

**(REVISED)  
NATIONAL  
GUIDELINES FOR  
APPRENTICESHIP STANDARDS**

developed by

***Independent Electrical Contractors, Inc.  
National Apprenticeship and Training Committee***

for the occupation

**ELECTRICIAN**

**O\*NET-SOC CODE: 47-2111.00**

**RAPIDS CODE: 0159**

**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**

BY: \_\_\_\_\_ /s/

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

**CERTIFICATION DATE: May 17, 2013**

**CERTIFICATION NUMBER: C-2013-04**

## **FOREWORD**

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

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

The purpose of these National Guidelines for Apprenticeship Standards (National Guideline Standards) is to provide policy and guidance to local Sponsors in developing these Standards for Apprenticeship for local approval and registration. These National Guideline Standards developed by the Sponsor are certified by the U. S. Department of Labor, Office of Apprenticeship as substantially conforming to the requirements of Title 29, CFR parts 29 and 30. State Apprenticeship Agencies recognized by the Office of Apprenticeship to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

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

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

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

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

Those programs with five or more apprentices, or where there is a likelihood of five or more apprentices, must have a written Affirmative Action Plan and Selection Procedures that are approved by the Registration Agency as part of the Standards of Apprenticeship.

A sample Affirmative Action Plan and Selection Procedures are attached.

Representatives of the Registration Agency are available to assist the local Sponsor in developing its Standards of Apprenticeship, Affirmative Action Plan and Selection Procedures using the sample provided. Once developed, the Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedures, must be submitted to the Registration Agency for approval and registration. 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.



**(SAMPLE)**

**STANDARDS OF APPRENTICESHIP**

**DEVELOPED BY**

***Independent Electrical Contractors, Inc.  
National Apprenticeship and Training Committee***

**FOR THE OCCUPATION**

**ELECTRICIAN**

**O\*NET-SOC CODE: 47-2111.00**

**RAPIDS CODE: 0159**

**APPROVED BY**

**(REGISTRATION AGENCY)**

***These “model” National Guidelines for Apprenticeship Standards are an example of how to develop apprenticeship standards that shall comply with Title 29, CFR parts 29 and 30 when tailored to an IEC Chapter or Member-at-Large 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.***

## TABLE OF CONTENTS

		Page
Foreword .....		iii
Definitions .....		iv
SECTION I	Program Administration.....	1
SECTION II	Equal Opportunity Pledge .....	4
SECTION III	Affirmative Action Plan .....	4
SECTION IV	Qualifications for Apprenticeship.....	4
SECTION V	Selection of Apprentices .....	5
SECTION VI	Apprenticeship Agreement.....	5
SECTION VII	Ratio of Apprentices to Journeyworkers.....	5
SECTION VII	Term of Apprenticeship .....	6
SECTION IX	Probationary Period .....	6
SECTION X	Hours of Work .....	7
SECTION XI	Apprentice Wage Progression.....	8
SECTION XII	Credit for Previous Experience .....	9
SECTION XIII	Work Experience.....	9
SECTION XIV	Related and Supplemental Instruction .....	9
SECTION XV	Safety and Health Training.....	10
SECTION XVI	Supervision of Apprentices .....	10
SECTION XVII	Records and Examinations .....	11
SECTION XVIII	Maintenance of Records .....	12
SECTION XIX	Certificate of Completion of Apprenticeship .....	12
SECTION XX	Notice to Registration Agency.....	12
SECTION XXI	Cancellation and Deregistration .....	12
SECTION XXII	Amendments and Modifications .....	13
SECTION XXIII	Adjusting Differences/Complaint Procedure.....	13
SECTION XXIV	Transfer of an Apprentice and Training Obligation.....	15
SECTION XXV	Responsibilities of the Apprentice .....	15
SECTION XXVI	Technical Assistance .....	16
SECTION XXVII	Signature Page Adopting Apprenticeship Standards .....	17
Appendix A - Sample Work Process Schedule and Related Instruction Outline		
Appendix B - AER Sponsor Manual and Sample Apprenticeship Agreement		
Appendix C - Template Affirmative Action Plan		
Appendix D - Qualifications and Selection Procedures		
Appendix E - Employer Acceptance Agreement		

## **FOREWORD**

These ***[IEC CHAPTER OR IEC MEMBER-AT-LARGE NAME]*** Apprenticeship Standards have as their objective, the training of Journeyworker (Journeyman) Electricians skilled in all phases of the industry. The Sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these Standards of Apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the Sponsor can work to establish an apprenticeship training program that meets the particular needs of the IEC Chapter or Member-at-Large.

## **DEFINITIONS**

**APPRENTICE:** See Registered Apprentice.

**APPRENTICE ELECTRONIC REGISTRATION (AER):** Is an 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.

**APPRENTICESHIP AND TRAINING COMMITTEE (COMMITTEE OR ATC):** Shall mean the Apprenticeship and Training Committee of the IEC Member or Chapter, Independent Electrical Contractors, Inc. (IEC), organized pursuant to these apprenticeship and training standards and the chapter bylaws.

**APPRENTICESHIP COORDINATOR:** Shall mean that person designated by the Board of Directors of the Chapter, or employer member, of the IEC, Inc. who shall be charged with coordinating the activities of apprentices in the related and supplemental instruction and on-the-job training, through conferences, written reports and telephone conversations. The Coordinator shall be the official interface between the member or chapter and the Registration Agency and shall report to the Chairperson of the ATC. In instances where an individual employer administers these Standards, the Supervisor of Apprentices shall assume the duties of Apprenticeship Coordinator.

**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.

**CHAPTER:** Shall mean the (Specify Chapter Name) Chapter, IEC.

**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.

**JOB CORPS:** A free education and training program that helps young people learn a career, earn a high school diploma or GED, and find and keep a good job. For eligible young people at least sixteen years of age that qualify as low income, Job Corps provides the all-around skills needed to succeed in a career and life.

**JOURNEYMAN ELECTRICIAN:** Shall mean a skilled specialist individual that is competent in the theory and practice of the electrical trade or craft. Note: The use of the term Journeyman refers only to the recognized skill level attained within the electrical industry and is not a reference to gender.

**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 a 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 APPRENTICESHIP AND TRAINING COMMITTEE (NATC):** Shall mean the Apprenticeship and Training Committee of the National IEC organization, established under the National Bylaws of the Association, to provide administrative assistance to the Association's Chapters in implementing the Standards locally, to oversee general conformity of programs conducted by Chapter or Member(s) in accordance with these standards, and to act as an appellate committee from ATCs in disputes arising from interpretation of the Standards.

**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):** (Also known as On-The-Job Training (OJT) 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.

**ON-THE-JOB TRAINING:** See On-The-Job Learning.

**PROGRAM SPONSOR (SPONSOR):** The Sponsor in whose name the Standards of Apprenticeship shall be registered, and which shall have the full responsibility for administration and operation of the apprenticeship program.

**PROVISIONAL REGISTRATION:** Means the 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in the criteria describe in §29.3 (g) and (h).

**REGISTERED APPRENTICE (HEREINAFTER 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.

**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.

**RELATED INSTRUCTION:** 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, or by correspondence courses of equivalent value, electronic media, or other forms of self-study 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):** Shall mean an individual designated by the employer to perform the duties outlined in these Standards, who shall work in cooperation with the Apprenticeship Coordinator and the Apprenticeship and Training Committee.

**TIME-BASED APPROACH:** Shall mean an approach to apprentice training which measures knowledge acquisition through a minimum number of required hours of related technical instruction and skill acquisition through the individual apprentice's completion of a specified minimum number of hours of on-the-job learning as described in a work process schedule.

**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

**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.

## **SECTION I – PROGRAM ADMINISTRATION**

### **Structure of the Apprenticeship and Training Committee (ATC)**

- A. The administrative body under these standards shall be the Apprenticeship and Training Committee of the (Specify Name of Chapter or Member), IEC, Inc.
- B. The ATC shall consist of three or more persons. Chapter ATCs shall consist of three or more Member Company Representatives designated by the Chapter. The Executive Director of the Chapter or Apprenticeship Coordinator shall serve as ex-officio members of the Chapter ATC. Individual Company ATCs shall consist of at least three company employees designated by the employer. Designated ATC members shall serve as stipulated in the Standards. Any ATC member whose firm ceases to be a member of the (Insert name of Chapter IEC) shall cease to serve on the Chapter Committee.
- C. A quorum of the ATC for the transaction of business shall be (insert number as determined by the Chapter). The ATC shall establish such additional rules and regulations to govern its administrative procedures as shall from time to time be required. The Standards may be modified at any time by action of the ATC and submitted to the Registration Agency. No revision of the Standards shall alter agreements then in effect without the written consent of all apprenticeship parties thereto. No modification or revision of the Standards shall become effective until approved by the Registration Agency. Note: It is recommended that the ATC submit any proposed modifications or revisions to the NATC for review prior to submittal to the Registration Agency.
- D. Technical Assistance – Consultants such as those from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools - may be requested to advise the ATC.

### **Administrative Procedures:**

- A. The ATC shall have a Chairperson and a Secretary and they shall continue to have the right of voice and vote on all matters before the Committee.

### **Responsibilities of the Apprenticeship and Training Committee:**

- A. Cooperate in the selection of apprentices as outlined in this program.

- B. Ensure that apprentices are under written Apprenticeship Agreements and register the local apprenticeship standards and agreements with the appropriate Registration Agency.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish the minimum standards of education, experience, and testing required of apprentices.
- E. The ATC should meet at least bimonthly at a time and place to be determined by the Chairperson with proper notice being given to each ATC member. The ATC shall ensure that periodic reviews are conducted, of every apprentice in training and that appropriate improvements or modifications in training schedules, schooling and other training activities are undertaken. Written minutes of the meetings shall be kept.
- F. Determine the quality and quantity of experience on the job which apprentices should have and to make every effort toward their obtaining it.
- G. Hear and resolve all complaints of violation of Apprenticeship Agreements. The employer of the apprentice may consult with the sponsor at any time for an interpretation of any provision of the Standards over which there may be a dispute. The Registration Agency may also be consulted either by the apprentice, or by the sponsor, for an interpretation of any provision over which differences may occur. The name and address of the appropriate party to receive and process complaints is;  

Insert the name and address of the party  
To receive and process complaints here.
- H. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.
- I. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- J. Upon completion, certify that apprentices have successfully completed their apprenticeship program.
- K. 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.
- L. Provide continuous employment for apprentices insofar as possible and maintain appropriate records to show previous work experience for credit

toward apprenticeship whenever a transfer becomes necessary. The Sponsor shall further, with the consent of the apprentice, have the responsibility and authority to refer apprentices among employers so as to assure well-rounded work experience conforming to the on-the-job training outline.

- M. The Executive Director of the Chapter, Training Director, Apprenticeship Coordinator, or the Supervisor of Apprentices or other designees shall visit the school where related and supplemental instruction is conducted to assure compliance with the Standards.
- N. 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 journeymen.
- O. Provide apprentices with a copy of the written rules and policies and the apprentice shall sign an acknowledgment receipt of same. This procedure shall be followed whenever revisions or modifications are made to the rules and policies.

### **Employer Responsibilities**

The employer agrees that the apprentice shall be allowed to work under such conditions as shall result in normal development and advancement, and shall require the apprentice to make satisfactory progress in both on-the-job and related and supplemental instruction.

### **Apprenticeship Coordinator Duties and Responsibilities**

The Apprenticeship Coordinator shall be charged with coordinating the activities of apprentices in the related and supplemental instruction and OJL, through conferences, written reports and telephone conversations. The Coordinator shall be the official interface between the member or chapter and the Registration Agency and shall report to the Chairperson of the ATC. In instances where an individual employer administers these Standards, the Supervisor of Apprentices shall assume the duties of Apprenticeship Coordinator.

**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 shall take affirmative action to provide equal opportunity in apprenticeship and shall operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended (insert state regulations here, if applicable).

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

If the Sponsor employs five or more apprentices, the Sponsor shall adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR part 30. It shall be attached as Appendix C.

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

Applicants shall meet the following minimum qualifications:

A. Age

Apprentices must be not less than 16 years of age; unless otherwise specified by State and Federal regulations.

B. Education

All Applicants shall be high school graduates or possess a certificate of equivalency (GED).

Option 1 - Applicants registered under an approved School-To-Apprenticeship (STA) Agreement must be in the process of, and continue in obtaining their High School Diploma.

Option 2 – In the event that the program sponsor determines that demographic conditions in an area preclude recruitment of an adequate number of qualified apprentices with a high school diploma or GED, applicants who do not meet the minimum educational requirements may be considered for entrance into the program, provided the applicants agree to undertake the additional remedial study necessary to successfully fulfill the requirements of this apprenticeship program. Such remedial instruction/courses may or may not be provided by the sponsor and/or employer.

Note: It is not intended that successfully operating programs established prior to the adoption of these standards be required to alter their existing educational requirements.

C. Physical

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

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

Selection into the apprenticeship program shall 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 shall be covered by a written Apprenticeship Agreement (Appendix B) signed by the Sponsor and the apprentice and approved by and registered with the Registration Agency. Such agreement shall contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement shall be furnished to the apprentice, the Sponsor, the Registration Agency, and the employer. An additional copy shall 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 shall be given an opportunity to read and review these Standards, the Sponsor's written rules and policies and the Apprenticeship Agreement.

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

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

The number of apprentices employed on a given job site shall not exceed a ratio of two (2) apprentices for each (1) journeyman electrician normally employed at the trade in accordance with the following provisions:

(a) One apprentice may be in any period of training in their apprenticeship, and shall be under the direct supervision of a journeyman electrician.

(b) A second apprentice who has successfully completed a minimum of 2,000 hours of OJL and the appropriate period of related and supplemental instruction may be permitted to perform work under the indirect supervision of the same journeyman electrician. Indirect supervision must meet the requirements of Section XVI of these apprenticeship standards.

(c) Any work assigned to an apprentice eligible under (b) of this provision, must be reasonable and prudent in relation to the individual apprentice's knowledge, skills and ability, consistent with their progress in apprenticeship.

The Sponsor agrees that only such number of apprentices shall be employed as can be given proper and thorough training and supervision, as well as a reasonable opportunity for employment in the trade after completion.

This provision for increased apprentice to journeyman electrician ratio shall provide local area sponsors with expanded opportunity to increase female and/or minority participation in the electrical construction industry.

For purposes of this section, a job site is considered to be the physical location where employees report for their work assignments. The employer's shop (service center) is considered to be a separate, single job site. All other physical locations where workers report for work are each to be considered a single, separate job site.

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

The term of apprenticeship shall consist of 8,000 hours of OJL (See Appendix A) supplemented by a minimum of 576 hours of related and supplemental instruction (See Appendix B). Full credit shall be given for the probationary period. All apprentices shall be trained in all aspects of the trade necessary to qualify them upon completion as Journeyman Electricians.

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

All applicants selected for apprenticeship shall serve a probationary period of one-year (1).

During the probationary period either the apprentice or the Sponsor may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice shall be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression

made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

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

After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the Sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Sponsor shall provide written notice to the apprentice and to the Registration Agency of the final action taken.

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

Apprentices shall generally work the same hours as journeyworkers, except that no apprentice shall be allowed, except in cases of emergency, to work overtime if it interferes with attendance in related instruction classes. In such case, an authorized representative of the employer shall notify the Sponsor of the reason for the absence.

Apprentices who do not complete the required hours of OJL during a given period shall have the term of that period extended until the required number of hours of training are accrued.

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

Apprentices shall be paid a progressively increasing schedule of wages and applicable employer defined 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 period of training or to journeyworker status, the Sponsor shall evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the Sponsor shall be guided by the work experience and related instruction records and reports.

The progressive wage schedule shall be an increasing percentage of the wage rate as established in the following:

The Sponsor shall, at the same time each year, survey the actual wage rate of first year journeyman electricians employed by participating contractors during the previous twelve months and establish a baseline wage rate. The Sponsor shall notify the Registration Agency of this new baseline wage rate.

Each apprentice wage rate shall be a percentage of the established baseline wage rate of first year journeyman electricians; employed by the sponsor (if an individual company program) or by the IEC Member Contractors participating in the apprenticeship program being conducted by the Sponsor. Increases shall be based on satisfactory completion of both hours worked and the appropriate period of related and supplemental instruction. In no case shall the starting wages of apprentices be less than that required by the Federal Labor Standards Act as amended or any local law affecting minimum wage.

The suggested percentages to be paid apprenticeship shall be as follows:  
(Sponsors May Modify as They Deem Appropriate for Their Local Market)

<u>Period</u> <u>Percentage</u>	<u>Percentage</u>	<u>Period</u>
1 <sup>st</sup> 1000 hours	40%	5 <sup>th</sup> 1000 hours = 65%
2 <sup>nd</sup> 1000 hours	45%	6 <sup>th</sup> 1000 hours = 70%
3 <sup>rd</sup> 1000 hours	50%	7 <sup>th</sup> 1000 hours = 80%
4 <sup>th</sup> 1000 hours	60%	8 <sup>th</sup> 1000 hours = 85%

On jobs where the U.S. Department of Labor’s prevailing wage is required, the appropriate percentage above shall be applied to such prevailing wage and fringe benefits so long as the apprentice is employed on such jobs.

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

Apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards of Apprenticeship may receive credit for previous experience and shall be paid the rate for previous experience to which such credit advances them.

Credit for previous experience may be granted after the evaluation by the Sponsor and a trial period of no less than 30 nor more than 100 days, with the agreement of the employer. Credit may also be granted for completion of related technical training upon submission of satisfactory evidence to the Sponsor and completion of such tests as the Sponsor may prescribe. Apprentices are to pass required examinations to determine the amount of credit received toward the completion of the related and supplementary instruction. Apprentices may receive credit for no more than the first two years of apprenticeship.

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

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

The Registration Agency shall be notified of any such credit granted by the Sponsor.

**SECTION XIII - WORK EXPERIENCE – Title 29 CFR 29.5(b)(3) and 30.8**

During the apprenticeship the apprentice shall receive such OJL and related instruction in all phases of the electrician trade necessary to develop the skill and proficiency of a skilled journeyworker. The OJL shall be under the direction and guidance of the supervisor of the apprentice(s).

**SECTION XIV – RELATED AND SUPPLEMENTARY INSTRUCTION – Title 29 CFR 29.5(b)(4)**

During each period of training each apprentice is required to participate in coursework related to the job as outlined in Appendix A. For each occupation, the recommended term of apprenticeship shall include no less than 144 hours of related instruction for the electrical trade for each year of the apprenticeship. Apprentices agree to take such courses as the Sponsor deems advisable. The Sponsor shall secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational school or other schools that can furnish related instruction; the apprentice may be required to take an alternate form of instruction that meets the approval of the Sponsor and the Registration Agency.

Apprentices shall not be paid for hours spent attending related instruction classes.

The Sponsor shall inform each apprentice of the possible availability of college credit through IEC's agreement with the American Council on Education's College Credit Recognition Service.

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

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

The Sponsor shall secure competent instructors whose knowledge, experience, and ability to teach shall be carefully examined and monitored. When possible, and as necessary, the Sponsor shall require the instructors to participate in instructor training programs conducted by the Sponsor and the IEC, Inc.

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

All apprentices shall receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 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 shall be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

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

During the entire term of the apprenticeship, the apprentice shall be under the jurisdiction of the Sponsor. The Sponsor shall have the authority and responsibility to instruct, direct, discipline and protect the welfare of the apprentice.

Each employer shall designate a staff member to be responsible for supervision of the apprentice's on-the-job learning. The supervisor shall document the apprentice's job record and shall grade the quality of performance on-the-job. The supervisor shall

assure that the apprentice is assigned to a journeyman electrician, and that work is rotated so as to insure training in all phases of the work of the trade.

The employer, supervisor of apprentices and/or journeyman electrician shall ensure that workplace safety shall be maintained in accordance with applicable requirements of the U.S. Occupational Safety and Health Administration (OSHA).

An apprentice is to be under the supervision of a journeyman electrician at all times. This does not imply that the apprentice must always be in-sight-of the journeyman electrician, or are journeyman electricians required to constantly observe an apprentice. Supervision shall not be of such a nature that prevents the development of responsibility and initiative. Work may be laid-out by the employer's designated supervisor or journeyman electrician based on their evaluation of the apprentice's skills and ability to perform job tasks. Apprentices shall be permitted to perform job tasks in order to develop job skills and trade competencies. Journeyman electricians are permitted to leave the immediate work area without being accompanied by the apprentice.

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

Each apprentice shall be 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. The apprentice shall authorize an effective release of their completed related instruction records from the local school authorities to the Sponsor. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship, shall be maintained by and shall be the property of the Sponsor. This record shall be included in each apprentice's record file maintained by the Sponsor.

Before each period of advancement, or at any other time when conditions warrant, the Sponsor shall evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the Sponsor may determine whether the apprentice shall continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the Sponsor shall 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 journeyworker, the Sponsor shall, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

Written records of progress evaluations and corrective and final actions shall be maintained by the Sponsor. The Registration Agency shall be notified of all registrations, credit granted, suspensions for any reason, reinstatements, completions and cancellations.

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

The Sponsor shall 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 shall permit identification of minority and female (minority and non-minority) participants. These records shall be made available on request to the Registration Agency.

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

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor shall so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests shall be accompanied by the appropriate documentation for both the 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 shall be notified within forty-five (45) days from the date of program sponsor action on 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 shall, upon adoption by the Sponsor be submitted to the National Apprenticeship and Training Committee for review; and to the Registration Agency for approval. Such approval shall be acquired before implementation of the program.

The Independent Electrical Contractors, Inc. reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency shall 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 Sponsor to abide by the provisions herein. Such deregistration shall be in accordance with the Registration Agency's regulations and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the *Sponsor* shall notify each apprentice of the cancellation and the effect of same. This notification shall conform to the requirements of Title 29, CFR part 29.8.

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

These Standards may be amended or modified at any time by the Sponsor provided that no amendment or modification adopted shall alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification shall be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted shall be furnished to each apprentice to whom the amendment or modification applies. Note: It is recommended that a copy of the proposed modification be submitted for review by the NATC prior to its submittal to the registration agency.

## **SECTION XXIII. - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – Title 29 CFR 29.5(b)(22), 29.7(k) and 30.11**

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

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

### **Title 29 CFR 29.7(k)**

The Sponsor shall hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The Sponsor shall make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is:

**(Sponsors should insert applicable information here).**

**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 shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the 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 Sponsor shall provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

**SECTION XXIV - 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 agreement between the apprentice and the affected apprenticeship committee or program sponsors, and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the committee or program sponsor:
- ii. Transfer must be to the same occupation; and

- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

If the Sponsor is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Standards the Sponsor shall make every effort to refer the apprentice with his/her consent to another employer, Registration Agency or One Stop for placement into another registered apprenticeship program. This shall provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program. The apprentice must receive credit from the new employer for the training already satisfactorily completed.

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

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

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 Sponsor and the employer in accordance with the provisions of these Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer.
- C. 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.
- D. 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.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- F. 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 Sponsor.

- G. The apprentice shall be provided with a copy of the written rules and policies and shall sign an acknowledgement of same. This procedure shall be followed whenever revisions or modifications are made to the rules and policies.

## **SECTION XXVI - 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 Sponsor.

The Sponsor 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 training program.

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

The (Insert Sponsor (IEC Chapter, A&T Committee, or Member at Large) Name hereby adopts these Standards of Apprenticeship on this \_\_\_\_ Day of (Insert Month/Year).

Representing Insert Name of Sponsor:

\_\_\_\_\_  
Signature of Program Sponsor  
Representative (Such as ATC Chairman)

\_\_\_\_\_  
Signature of Program Sponsor  
Representative (Such as ATC  
Secretary)

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

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

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature

Reviewed by NATC:

\_\_\_\_\_  
NATC Chairman

\_\_\_\_\_  
IEC National Staff

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

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

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature

**Appendix A**

**WORK PROCESS SCHEDULE  
JOURNEYMAN ELECTRICIAN  
O\*NET-SOC CODE: 47-2111.00 RAPIDS CODE: 0159**

This schedule is attached to and a part of these Standards for the above identified occupation.

**1. TERM OF APPRENTICESHIP**

The term of apprenticeship shall consist of 8,000 hours of OJL (Appendix A) supplemented by a minimum of 576 hours of related and supplemental instruction (Appendix B). Full credit shall be given for the probationary period. All apprentices shall be trained in all aspects of the trade necessary to qualify them upon completion as Journeyman Electricians.

**2. RATIO OF APPRENTICES TO JOURNEYWORKERS**

The number of apprentices employed on a given job site shall not exceed a ratio of two (2) apprentices for each (1) journeyman electrician normally employed at the trade **in accordance with the following provisions:**

(a) One apprentice may be in any period of training in their apprenticeship, and shall be under the direct supervision of a journeyman electrician.

(b) A second apprentice who has successfully completed a **minimum of 2,000** hours of on-the-job training and the appropriate period of related and supplemental instruction may be permitted to perform work **under the indirect** supervision of the same journeyman electrician. Indirect supervision must meet the requirements of Section XVI of these apprenticeship standards.

(c) Any work assigned to an apprentice eligible **under (b) of this provision**, must be reasonable and prudent in relation to the individual apprentice's knowledge, skills and ability, consistent with their progress in apprenticeship.

The Sponsor agrees that only such number of apprentices shall be employed as can be given proper and thorough training and supervision, as well as a reasonable opportunity for employment in the trade after completion.

This provision for increased apprentice to journeyman electrician ratio shall provide local area sponsors with expanded opportunity to increase female and/or minority participation in the electrical construction industry.

For purposes of this section, a job site is considered to be the physical location

National Guideline Standards for Apprenticeship – Independent Electrical Contractors, Inc. where employees report for their work assignments. The employer’s shop (service center) is considered to be a separate, single job site. All other physical locations where workers report for work are each to be considered a single, separate job site.

**3. APPRENTICE WAGE SCHEDULE**

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

(Sponsors may modify percentages as they deem appropriate for their local market)

<u>Period</u>	<u>Percentage</u>	<u>Period</u>	<u>Percentage</u>
1 <sup>st</sup> 1000 hours	40%	5 <sup>th</sup> 1000 hours	65%
2 <sup>nd</sup> 1000 hours	45%	6 <sup>th</sup> 1000 hours	70%
3 <sup>rd</sup> 1000 hours	50%	7 <sup>th</sup> 1000 hours	80%
4 <sup>th</sup> 1000 hours	60%	8 <sup>th</sup> 1000 hours	85%

On jobs where the U.S. Department of Labor’s prevailing wage is required, the appropriate percentage above shall be applied to such prevailing wage and fringe benefits so long as the apprentice is employed on such jobs.

**4. SCHEDULE OF WORK EXPERIENCE (See attached Work Process Schedule)**

The Sponsor may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

**5. SCHEDULE OF RELATED INSTRUCTION**

See attached Related Instruction Outline

**WORK PROCESS SCHEDULE  
JOURNEYMAN ELECTRICIAN  
O\*NET-SOC CODE: 47-2111.00 RAPIDS CODE: 0159**

**PRELIMINARY WORK .....Approximately 600 hours**

Learning the names and uses of the equipment used in the trade: kind, size, and use of cable, wire, boxes, conduits, and fittings, switches, receptacles, service switches, cutouts, etc.

Learning the names and uses of the various tools used in assembling this material, care of these tools, and other instructions necessary to familiarize the apprentice with the material and tools of the trade.

**ROUGH-IN WIRING.....Approximately 4,000 hours**

Assisting in getting material from stock room. Loading truck and equipment on-the-job.

Laying out the various outlets, switches, receptacles, and other details of the job, from blueprints or by direction of the superintendent of construction.

Cutting wire, cable, conduit, and raceway: threading and reaming conduit, boring and cutting chases under the direction of an electrician.

Installing various kinds of wires, cables, and conduits in accordance with Requirements.

Assisting electricians in pulling wires, attaching wires to fish tape and keeping wires from kinks and abrasions.

Connecting conductors to switches, receptacles, or appliances with proper methods of splicing, soldering, and taping.

Installing service switches or load center and sub-feeders and fastening up these parts, running raceways, and pulling conductors under the direction of an electrician.

Assisting in preparing lists of materials used, including names, number of pieces, or number of feet, etc., for office records.

Loading unused material and cleaning up job area.

**FINISH WORK .....Approximately 2,000 hours**

Connecting and setting switches, receptacles, plates, etc.

National Guideline Standards for Apprenticeship – Independent Electrical Contractors, Inc.

Installing proper size and types of fuses for each circuit.

Installing and connecting various kinds of electrical utilization equipment.

Assisting electricians in installing and completing work in accordance with the rules and regulations of the National Fire Protection Association and special local regulations; proper sizes of wires, service, conduits, etc.

**TROUBLE SHOOTING AND SERVICE WORK .....Approximately 1,000 hours**

Repairing all kinds of electrical work.

Checking out trouble and making repairs under supervision of an electrician.

Tracing the polarity of conductors and devices.

Testing the circuit for grounds and shorts and locating and correcting job defects.

**MOTOR INSTALLATION AND CONTROL .....Approximately 400 hours**

Installing over-current devices.

Checking for proper installation and rotation.

Installing replacement motors.

Analyzing motor circuits and troubleshooting.

Installing pushbuttons, pilot lights, relays, timing devices, and interlocking controls.

Wiring all types (gas, oil, stoker, etc.) heating equipment.

Installing wiring and controls for air conditioning.

**TOTAL HOURS ON-THE-JOB LEARNING ..... 8,000 hours**

National Guideline Standards for Apprenticeship – Independent Electrical Contractors, Inc.

**RELATED INSTRUCTION OUTLINE**  
**JOURNEYMAN ELECTRICIAN**  
**O\*NET-SOC CODE: 47-2111.00 RAPIDS CODE: 0159**

The related instruction shall include, but not be limited to:

<b>TOPIC</b>	<b>APPROXIMATE HOURS</b>
Orientation	3
Basic Electrical Mathematics	9
Safety and First Aid	9
Care and Use of Hand Tools	6
Care and use of Power Operated Tools	1
Blueprint Reading and Electrical Symbols	30
National Electrical Code Requirements	118
Electrical Fundamentals and Basic Theory	44
Principles of Alternating Current	24
Alternating Current Circuits	21
Principles and Circuitry of Direct Current	12
Portable Electric Measuring Devices	2
Wiring Methods	98
Low Voltage Circuits	10
Appliances	1
Interior Distribution	24
Industrial and Commercial Calculations	24
Motors and Generator	50
Practical Circuit Sketching	42
Transformers	35
Illumination and Design	6
Sub-Stations	1
Primary Distribution	4
Fundamentals of Electronics	1
Medium Voltage Circuitry	1
<b>TOTAL MINIMUM HOURS</b>	<b>576</b>

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

**Appendix C**

**AFFIRMATIVE ACTION PLAN**

**ADOPTED BY**

**INSERT PROGRAM SPONSOR NAME (IEC CHAPTER, A&T  
COMMITTEE, OR MEMBER AT LARGE)**

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

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

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

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

## **SECTION I - INTRODUCTION**

The Sponsor enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its Registered Apprenticeship Program. The Sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The Sponsor hereby adopts the following nondiscriminatory pledge and the AAP.

This AAP is a supplement to the Apprenticeship Standards. Any changes made by the Sponsor shall become part of this written AAP, once approved by the Registration Agency.

## **SECTION II - EQUAL OPPORTUNITY PLEDGE**

The Sponsor commits to the following Equal Opportunity Pledge:

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

## **SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES**

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

## **SECTION IV - OUTREACH AND POSITIVE RECRUITMENT**

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

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

The announcement shall include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the Sponsor's equal opportunity policy. The period for accepting applications as established by the Sponsor is:

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- B.  Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
- C.  Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D.  Internal communication of the Sponsor's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the Sponsor's various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR part 30.
- E.  Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs shall provide for pre-testing experience and training. In initiating and conducting these programs, the Sponsor may be required to work with other Sponsors and appropriate community organizations. The Sponsor shall also initiate programs to prepare women and encourage women to enter traditionally male programs.

- F.  Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The Sponsor shall make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G.  Utilizing journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.
- H.  Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I.  Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and women apprentices and journeyworkers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

**(Identify Action:)**

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**FOR EACH ITEM CHECKED IN SECTION IV, LIST EACH SPECIFIC STEP THAT THE SPONSOR SHALL 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 Sponsor shall make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review shall analyze (independently and collectively) the affirmative action steps taken by the Sponsor for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They shall work diligently to identify the cause and effect that result from their affirmative action measures. The Sponsor shall monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the AAP must be submitted to the Registration Agency for approval. The Sponsor shall 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 shall be immediately implemented. The goals and timetables also shall be reviewed periodically as determined by the Registration Agency and updated where necessary.

**SECTION VI - OFFICIAL ADOPTION**

The *(Insert Program Sponsor (IEC Chapters, A&T Committee or Member at Large) Name)* hereby officially adopts this Affirmative Action Plan on this \_\_\_\_\_ Day of *(Insert Month/Year)*.

\_\_\_\_\_  
**SIGNATURE OF SPONSOR**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**SIGNATURE OF SPONSOR**

\_\_\_\_\_  
**PRINTED NAME**

*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

Occupational Title: *			
RAPIDS Code:		O*NET/SOC Code:	
Type of selection method used:			
Labor Market Area description:			

### C. LABOR MARKET AREA DATA

<b>Total Labor Force in Labor Market Area</b>		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
<b>Working Age Population in Labor Market Area</b>		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
<b>Apprentices in Particular Craft in Labor Market Area</b>		
Number of Women:		% of apprentices
Number of Minorities:		% of apprentices
<b>The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. ***</b>		
Number of Women:		
Number of Minorities:		

Program Sponsors may use any reasonable method for determining the general availability of minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C for "Total Labor Force", "Working Age Population", and "Apprentices in Particular Occupation" to propose the entries for "The General Availability of Minorities and Women."

**D. SPONSOR'S WORKFORCE DATA**

D-1 Total Number of Journey/Craft Workers 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)		
Numerical percentage of Women apprentices or women in applicant pool:		%
Numerical percentage of Minority apprentices or minorities in applicant pool:		%

**E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS**

Source	Minority rate of participation	Female rate of participation
Registered Apprenticeship Partners Information Data System (RAPIDS): *		
EEOC Occupational Employment Data: **		

\* Data available from Registration Agency

**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 \_\_\_\_\_ % women during the next EEO Review cycle. These goals shall not be used to discriminate against any qualified applicant on the basis of 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

## **Instructions for preparing and 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 with a particular occupational title.

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

Part B Occupational information shall 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 Sponsors must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified by the sponsor 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 or other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For purposes 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 15 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 §30.5(b) (1) or (2), the data in D-2 shall be reflective of the "pool" from which selections shall be made. If the sponsor utilizes the Selection Method under §30.5(b) (3) or (4), the data in D-2 shall be reflective of the current apprentices registered in the program.

Part E Additional Resource Data for consideration in establishing reasonable goals shall be provided by the Registration Agency. This data shall 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 Program Sponsor is to determine if minorities and/or women are underutilized and must check the appropriate response.

Part G If the Program Sponsor's analysis determines that minorities and/or women are underutilized, the Sponsor, utilizing the resource data found in Parts C, D and E, shall establish goals which are reasonable in consideration of the results which could be expected from its good faith efforts to make its overall affirmative action program successful. The Registration Agency shall review and access the proposed goals and if found to be reasonable and attainable, shall acknowledge receipt of the Sponsors goals for minorities and/or women.

Proposed goals for minorities and/or women that are lower than the current participation rate under the Program Sponsor shall not be approved.

## Appendix D

# QUALIFICATIONS AND SELECTION PROCEDURES

## ADOPTED BY

**(INSERT PROGRAM SPONSOR NAME)**

DEVELOPED 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.

**SECTION I. - MINIMUM QUALIFICATIONS (This section needs to agree with front section)**

Applicants shall meet the following minimum qualifications:

A. Age

Apprentices must be not less than 16 years of age; unless otherwise permitted by State and Federal regulations.

B. Education

All Applicants shall be high school graduates or possess a certificate of equivalency (GED).

Option 1 - Applicants registered under an approved School-To-Apprenticeship (STA) Agreement must be in the process of, and continue in obtaining their High School Diploma.

Option 2 – In the event that the program sponsor determines that demographic conditions in an area preclude recruitment of an adequate number of qualified apprentices with a high school diploma or GED, applicants who do not meet the minimum educational requirements may be considered for entrance into the program, provided the applicants agree to undertake the additional remedial study necessary to successfully fulfill the requirements of this apprenticeship program. Such remedial instruction/courses may or may not be provided by the sponsor and/or employer.

Note: It is not intended that successfully operating programs established prior to the adoption of these standards be required to alter their existing educational requirements.

C. Physical

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

## **SECTION II. - APPLICATION PROCEDURES**

- A. **(Specify Name of Chapter or Member)** accepts apprentice applications throughout the year. **(Specify Name of Chapter or Member)** disseminates information concerning the nature of apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship opportunities, sources of apprenticeship applications and the equal opportunity policy of the Sponsor no less than semi-annually. All persons requesting an application shall have one made available and all applications shall be identical in form and requirements.
- B. All applications shall be identical in form and requirements. Each application and its related forms shall be kept on file for no less than five years. These files shall be kept in good order so all applications can be accounted for. Each file shall contain information about the race/ethnicity and gender of each applicant. This information shall be available, upon request, for review by an authorized representative of the U.S. Department of Labor's Office of Apprenticeship.
- C. Before completing the application, each applicant shall be required to review the Apprenticeship Standards and shall be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it shall be provided by the Sponsor.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age - driver's license, birth certificate or other acceptable documentation, or other acceptable documentation) shall constitute the completed application.
- E. Completed applications shall be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application shall be notified in writing of their disqualification. The applicant shall also be notified of the appeal rights available to them. No further processing of the application shall be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents shall be notified of the steps remaining in the selection process.
- F. Upon meeting the minimum requirements the applicant shall be permitted entrance into the first available starting class provided he/she has current employment with the program sponsor or an employer member of the program sponsor.
- G. If an applicant is not employed by the program sponsor or an employer member of the program sponsor, he/she must complete an employment application. If seeking employees, the program sponsor and/or employer member of the

program sponsor shall contact the applicant and schedule an interview. If the program sponsor or an employer member of the program sponsor hires the applicant, then the applicant shall be eligible for entrance into the apprenticeship program. Employment applications forms are available at the program sponsor's office. Employment applications are active for a period of thirty (30) days. If the applicant is not hired at the end of the thirty-day (30) period, he/she must complete another employment application. This process can be repeated every thirty days until the applicant is hired.

- H. Each application and its related forms shall be kept on file for a period of not less than five (5) years. These files shall be kept in good order so that all applications can be accounted for. Each file shall contain information about the race/ethnicity and gender of each applicant. This information shall be available upon request to an authorized representative of the U.S. Department of Labor's Office of Apprenticeship.

### **SECTION III. - SELECTION PROCEDURES**

- A. The ATC shall accept all applicants referred by employer members of the program sponsor into the apprenticeship program provided the program sponsor employer employs the applicant and the applicant meets the minimum qualifications for apprenticeship.
- B. Selected applicants must respond to the notice of selection within **(INSERT HOURS)** hours of notice. If applicants cannot be reached by telephone or email, their names shall be passed and notice sent to their address by USPS 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 shall be removed from the list. Only one notice shall be mailed.
- C. Transfer of Apprenticeship - In order to transfer an apprenticeship agreement between IEC Chapter Registered Apprenticeship Programs, the following requirements must be met.

The apprentice has current employment with a program sponsor or an employer member of the program sponsor.

If the apprentice is not employed by a program sponsor or an employer member of the program sponsor, he/she must follow the same procedure as an unemployed applicant as described in Section II Item G.

The apprentices' sponsoring ATC must agree to the transfer.

The program sponsor must agree to accept the transfer.

The program sponsor Inc. shall have complete access to all apprenticeship records pertaining to the transferring apprentice.

Upon being accepted by the program sponsor, the apprentice's existing apprenticeship agreement shall be terminated.

Registration proceedings shall be initiated with the program sponsor and the appropriate Registration Agency. The Registration Agency shall be provided with all documentation necessary and/or required to verify that the transfer is justifiable.

Apprentices accepted for transfer shall be given full credit for on-the-job training experience and related and supplemental instruction successfully completed while indentured in the sponsoring apprenticeship program.

The transferring apprentice must:

- a. Complete an application form, accurately responding to all questions.
- b. Provide the program sponsor official documentation pertaining to their participation in the apprenticeship program that they are transferring from.

An official copy of all records established with the sponsoring ATC (including a copy of the application form and the apprenticeship agreement properly registered with the Registration Agency) and other information submitted shall be provided to the program sponsor. The program sponsor shall examine all documentation submitted before granting permission to transfer. All such records shall become part of the program sponsor permanent files. (Note: This is a method of direct entry into the apprenticeship program.)

#### **SECTION IV. - DIRECT ENTRY**

Sponsors who wish to invoke the direct entry provision may do so without regard to the existing selection procedure 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(s) registered in these Standards. The Sponsors shall award Credit for Previous Experience in accordance with Section XII of these Standards, and shall pay the apprentice(s) at the wage rate commensurate with their skill attainment. The 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:

- A. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The Sponsor shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates shall be done without regard to race, color, religion, national origin, or sex. **(Note: This is a method of direct entry into the apprenticeship program.)**
- B. Youth who complete a YouthBuild U.S.A. training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild U.S.A. graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The Sponsor shall evaluate the YouthBuild U.S.A. training received for granting appropriate credit on the term of apprenticeship. Entry of YouthBuild U.S.A. graduates 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.)**
- C. Military Veterans who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military may be given direct entry into the apprenticeship program. The Sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The Sponsor shall determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program.
- Entry of Military Veterans shall be done without regard to race, color, religion, national origin, or sex. **(Note: This is a method of direct entry into the apprenticeship program.)**
- D. Former inmates of Department of Justice - Bureau of Prisons (BOP) who have participated in or have successfully completed a specific BOP apprenticeship program, where the Apprenticeship Program Sponsor agrees to admit such inmates without regard to race, color, religion, national origin, or sex and all individuals receive equal consideration. **(Note: Depending on restrictions on employment requirements imposed by state or local legislation or regulation, this may be a method of direct entry into the apprenticeship program.)**
- E. An employee of a non-participating employer who becomes a new member employer of the sponsoring organization who does not qualify as a journeyworker when the employer becomes a member, shall be evaluated by the sponsor 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. ***(Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)***

## **SECTION V. - 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 Sponsor (if applicable).
- B. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the Sponsor to review such complaints, any referral of such complaint by the complainant to the 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 in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.
- E. The Sponsor shall provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

## **SECTION VI. - MAINTENANCE OF RECORDS**

The Sponsor shall 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 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, shall be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each Sponsor 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 part 30.4. Each Sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).

Records shall 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 VII. - OFFICIAL ADOPTION OF SELECTION PROCEDURES**

The (Insert Program Sponsor Name) hereby officially adopts these Selection Procedures on this \_\_\_\_\_ Day of (Insert Month/Year).

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**SIGNATURE OF AUTHORIZED REPRESENTATIVE OF SPONSOR**

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**PRINTED NAME**

---

**DATE**

---

**SIGNATURE OF AUTHORIZED REPRESENTATIVE OF SPONSOR**

---

**PRINTED NAME**

---

**DATE**

**Appendix E**

**EMPLOYER ACCEPTANCE AGREEMENT**

**ADOPTED BY**

**(INSERT EMPLOYER NAME)**

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

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

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

## Appendix E

### Sample Employer Acceptance Agreement

#### EMPLOYER ACCEPTANCE AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the [INSERT EMPLOYER NAME] and agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Sponsor or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journeyworker and is guaranteed that the work assigned to the apprentice shall be rotated so as to ensure training in all phases of work.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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

Name of Company: \_\_\_\_\_

Address (City/State/Zip) \_\_\_\_\_

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Phone Number: \_\_\_\_\_

Disposition:

Original –