Graduate or Greater</p> <p><input type="checkbox"/> Post Secondary or Technical</p>
<p>2. Date of Birth (Mo., Day, Yr.)</p>	<p>3. Sex (Mark one)</p> <p><input type="checkbox"/> Male      <input type="checkbox"/> Female</p>	

7a. Employment Status (Mark one)       New Employee       Existing Employee

7b. Career Linkage or Direct Entry (Mark one) (Instructions on reverse)       None       One-Stop Referral       Trade Adjustment Assistance

<p>8. Signature of Apprentice      Date</p>	<p>9. Signature of Parent/Guardian (if minor)      Date</p>
---	---

**PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. -10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.**

<p>1. Sponsor Program No.</p> <p>Sponsor Name and Address (No. Street, City, County, State, Zip Code)</p>	<p>2a Occupation (The work processes listed in the standards are part of this agreement).</p>	<p>2b Occupation Code:</p> <p>2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one)</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
	<p>3. Occupation Training Approach (Mark one)</p> <p>3a. <input type="checkbox"/> Time-Based</p> <p>3b. <input type="checkbox"/> Competency-Based</p> <p>3c. <input type="checkbox"/> Hybrid</p>	<p>4. Term (Hrs., Mos., Yrs.)</p>
	<p>5. Probationary Period (Hrs., Mos., Yrs.)</p>	<p>6. Credit for Previous Experience (Hrs., Mos., Yrs.)</p>
	<p>7. Term Remaining (Hrs., Mos., Yrs.)</p>	<p>8. Date Apprenticeship Begins</p>

<p>9a. Related Instruction (Number of Hours Per Year)</p>	<p>9b. Apprentice Wages for Related Instruction</p> <p><input type="checkbox"/> Will Be Paid    <input type="checkbox"/> Will Not Be Paid</p>	<p>9c. Related Training Instruction Source</p>
---	---	--

10. Wages: (Instructions on reverse)

10a. Pre-Apprenticeship Hourly Wage \$ \_\_\_\_\_      10b. Apprentice's Entry Hourly Wage \$ \_\_\_\_\_      10c. Journeyworker's Hourly Wage \$ \_\_\_\_\_

<p>Check Box</p> <p>10d. Term</p> <p><input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.</p>	Period 1	2	3	4	5	6	7	8	9	10
<p>10e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/></p>										

<p>11. Signature of Sponsor's Representative(s)      Date Signed</p>	<p>13. Name and Address of Sponsor Designee to Receive Complaints (If applicable)</p>
<p>12. Signature of Sponsor's Representative(s)      Date Signed</p>	

**PART C: TO BE COMPLETED BY REGISTRATION AGENCY**

<p>1. Registration Agency and Address</p>	<p>2. Signature (Registration Agency)</p>	<p>3. Date Registered</p>
---	---	---------------------------

4. Apprentice Identification Number (Definition on reverse):

**Program Definitions and/or Instructions:**

**Part A**

**Item 4.a. Definition - Ethnic Group:**

**Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

**Item 4.b. Definitions - Race:**

**American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

**Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Item 7b. Instructions:**

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry applies.

**Career linkage** includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration (U.S. DOL/ETA) to states and local communities.

**One-Stop Referral.** Includes Workforce Investment Act (WIA) and Employment Services (ES) participants referred to the Registered Apprenticeship program and/or apprentices that receive WIA funded services that support their participation in their Registered Apprenticeship program.

**Trade Adjustment Assistance.** Includes trade-affected workers who have become unemployed as a result of increased imports or shifts in production out of the United States.

**Job Corps.** Youth ages 16-24 years usually receiving services in a residential setting.

**YouthBuild.** Program transferred from the U.S. Department of Housing and Urban Development (HUD) to U.S. DOL/ETA in September 2006. It assists youth ages 16-24 to obtain education and skill training and advance toward post-secondary education and career pathways in construction and other high growth, high demand occupations while building affordable housing in their communities.

**School-to-Registered Apprenticeship.** Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

**HUD/STEP-UP.** Developed in conjunction with HUD. The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

**Direct Entry.** A graduate from an accredited technical training school, Job Corps training program, Youth Build Program, or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, insert the name of the program.

**Part B**

**Item 2.b.1. Interim Credentials.** Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

**Item 3. Occupation Training Approach.** The program sponsor decides which of the three training methods to use in the program as follows:

- 3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).
- 3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or
- 3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

**Item 4. Term (Hrs., Mos., Yrs.).** Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

**Item 5. Probationary Period (Hrs. Mos., Yrs.)** Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

**Item 7. Term Remaining (Hrs., Mos., Yrs.).** After Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated above in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

**Item 10. Wage Instructions:**

10a. Pre-Apprentice hourly wage: sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

10b. Apprentice's entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice's entry hourly wage.

10c. Journeyworker's wage: sponsor enters wage per hour.

10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor's training approach. See Part B, Item 3., and is available in the terms of the Apprenticeship Standards.

10e. Percent or dollar amount: sponsor marks one.

**Note:** 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in Item 10e. of this agreement.

10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

**Example (Time-based approach) - 3 YEAR APPRENTICESHIP PROGRAM**

<u>Term</u>		<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
hrs., mos., yrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.
%		55	60	65	70	80	90

**Example (Time-based approach) - 4 YEAR APPRENTICESHIP PROGRAM**

<u>Term</u>		<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
hrs., mos., yrs.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.
%		50	55	60	65	70	75	80	90

**Item 13.** Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

**Part C.**

**Item 4. Definition:** The Registered Apprenticeship Partners Information Data System (RAPIDS) encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

\*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship,. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0023).

**APPENDIX C**

**Affirmative Action Plan**

**Appendix C**

**AFFIRMATIVE ACTION PLAN**

**ADOPTED BY**

**INTERNATIONAL UNION OF  
ELEVATOR CONSTRUCTORS (IUEC)**

**LOCAL # JAC**

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

**DEVELOPED BY THE NATIONAL ELEVATOR INDUSTRY EDUCATIONAL PROGRAM  
For  
IUEC and Participating Employers  
IN COOPERATION WITH  
THE U.S. DEPARTMENT OF LABOR, OFFICE OF APPRENTICESHIP**

**APPROVED BY: \_\_\_\_\_  
REGISTRATION AGENCY**

**DATE APPROVED: \_\_\_\_\_**

## AFFIRMATIVE ACTION PLAN

### SECTION I – INTRODUCTION

In order to conform to Title 29, Code of Federal Regulations (CFR) part 30 – Equal Employment Opportunity in Apprenticeship, **IUEC Local# JAC** hereinafter referred to as JAC, hereby adopts the following nondiscriminatory pledge and Affirmative Action Plan (AAP). The JAC enters this AAP with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program.

This AAP is a supplement to the Apprenticeship Standards. It may be amended at a later date as experience dictates. Any changes made by the JAC shall become part of this written AAP, once approved by the Registration Agency.

### SECTION II – EQUAL OPPORTUNITY PLEDGE

In compliance with Section 30.3(b) of Title 29, CFR part 30, as amended May 12, 1978, the JAC 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 JAC 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 JAC pledges to identify outreach efforts under [Section IV](#) which will be undertaken. Affirmative Action also includes an analysis of the workforce in the areas in which this AAP operates at the time the AAP is executed. The purpose of the analysis is to determine the minority and women’s labor force in the JAC’s labor market area as provided by **[REDACTED]**.

Once the labor force is determined, the JAC can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. If underutilization exists, the JAC will **attach goals and timetable** for the selection of minority and/or women (minority and non-minority) applicants into the apprenticeship program. ([See attached Affirmative Action Plan Workforce Analysis Worksheet.](#))

### SECTION IV – OUTREACH AND POSITIVE RECRUITMENT

The JAC pledges to engage in various outreach and positive recruitment activities by employing the following approach:

When programs customarily receive applications throughout the year, application information shall be regularly disseminated, but not less than semi-annually. For specific intervals, application information shall be disseminated 30-60 days in advance of the earliest date for each application. The announcement should include the place of

application, the minimum qualifications and documentation required and the equal opportunity policy of the local JAC.

**(Local JAC identifies whether they will utilize specific interval or year-round opening and whom announcement will be disseminated to):**

- Office of Apprenticeship and/or State Apprenticeship Agency
- Minority Organizations
- Women's Organizations
- Job Corps Center
- Local School Districts
- American Job Center
- Vocational Education Schools
- Veterans Organizations

The JAC will also undertake positive recruitment activities **(the following are samples; local JAC must identify which activities they will undertake):**

- Participate in high school career days and job fairs that are sponsored by local school districts, Job Service Centers, and any other community-based organizations.
- Internally communicate the sponsor's equal opportunity policy in order to foster understanding, acceptance, and support among supervisors and employees in order to aid the JAC in meeting its positive recruitment obligations.
- Engage in outreach with women and minority organizations for the positive recruitment and preparation of potential applicants.
- Utilize journeyworkers to assist in the implementation of sponsor's affirmative action program.
- Cooperate and counsel with secondary and vocational school administrators concerning needs of the industry and how transition of women and minority students from school to the pipe trades apprenticeship can best be accomplished.
- Attempt to secure public service time on radio and/or TV station(s) commonly identified with the minority/female community.
- Sponsor informational activities with area guidance counselors, identifying requirements for entrance into apprenticeship and successful completion of apprenticeship.
- Post public announcements of the Apprenticeship Opportunity in commercial establishments and public facilities normally frequented by minorities and/or women.
- Adopt other outreach activities deemed necessary to accomplish the goals  
**(Local JAC must identify).**

**(Identify Action:)**

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**FOR EACH ITEM CHECKED IN SECTION IV, LIST EACH SPECIFIC STEP THAT THE JAC WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP**

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*(add additional pages as necessary)*

**SECTION V – ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The JAC will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. Said review shall analyze (independently and collectively) the affirmative action steps taken by the JAC for evaluating the positive impact, as well as, adverse impact in the areas of outreach and recruitment, selection employment and training. The JAC will work diligently to identify the cause and effect that result from their affirmative action measures. The JAC will continually monitor recruitment, selection, and attrition as it tries to identify the need for new affirmative action efforts and/or deletion of ineffective existing activity(ies). All changes to the JAC's AAP must be submitted to the Registration Agency for approval before implementation. The JAC 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 periodically as determined by the Registration Agency and updated where necessary.

**SECTION VI – ADOPTION OF AFFIRMATIVE ACTION PLAN**

The **IUEC Local#** **JAC** hereby adopts this AAP. This AAP shall remain in effect until it is updated by the JAC based on the need to modify or revise the AAP to insure greater success in the recruitment, selection and retention of minorities and women.

\_\_\_\_\_  
Signature – JAC Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – JAC Co-Chair

\_\_\_\_\_  
Date

**REGISTERED WITH AND APPROVED BY:**

\_\_\_\_\_  
Signature – Registration Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

*Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.*

## AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

### A. SPONSOR INFORMATION

Program Number:			
Name of Sponsor:			
Address:			
City/State/Zip Code:			
Contact Person:			
Phone Number:		Fax Number:	
E-Mail Address:			

### B. OCCUPATIONAL INFORMATION

Occupation Title:			
RAPIDS Code:		O*NET-SOC Code:	
Type of Selection Method Used:	<input type="checkbox"/> Selection on basis of rank from pool of eligible applicants <input type="checkbox"/> Random selection from pool of eligible applicants <input type="checkbox"/> Selection from pool of current employees <input type="checkbox"/> Alternative selection		
Labor Market Area Description:	<input type="checkbox"/> State <input type="checkbox"/> SMA <input type="checkbox"/> County		

### C. LABOR MARKET AREA AND OCCUPATIONAL PARTICIPATION DATA

C.1. Total Labor Force in Labor Market Area*		
Number of women:		% of labor force
Number of minorities:		% of labor force
C.2. Working Age Population in Labor Market Area*		
Number of women:		% of labor force
Number of minorities:		% of labor force
C.3. Apprentice Participation in Occupation in National Apprenticeship System*		
Number of women:		% of apprentices
Number of minorities:		% of apprentices
C.4. General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in relevant Labor Market Area**		
Number of women:		
Number of minorities:		

### D. SPONSOR'S WORKFORCE DATA

D.1. Total Number of Journeyworkers Employed		
Number of women:		% of work force
Number of minorities:		% of work force
D.2. Total Percentage of Apprentices or of Applicant Pool (Depending on Selection Method Used)		
Percentage of women apprentices or women in applicant pool:		%

Percentage of minority apprentices or minorities in applicant pool:		%
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**E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS**

Industry Source Data	Minority rate of participation	Female rate of participation
E.1. Registered Apprenticeship Partners Information Data System (RAPIDS)***		
E.2. EEOC Occupational Employment Data****		

**F. DETERMINATION OF UTILIZATION**

Analysis	Yes	No
Minority underutilization:		
Female underutilization:		

**G. SPONSOR'S GOALS**

The program sponsor proposes and agrees to make a good-faith effort to attain the goal of selecting \_\_\_\_\_ % minorities and/or \_\_\_\_\_ % women during the next EEO review cycle. These goals will not be used to discriminate against any qualified applicant based on race, color, religion, national origin, or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be \_\_\_\_\_.

**H. REGISTRATION AGENCY APPROVAL**

**Sponsor**

**Registration Agency**

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Registration Agency Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

Resources for obtaining labor market information:

\* <http://bls.gov/>

\*\* Program sponsors may use any reasonable method to propose the entries for "The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship," including relying on the data recorded in Section C.1 for "Total Labor Force," C.2 for "Working Age Population," and C.3 for "Apprentice Participation in Occupation."

\*\*\* RAPIDS data available from Registration Agency.

\*\*\*\* <http://www.census.gov/eo2000/index.html>

## Instructions for Completing This Worksheet

The purpose of this workforce analysis worksheet is to establish a benchmark against which the demographic composition of the sponsor's apprenticeship program can be compared. The sponsor must separately determine the availability of minorities and women for each occupational title represented by the program. In determining availability, the sponsor must consider, at the very least, the factors identified at 29 CFR § 30.4(e) in order to determine whether barriers to equal employment opportunity may exist within a particular occupational title.

Part A The sponsor information section may be prepared by the sponsor representative or servicing Registration Agency representative.

Part B Occupational information must be taken from the registered program standards and may be prepared by the sponsor representative or servicing Registration Agency representative. A workforce analysis worksheet must be completed for each occupational title identified.

Part C The sponsor must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified in Part B. Census data is one example of an appropriate source of statistical information. Other sources include data from local job service offices and data from colleges and other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For the purpose of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 16 years and over whether or not they are currently in the labor force or looking for employment.

Part D The program sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either selection method 29 CFR § 30.5(b)(1) or (2), the data in D.2 must reflect the pool of eligible applicants from which selections are made. If the sponsor utilizes either selection method 29 CFR § 30.5(b)(3) or (4), the data in D.2 must reflect the apprentices currently registered in the program.

Part E Additional resource data for consideration in establishing reasonable goals will be provided by the Registration Agency. These data will provide a snapshot of the national labor force for the given occupation title.

Part F Utilizing the data found in Parts C, D, and E, the sponsor will determine and record whether minorities and/or women are underutilized.

Part G If the sponsor's analyses determine that minorities and/or women are underutilized, the sponsor, utilizing the resource data found in Parts C, D, and E, will establish goals that are reasonable in consideration of the results that could be expected from its good-faith efforts to make its overall affirmative action program successful. The Registration Agency will assess the proposed goals for minorities and/or women and, if they are found to be reasonable and attainable, will approve the sponsor's goals. The Registration Agency will not approve proposed goals for minorities and/or women that are lower than the current participation rates in the program.



**APPENDIX D**

**QUALIFICATIONS AND SELECTION PROCEDURES**

**ADOPTED BY**

**INTERNATIONAL UNION OF  
ELEVATOR CONSTRUCTORS (IUEC)**

**LOCAL # JAC**

**Developed by the National Elevator Industry Educational Program**

**for**

**International Union of Elevator Constructors (IUEC)**

**and**

**Participating Employers**

**In Cooperation with**

**The U.S. Department of Labor, Office of Apprenticeship**

**APPROVED BY: \_\_\_\_\_  
REGISTRATION AGENCY**

**DATE APPROVED: \_\_\_\_\_**

**The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR, part 60-3) or 29 CFR part 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.**

## **QUALIFICATIONS AND SELECTION PROCEDURES**

### **SECTION I – MINIMUM QUALIFICATIONS (EXAMPLES)**

Applicants will meet the following minimum qualifications:

#### **A. Age**

The JAC will establish qualifications regarding minimum age limits. Applicants shall submit reliable proof of birth date with the complete application to ensure meeting the minimum age requirement. An applicant who is seventeen (17) years of age at the time of application who otherwise meets all qualifications may be rated and ranked and placed on the pool of eligibles list. Such an applicant must attain the age of eighteen (18), prior to being registered by the JAC. Examples of acceptable proof include a valid driver's license, birth certificate, or other State identification. *(Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.)*

#### **B. Education**

A high school diploma or General Educational Development (GED) equivalency approved by the State 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 "copy 4" to verify military training and/or experience if they are military or veteran and wish to receive consideration for such training/experience.

#### **C. Physical**

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

Applicants will pass a screen test for the current illegal use of drugs on acceptance into the program and prior to being employed.

#### **D. Aptitude Test**

All applicants shall be given an examination, designed to test the applicant's reading and math skills and aptitude for employment in the elevator industry, which shall be scored on a pass/fail basis. Any aptitude test used must comply with 29 CFR § 30.5 and the Uniform Guidelines on Employee Selection Procedures at 41 CFR part 60-3.

Applicants may be assessed an examination fee if notice is included in the notification and application periods. A score of 70% is the minimum passing grade. Applicants not passing the test will not be interviewed and will be removed from the pool of applicants. Applicants may re-apply at a later recruitment period.

## **SECTION II – PURPOSE**

The National Elevator Industry Education Program has prepared these selection procedures. The U.S. Department of Labor, Office of Apprenticeship, has approved the procedures for adoption by local JACs to assist them in complying with applicable laws and lawful regulations issued there under.

## **SECTION III – GENERAL SELECTION PROCEDURES**

- A. Applications will be available to anyone who is interested.
- B. The fact that applications and apprenticeship opportunities are available shall be made known as outlined in the Affirmative Action Plan (AAP).
- C. Applications will be available at places designated by the local JAC (preferably at the local JAC office if one exists). The maximum number of new applications to be accepted shall be determined before beginning the application process.
- D. Records shall be maintained and kept for at least five (5) years from the date of the last action to show the progress, by dates, including final disposition of each application.
- E. Applications will be accepted at times designated by the local JAC. (If applications are accepted throughout the year, dissemination of information shall not be done less than semi-annually).
- F. 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 appeal rights available to them. No further processing of the application will be taken.
- G. Interviews will be held at intervals designated by the local JAC. All applications for apprenticeship accepted since the last series of interviews shall be processed to final disposition before any individual is selected. Interviews will be granted to all who meet the minimum qualifications. The number of new apprentices to be accepted shall be determined before starting interviews.
- H. Eligible applicants (applicants acceptable after interview) not chosen for entrance into apprenticeship will be held in the pool of eligible applicants for a minimum period of two (2) years, or until the list is exhausted.
- I. Applicants not interviewed because they lack the minimum qualifications will not be reconsidered until they correct any deficiencies they may have and reapply.
- J. Selected candidates shall be registered as probationary apprentices into the apprenticeship program and will serve a probationary period or periods totaling twelve (12) months/within the aggregate period of not more than eighteen (18) months. Each probationary apprentice shall be evaluated at the end of the probationary period in regard to on-the-job performance, and related training.

## **SECTION IV - SELECTION OF APPRENTICES**

1. The employer shall select apprentices from a pool of applicants created in the manner set forth below:

- A. Employers that are federal contractors covered by Executive Order 11246 may elect to select apprentices in accordance with the provisions of their current AAP, provided that an AAP is currently approved by the Office of Federal Contract Compliance Programs and a copy of such plan is on file with the JAC.
- B. Employers that are federal contractors electing not to follow paragraph (a) above and employers that are not covered by Executive Order 11246 shall select their apprentices from a pool of applicants created in the manner set forth below.

### **2. APPLICANT POOL**

- A. Applications: Applications will be accepted once the JAC determines a need and determines the approximate number of apprentices necessary to fill the projected employment needs of the employer.
- B. Every person requesting an application shall be recorded on the applicant log and shall be furnished an application package which will include:
  - 1. Apprenticeship Application.
  - 2. Information relating to work in the occupation as an apprentice.
- C. Individuals receiving applicant packages shall return the completed information, including copies of proof of birth date and high school diploma or G.E.D. in no more than fifteen (15) business days. Any individual who fails to return the information after fifteen (15) business days shall be noted on the applicant log as being ineligible for consideration at this time.
- D. Any individual who meets the eligibility requirements and who returns a completed package within fifteen (15) business days of its receipt shall be considered an applicant and eligible for testing and interview.
- E. 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 (2) years, 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 (2)-year period that

were on the ranking list and wish to remain on the list will be required to fill out a new application.

### **3. TESTING INTERVIEWING AND PRE-QUALIFICATIONS**

- A. All applicants shall be given an examination designed to test the applicant's reading and math skills and aptitude for employment in the elevator industry, which shall be scored on a pass/fail basis. Any aptitude test used must comply with 29 CFR part 30 and the Uniform Guidelines on Employee Selection Procedures at 41 CFR part 60-3. Applicants may be assessed an examination fee if notice is included in the notification and application periods. A score of 70% is the minimum passing grade. Applicants not passing the test will not be interviewed and will be removed from the pool of applicants. Applicants may re-apply at a later recruitment period.
- B. Applicants passing the test shall be eligible to be interviewed, consistent with the JAC's projected employment needs.
- C. Interviews shall be conducted at the discretion of JAC; however, no interview shall be conducted with less than seven days (7) notice to all applicants.
- D. Interviews shall be conducted by a committee consisting of at least two individuals, one from the employer and one from the IUEC.
- E. Each interview session shall be scheduled to provide time to adequately cover each interview grading area.
- F. The interview committee shall have in its possession for review with regard to each applicant: an application form, high school diploma or G.E.D. Certificate and proof of age.
- G. Interviewers will conduct the interview in a structured manner, following the script provided, including objective questions designed to assess the fitness of applicants to enter and perform in the apprenticeship program.
- H. Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: learning orientation, decision making and tool familiarity.
- I. Answers to questions must be recorded during the interview to produce a record for the applicant's file.
- J. All applicants must be asked the same questions.

#### **4. APPRENTICE SELECTION**

JAC shall notify, via first class mail or email, each applicant with their final score which consists of a composite based on education, experience and interview performance. The individuals interviewed shall be placed on a rank list based upon their composite score.

#### **5. PLACEMENT PROCESS**

1. Unemployed apprentices will be placed prior to selecting new apprentices, according to program policy.
2. Applicants will be placed with employers in descending order of their rank on the pool of eligibles list.
3. Selected applicants must respond to the notice of selection within 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 applicant's name will be removed from the list. Only one certified notice will be mailed.
4. Applicants not selected shall remain on the ranked list for a period of two (2) years or until the list is exhausted.

#### **SECTION V – DIRECT ENTRY**

JACs who wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall only include those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation registered in these Standards. Apprentices obtaining direct entry into the apprenticeship program will serve a probationary period or periods totaling twelve (12) months/within the aggregate period of not more than eighteen (18) months, which will include OJL and related instruction. Apprentices will be evaluated in writing by their employer and the union. The written evaluations will be submitted to the JAC, which through objective non-discriminatory criteria will determine whether the apprentice will continue in the program of education and at which level of the apprenticeship program.

Apprentices successfully completing the probationary period, who have demonstrated the skills and knowledge to receive credit for previous experience shall at the conclusion of the probationary period be placed at the appropriate level of the apprenticeship program or recommended to the union for journeyworker status, with commensurate wages to be paid based upon the amount of credit granted.

Credit for Previous Experience shall be awarded without regard to race, color, religion, national origin or sex.

The methods for direct entry shall include the following:

1. Military Veterans who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military in conveyance industry related occupations may be given direct entry into the apprenticeship program. In order to be eligible as a direct entry military candidate, the candidate must have military experience up to 5 years prior to application and provide copy 4 of the DD214 upon application. The JAC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. Entry of Military Veterans shall be done without regard to race, color, religion, national origin, or sex. Military veterans who are registered with the Helmets to Hardhats program will be given the utmost consideration with regards to direct entry into the apprenticeship program. **(Note: this is a method of direct entry into the apprenticeship program.)**
2. An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory, will be evaluated by the JAC in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. **(Note: this is a method of direct entry into the apprenticeship program.)**
3. An individual who signs an authorization card during an organizing effort, wherein fifty-one percent (51%) or more of the employees have signed authorizations cards, whether or not the employer becomes signatory and is an employee of the non-signatory employer and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the JAC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin or sex. **(Note: This is a method of direct entry into the apprenticeship program)**
4. An individual who is or who has worked for a signatory or non-signatory employer and who, of his/her own choosing, solicits membership as a journeyworker and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for granting credit for previous experience and registered by the JAC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the

program shall be done without regard to race, color, religion, national origin or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

In order to attract the participation of qualified minorities and women, the JAC will engage in documented outreach activities and will make the records of such activities available for inspection by the Registration Agency.

**Transfers:**

Upon Local IUEC, JAC, and NEIEP approval, apprentices transferring from a registered IUEC Apprenticeship Program will be transferred at the level of wage rate percentage, period, and related training indicated on official documents supplied by the transferring program. This is a method of direct entry from one registered IUEC Apprenticeship Program to another registered IUEC Apprenticeship Program.

**SECTION VI – COMPLAINT PROCEDURE**

- A. Any apprentice or applicant for apprenticeship who believes that he/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/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 Registration Agency or, at the apprentice or applicant's election, with the private review body established by the JAC (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the JAC 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 JAC to review such complaints, any referral of such complaint by the complainant to the Registration Agency 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 Registration Agency for good cause shown.
- D. Complaints of discrimination and of alleged failure to apply equal opportunity standards in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.
- E. The JAC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

## **SECTION VII - MAINTENANCE OF RECORDS**

The JAC 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, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at Title 29, CFR part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each JAC must retain a statement of its AAP for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR § 30.4. Each JAC also must maintain evidence that its qualification standards and the score required on any standard for admission to the pool are directly related to job performance, as shown by a significant statistical relationship between the score required for admission to the pool, and performance in the apprenticeship program. In demonstrating such relationship, each JAC must follow the procedures set forth in the Uniform Guidelines on Employee Selection Procedures at 41 CFR part 60-3 as required by Title 29, CFR § 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview 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 will be maintained for five (5) years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

## **SECTION VIII – APPRENTICE APPLICANT APPEALS PROCEDURE**

- A. An Appeals Committee should be established composed of one member appointed by Labor, one member appointed by Management, and a public member appointed by both groups. Each organization shall appoint its own representative on the Appeals Committee in such manner as it desires. The Appeals Committee reports its findings to the JAC. The JAC is responsible for all decisions.
- B. Management and Labor shall mutually agree on and select the public member of this Appeals Committee.
- C. The authority of the Appeals Committee shall be limited to the rendering of decision on cases involving unjust treatment of applicants for the apprenticeship program in the matter of selection.

- D. Any appeal must be submitted in writing to the local JAC within fifteen (15) days of the date of receipt of notification (as evidenced by return receipt) of the applicant as to the decision of the JAC regarding the application.
- E. A copy of the appeals shall be kept on file by the JAC, for a period of at least five (5) years.
- F. The local JAC shall submit the appeal and the disposition of the applicant in the apprenticeship process to the Appeals Committee.
- G. The Appeals Committee shall consider the written evidence and a hearing shall be granted to all interested parties at a designated date.
- H. A final decision shall be rendered within thirty (30) days of the hearing, and all parties concerned shall be notified in writing by the Appeals Committee.
- I. Decisions of the Appeals Committee shall be final and binding upon the JAC and the applicant.

**SECTION IX – ADOPTION OF SELECTION PROCEDURES**

The **IUEC Local#** **JAC** hereby adopts these Selection Procedures.

\_\_\_\_\_  
Signature – JAC Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – JAC Co-Chair

\_\_\_\_\_  
Date

**REGISTERED WITH AND APPROVED BY:**

\_\_\_\_\_  
Signature – Registration Agency

\_\_\_\_\_  
Date