

STATE OF LOUISIANA
STANDARDS OF APPRENTICESHIP
DEVELOPED BY

FOR THE OCCUPATIONS OF:

APPROVED BY
THE LOUISIANA WORKFORCE COMMISSION
APPRENTICESHIP DIVISION

BY: _____
HEATHER A. STEFAN, DIRECTOR
APPRENTICESHIP DIVISION

APPROVAL DATE: _____

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

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FOREWORD

_____ recognizes the need for structured training to maintain the high level of skill and competence demanded in our industry.

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

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

DEFINITIONS

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

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

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

CAREER LATTICE: Career lattice apprenticeship programs include occupational pathways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship credential.

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. *(If applicable)*

CERTIFICATE OF TRAINING: A Certificate of Training may be issued by the U.S. Department of Labor's, Office of Apprenticeship Administrator to those registered apprentices that the program sponsor has certified in writing to the Registration Agency that the apprentice has successfully met the requirements to receive an interim credential. *(If applicable)*

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

COORDINATOR/DIRECTOR: Means the person designated by the program sponsor to perform the duties stated in the standards of apprenticeship.

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

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

HYBRID OCCUPATION: The hybrid approach measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job-learning and the successful demonstration of competency as described in a work process schedule. *(If applicable)*

INTERIM CREDENTIAL: Interim Credential means a credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice. *(If applicable)*

JOINT APPRENTICESHIP TRAINING COMMITTEE (COMMITTEE): Apprenticeship Committee (Committee) means those persons designated by the sponsor to act as an agent for the sponsor in the administration of the program. A joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s). If no collective bargaining agreement exists, the committee may include employer and employee representatives.

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.)

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State and local levels.

ON-THE-JOB LEARNING (OJL): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience. The tasks defined for the apprentice in each occupation will represent the work processes described in these Apprenticeship Standards in line with the apprenticeship course outlines that are approved by the U.S. Department of Labor, Office of Apprenticeship.

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

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

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

RELATED INSTRUCTION (RI): An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, 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): The person or persons designated by the contractor/employer who is responsible for ensuring the integrity of training and record keeping requirements on the job.

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

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

UNION: Means any organized labor organization, party to an appropriate labor agreement between the parties.

SECTION I – PROGRAM ADMINISTRATION

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

Structure of the Apprenticeship Training Committee (ATC)

- A. If a collective bargaining agreement exists, a Joint Apprenticeship Training Committee (JATC) of Local Union _____ of the _____ and the contractors' association or the signatory contractors in whose name the local Standards of Apprenticeship will be registered is the Sponsor of the Apprenticeship Program outlined under these Standards of Apprenticeship. The JATC is composed of an equal number of representatives appointed by the contractors' association and by the local union.
1. The groups they represent will select members of the JATC.
 2. Membership will be composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s). The members from the CBA must have attained journeyworker's status in one of the trades covered under this program.
 3. 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 JATC.
- B. If a program sponsor is a single employer, or association of employers with no collective bargaining agreement in place, an Apprenticeship Training Committee may be established to provide oversight of the apprenticeship program to ensure proper implementation of the program sponsor's Standards of Apprenticeship.

Responsibilities of the Apprenticeship Training Committee

- A. Members of the Committee will be educated as to the equal employment opportunity in apprenticeship.
- B. Members of the Committee will be educated as to the fiduciary responsibility of the JATC (if applicable).
- C. Cooperate in the selection of apprentices (if applicable).
- D. Ensure that apprentices are under written Apprenticeship Agreements and register the local apprenticeship standards and agreements with the appropriate Registration Agency.
- E. Review and recommend apprenticeship activities in accordance with this program.
- F. Establish the minimum standards of education and experience required of apprentices.
- G. Meet at least _____ to review records and progress of each apprentice in training and recommend improvement or modification in training schedules, schooling and other training activities. Written minutes of the meeting will be kept.

- H. Determine the quality and quantity of experience on the job, which apprentices should have, and to make every effort toward their obtaining it.
- I. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- J. Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- K. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.
- L. Determine the physical fitness of qualified applicants to perform the work of the occupation that may require a medical examination prior to their employment as apprentices.
- M. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- N. Certify that apprentices have successfully completed their apprenticeship program.
- O. Notify the Louisiana Workforce Commission – Apprenticeship Division of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.
- P. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned; apprentices, employers and journeyworkers.
- Q. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

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

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

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

If the sponsor has five or more apprentices, the program sponsor will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR part 30. It will be attached as an appendix.

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

Explanation

The sponsor must establish minimum qualifications for entry into the apprenticeship program. The purpose of this is to establish the minimum

qualifications necessary for reasonable expectation of success in the trade. Qualifications must be fair, objective and equally applied. They must be clearly stated and directly related to job performance.

Applicants will meet the following minimum qualifications:

A. Age

The program sponsor will establish qualifications regarding minimum age limits. (*Applicant must provide evidence of minimum age.*)

Applicants shall submit reliable proof of birth date with the complete application to ensure meeting the minimum age requirement. Examples of acceptable proof include a valid driver's license, birth certificate, or other State identification.

B. Education

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

C. Physical

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

Applicants will pass (a physical agility test, fitness test, or screen for the current illegal use of drugs [select all, some, or none, *if applicable*]) on acceptance into the program and prior to being employed.

D. Aptitude Test

All applicants must pass each section of (**INSERT TEST** *if applicable*).

E. Others

(As appropriate)

SECTION V – SELECTION OF APPRENTICES – Title 29 CFR 30.5

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

SECTION VI – APPRENTICESHIP AGREEMENT – Title 29 CFR 29.3(d) and (e) and 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written Apprenticeship Agreement (*Appendix B*) signed by the program sponsor and the apprentice and approved by and registered with the Louisiana Workforce Commission – Apprenticeship Division. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice and the program sponsor. An

additional copy will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

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

The program sponsor has 45 days to enter new apprentices into RAPIDS for registration approval.

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

A numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in collective bargaining agreements or state regulations, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant. The ratio of apprentices to journeyworkers will be **one** apprentice to **one** journeyworker. At no time will there be more apprentices than journeyworkers.

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

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

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

The probationary period cannot exceed twenty-five (25) percent of the length of the program, or one-year (1), whichever is shorter. All applicants selected for apprenticeship will serve a probationary period, which include OJL and related instruction.

During the probationary period the apprenticeship agreement may be canceled at the request of the apprentice or by the JATC. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records shall 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 will be given full credit for the probationary period and continue in the program.

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

SECTION X – HOURS OF WORK

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

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until the required number of hours of training is accrued.

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

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyworker status, the program sponsor will 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 JATC will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the journeyworker's wage rate. The percentages that will be applied to the applicable journeyworker rate are shown on the attached Sample Work Process Schedule and Related Instruction Outline (*Appendix A*). In no case will the starting wages of apprentices be less than that required by the federal minimum wage law, and cannot be less than 45% of the journeyworker wage rate.

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

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

Apprentice applicants seeking credit for previous experience gained outside the supervision of the program sponsor must submit the request at the time of application and furnish such records, affidavits, and other **(INSERT REQUIREMENTS)** to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the program sponsor during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

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

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

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

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

If an employer is unable to fulfill its training obligations due to lack of work or failure to conform to the Standards of Apprenticeship, the program sponsor has an obligation to move the affected apprentices to other signatory employers (if applicable).

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

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

The purpose of related instruction is to teach apprentices those applied academics in subject areas critical to job performance, but not adequately or effectively taught on the job. It will be up to the program sponsor to establish the subject matter and hours that will be taught, the method and institution by which it will be provided for each occupation being registered. Standards of Apprenticeship and industry-accepted curriculums approved by the Office of Apprenticeship provide suggested courses and hours to satisfy the necessary competencies for each occupation. To the extent possible, related instruction shall be closely correlated with the practical experience and training received on the job. The program sponsor will inform each apprentice of the availability of college credit, if applicable. The program sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The program sponsor will require the instructors to attain a certification in adult learning styles.

During each segment of training each apprentice is required to participate in coursework related to the job as outlined in Appendix _____. Hours of related training shall be no less than 144 hours per year. Apprentices will/will not be paid for hours spent attending related instruction classes.

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

The program sponsor shall be responsible for documenting the apprentice's progress in related instruction classes.

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

All apprentices will receive instruction in safe and healthful work practices both on the job and in related instruction that are in compliance with the Occupational Safety and Health Standards

promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or State Standards that have been found to be at least as effective as the Federal Standards.

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

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

The program sponsor will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the program sponsor and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of apprentice(s) designated by the employer will be responsible for the apprentice's work assignments, and will ensure the apprentice is working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the program sponsor.

No apprentice will be allowed to work without direct journeyworker supervision.

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

The program sponsor is responsible for maintaining records of apprentice's work experience/training on the job and in related instruction and for ensuring this record is verified by the apprentice's supervisor on a regular basis. All data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship will be maintained by and will be the property of the program sponsor. This record will be included in each apprentice's record file maintained by the program sponsor.

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

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

The program sponsor will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of

apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request to the Louisiana Workforce Commission – Apprenticeship Division.

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

Certificate of Completion – Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the program sponsor will so certify electronically (RAPIDS) to the Louisiana Workforce Commission – Apprenticeship Division and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

Certificate of Training – A Certificate of Training may be issued by the U.S. Department of Labor, Office of Apprenticeship Administrator to those registered apprentices that the program sponsor has certified in writing to the Registration Agency that the apprentice has successfully met the requirements to receive an interim credential. *(If applicable)*

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

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

SECTION XXI – CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5 (b)(18)

These Standards will, upon adoption by the program sponsor, be submitted to the Louisiana Workforce Commission – Apprenticeship Division for approval. Such approval will be acquired before implementation of the program.

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

Deregistration of these Standards may be initiated by the Louisiana Workforce Commission – Apprenticeship Division for failure of the program sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

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

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

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

SECTION XXIII – ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – Title 29 CFR 29.5(b)(22) and 30(11)

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

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

Title 29 CFR 29.7(k)

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

All program sponsors will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within forty-five (45) days of violations. The program sponsor will make such rulings, as it deems necessary in each individual case and within one hundred twenty (120) 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: **Heather Stefan, Director of Apprenticeship, The Louisiana Workforce Commission – Apprenticeship Division, 1001 N. 23rd Street, Baton Rouge, LA 70804.**

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 Louisiana Workforce Commission – Apprenticeship Division.

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

The complaint must be filed not later than one hundred eighty (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the Program Sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

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

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

SECTION XXIV – COLLECTIVE BARGAINING AGREEMENTS - Title 29 CFR 29.11

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

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

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

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees 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) The transfer must be to the same occupation; and
- (iii) A new apprenticeship agreement must be executed when the transfer occurs between program sponsors.

If the program sponsor is unable to fulfill its training obligation due to lack of work or failure to conform to these Standards it will make every effort to refer the apprentice with his/her consent to another program sponsor, Registration Agency or Business and Career Solutions

Center for placement into another registered apprenticeship program. This will provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program. The program sponsor will also make available to the apprentice and the receiving program sponsor the apprentice's training record. The apprentice must receive credit from the new program sponsor for the training already satisfactorily completed.

SECTION XXVI – RESPONSIBILITIES OF THE APPRENTICE

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

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 program sponsor and the employer in accordance with the provisions of these Standards.
- B. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Standards.
- C. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the Sponsor.
- D. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- E. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the program sponsor.

SECTION XXVII – DISCIPLINARY ACTION

The program sponsor may take disciplinary action against any apprentice or employer for failure to comply with the Apprenticeship Agreement or the Apprenticeship Standards.

Before invoking disciplinary action the program sponsor will notify the apprentice or the employer of the infraction and provide reasonable opportunity for corrective action. When disciplinary action is to be imposed, the program sponsor will notify the apprentice or employer by certified mail or other verifiable method to appear before the program sponsor. If the apprentice or employer fails to appear before the after due notice, disciplinary action may be invoked without a hearing.

Disciplinary action may include postponement of the apprentice's advancement from one segment of training to the next or temporary removal of the apprentice from the job, causing loss of employment. It may also include cancellation of the Apprenticeship Agreement and removal of the apprentice from the apprenticeship program. Such action will occur only after

due notice to the apprentice and opportunity for corrective action. Removal by the program sponsor shall cancel the apprentice’s apprenticeship agreement and the opportunity to complete the training.

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

SECTION XXVIII – TECHNICAL ASSISTANCE

Technical Assistance such as that from the Louisiana Workforce Commission – Apprenticeship Division, U.S. Department of Labor, Office of Apprenticeship, and vocational schools—may be requested to advise the program sponsor.

The program 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 XXVIII – DESIGNATED AGENT

The following individual is the primary designated agent for representing the registered apprenticeship program, and is considered the main point of contact with the Louisiana Workforce Commission – Apprenticeship Division.

_____		_____	
PROGRAM SPONSOR		DESIGNATED AGENT NAME/TITLE	
_____		_____	
STREET	CITY	STATE	ZIP
_____		_____	
PHONE NUMBER	MOBILE	FAX	
_____		_____	
EMAIL ADDRESS		WEBSITE	

SECTION XXIX – OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The _____ hereby adopts these Standards of Apprenticeship on his _____ Day
of _____.

Signature

Signature

Printed Name

Printed Name

Signature

Signature

Printed Name

Printed Name

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

Program Sponsor

TRADE: _____ ONET CODE: _____

WORK PROCESSES

APPROXIMATE HOURS

TOTAL WORK PROCESS HOURS: _____

Program Sponsor

TRADE: _____ **ONET CODE:** _____

RELATED INSTRUCTION: The SPONSOR will ensure that the Apprentices attend the required related, theoretical instruction classes for 144 hours per year. The Apprentices _____ (will or will not) be compensated for hours spent in related instruction after regular working hours.

RELATED INSTRUCTION FACILITY NAME & ADDRESS:

RELATED INSTRUCTION INSTRUCTOR NAME(S):

RELATED INSTRUCTION CLASS SCHEDULE (TIME AND DAY OF WEEK):

TITLES OF RELATED INSTRUCTION COURSE(S) TEXT(S)/WORKBOOK(S):

SEE RELATED INSTRUCTION CURRICULUM OUTLINE ATTACHED: NUMBER OF PAGES: _____

Program Sponsor

TRADE: _____ **ONET CODE:** _____

QUALIFICATIONS FOR APPRENTICESHIP: All applicants shall be at least _____ years of age and shall have completed a _____th grade education. .

TERM OF APPRENTICESHIP: The term of Apprenticeship shall be _____ years or _____ hours of reasonable continuous employment.

PROBATIONARY PERIOD: The probationary period for this occupation shall be _____ hours of employment and instruction.

RATIO OF APPRENTICES TO JOURNEYWORKERS: For the trade, it shall be a minimum of **one** Apprentice to **one** Journeyworker. Under **no** circumstances will there be more apprentices than Journeyworkers at any given time.

APPRENTICESHIP WAGE STRUCTURE: The objective JOURNEYWORKER'S RATE as of _____ (date) is \$ _____ per hour.

WAGE PROGRESSION: The wage progression for Apprentices in this trade is as follows: (The period may be expressed in **hours, months, or years only**; wage rates should be expressed as a percentage of the objective journeyworker's wage rate.)

PERIOD:	RATE:	PERIOD:	RATE:
1st _____	_____ %	6th _____	_____ %
2nd _____	_____ %	7th _____	_____ %
3rd _____	_____ %	8th _____	_____ %
4th _____	_____ %	9th _____	_____ %
5th _____	_____ %	10th _____	_____ %

**LOUISIANA WORKFORCE COMMISSION
APPRENTICESHIP DIVISION**

AFFIRMATIVE ACTION PLAN

FOR

PROGRAM SPONSOR

MAILING ADDRESS: Street/P.O. Box

City

State

Zip code

I. EQUAL OPPORTUNITY PLEDGE

_____ pledges that the recruitment, selection, employment and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, national origin, or sex. In order to promote equality of opportunity, _____ hereby pledges to take affirmative action to encourage minorities and women to complete the apprenticeship application and enter into the eligibility pool.

II. UTILIZATION STUDY

_____ will make an annual study of the participation of minorities and women in its apprenticeship program in order to compare its utilization of these groups with the percentiles of such groups' representation in the labor force within the geographical area of outreach and recruitment. Where such percentage rates of minority and/or female participation in the apprenticeship program is found to be less than their respective rate of representation in the labor force within _____'s geographical area, a deficiency in the utilization of that respective group in the apprenticeship program shall be recognized. _____ will then attempt to correct the deficiency through affirmative action.

_____ acknowledges the "Louisiana Manpower

Information for Affirmative Action Programs" publication produced by the Louisiana Workforce Commission in affiliation with the U.S. Workforce Commission as the sole and official source for rates of minority and female representation in the labor force within the geographical area of outreach and recruitment. Such source will be used by the Louisiana Workforce Commission – Apprenticeship Division in assisting the program sponsor in establishing yearly goals and timetables for achieving adequate minority and female participation in the apprenticeship program.

III. AFFIRMATIVE ACTION PLAN

Pursuant to Section 29 Part 30 of the Code of Federal Regulations and the Louisiana State Administrative Code, the following activities shall constitute the affirmative action plan of _____ 's apprenticeship program. While _____ may not necessarily pursue all these activities, adequate participation will be undertaken in as many of the listed activities as are feasible during a particular time.

A. OUTREACH AND POSITIVE RECRUITMENT

1. Notification of apprenticeship opportunities will be made at least 30 days prior to the earliest date of application. If the program accepts applications throughout the year, notification will be made at least semi-annually. Such notification will contain information including (1) the nature of the apprenticeship program, (2) the requirements for admission into the program, (3) the availability of apprenticeship opportunities, (4) the source of apprenticeship applications, and (5) the equal opportunity policy of the program sponsor.

Notification will be made to:

- a.** The Louisiana State Director of Apprenticeship in care of the Louisiana Workforce Commission - Apprenticeship Division in Baton Rouge, Louisiana.
- b.** The Louisiana Workforce Commission - Apprenticeship Division local representative serving the program.
- c.** The State Director of the USDOL, Office of Apprenticeship.
- d.** The local superintendent of schools.
- e.** State employment offices in the training area.
- f.** Responsible groups identified with the minority community and/or women.

g. LEAP or OUTREACH type programs.

h. Other groups as appropriate.

2. Newspaper, radio or television advertisements will be utilized as an effort to reach target populations. Special emphasis will be given to media organizations or programs chosen by the program sponsor as being identified with the minority community or with women.

3. _____ will participate in annual workshops conducted for the purpose of familiarizing schools, employment service agencies and other appropriate professionals such as counselors with the apprenticeship program and the current opportunities available.

4. _____ will cooperate with local school boards and vocational education systems in developing programs that will best prepare students to meet the standards and criteria required to qualify for entry into the apprenticeship program.

5. _____ will provide for internal communication of the sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, journeypersons, and members, and to encourage such persons to take necessary action to aid the program sponsor in meeting its obligations under this plan.

6. _____ will encourage the establishment and use of programs of pre-apprenticeship, preparatory trade training, or other programs designed to afford related work experience or to prepare candidates for apprenticeship.

SELECT **EITHER** 7.A. **OR** 7.B.

7.A. _____ does not currently exercise a policy of granting credit for prior experience. Should such policy be implemented in the future, written procedures for the granting of such credit will be submitted to the Louisiana Workforce Commission - Apprenticeship Division. The procedure so submitted will be the only procedure used for granting of credit and will be applied to all applicants equally.

7.B. _____ currently has a policy whereby credit may be granted for prior experience related to the trade in which the apprentice is being trained. Written procedures which are on file with the Louisiana Workforce Commission - Apprenticeship Division will be the only

procedures used for granting of credit and will be applied to all applicants equally.

8. In addition to _____'s internal outreach and recruitment efforts, _____ will actively support and encourage outside organizations such as local schools, job service offices, women's services and community action organizations in the creation of outreach programs designed to reach and educate target populations on Apprenticeship training opportunities.

9. _____ may initiate or participate in any other action which it considers likely to ensure that the recruitment, selection, employment, and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin or sex.

IV. SELECTION OF APPRENTICES

The selection of apprentices is required to be conducted by means of one of the selection methods as provided for in Title 29 Part 30.5 of the Code of Federal Regulations and the Louisiana State Administrative Code, Chapter 5, 40:IX.511. _____ agrees to comply with all state and federal rules and regulations governing the chosen method.

Selection method to be used by _____ :

V. ATTACHMENTS

The "AFFIRMATIVE ACTION ATTACHMENT TO STANDARDS", which is attached to this Affirmative Action Plan, shall document _____'s study of participation of minorities and females in the apprenticeship program as well as document the jointly-established goals and timetables for correcting any deficiency found.

VI. PROGRAM SPONSOR'S AGREEMENT

By providing signature below, the Authorized Official attests that he/she is the designated agent of _____ properly identified on page one of this Affirmative Action Plan and agrees to fully execute the terms of this Affirmative Action Plan both effectively and timely. The Authorized Official also recognizes the authority of the Louisiana Workforce Commission - Apprenticeship Division to conduct compliance reviews as deemed necessary to ensure that the efforts of the Program Sponsor in providing equal opportunity to minorities and females are adequate.

Authorized Official's Printed Name Title

Authorized Official's Signature Date

**APPROVED: LOUISIANA WORKFORCE COMMISSION
APPRENTICESHIP DIVISION**

Heather A. Stefan, State Director of Apprenticeship
Louisiana Workforce Commission

Date