

**LOUISIANA WORKFORCE COMMISSION
OFFICE OF WORKFORCE DEVELOPMENT
LABOR PROGRAMS SECTION
APPRENTICESHIP DIVISION

**STANDARDS OF APPRENTICESHIP
(Rev. 07/25/2008)**

FOR

PROGRAM SPONSOR

MAILING ADDRESS: Street/P.O. Box

City

State

Zip code

It is the purpose and objective of this program to train Apprentices through scheduled practical work, supplemented by planned related instruction, to meet the need for skilled employees and to foster work standards for future craftspersons.

1. DEFINITIONS:

a. APPRENTICE shall mean a person at least sixteen years of age who has entered into a written APPRENTICE AGREEMENT with an employer, an association of employers, or an organization of employees, providing for not less than two thousand hours of reasonably continuous employment, and for participation in an approved program of training through employment and through education in related and supplemental subjects.

b. SPONSOR shall mean an employer, an association of employers, or an organization of employees. It is any person or organization operating a State Apprenticeship Program, irrespective of whether such person or organization is an employer.

c. EMPLOYER shall mean by whom the apprentice is employed. Any person or organization employing an apprentice must have entered into a formal, written agreement with the Program Sponsor to provide employment and on-the-job training in full compliance with the terms and conditions of the Sponsor's Standards of Apprenticeship.

d. REGISTRATION AGENCY shall mean the Louisiana Workforce Commission, Apprenticeship Division.

Program Sponsor

2. ADMINISTRATION: The Sponsor shall designate an agent authorized to administer training under this program. The agent shall: be responsible for the administration of the program; oversee the screening and selection of qualified applicants for Apprenticeship; place Apprentices under written agreements and be responsible for the successful operation of the program; receive, process, and make disposition of complaints; see that on-the-job training and related instruction is provided and maintain all applicable apprenticeship records.

3. QUALIFICATIONS FOR APPRENTICESHIP: Consistent with industry standards, the Sponsor shall establish minimum age and educational qualifications for persons entering the program except that no Apprentice shall be indentured who is less than 16 years of age. (See specific qualification requirements on page(s) listing trades.)

4. EQUAL EMPLOYMENT 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 will take affirmative action to provide equal opportunity in Apprenticeship and will operate the Apprenticeship Program as required under Title 29 Code of Federal Regulations, Part 30, and the Louisiana State Plan for Equal Employment Opportunity.

5. AFFIRMATIVE ACTION PLAN: The Program Sponsor, who will indenture five or more apprentices, must adopt a written Affirmative Action Plan with goals and timetables for the outreach, positive recruitment and selection of qualified minorities and females for Apprenticeship training. (See attached plan). **NOTE:** A Sponsor of a program in which fewer than five apprentices are indentured shall not be required to adopt an Affirmative Action Plan. Provided however, a program which subsequently indentures Apprentices which results in five or more total Apprentices shall be required to present for approval an Affirmative Action Plan.

6. APPLICATION AND SELECTION PROCEDURES: An application shall be completed on all seeking admission into the program. To ensure achievement of full and equal opportunity in Apprenticeship, the Program Sponsor shall further establish and provide a written Selection Procedure formulated under one of the methods specified in the Louisiana Administrative Code: Title 40, Part IX, Chapter 5, Section 511.B. 2 through 5. All documents to be used in the selection process must be attached to the proposed standards (applicants, rating worksheets, interview forms, etc.). Applicants who have been placed in a pool of eligibles shall be retained on lists for a period of two years.

Program Sponsor

7. TERM OF APPRENTICESHIP: The term of Apprenticeship shall be not less than 2,000 hours of reasonably continuous employment, consistent with training requirements as established by industry practice. (See specific term(s) on page(s) listing trades.)

8. APPRENTICE WAGES: The Apprentice will be paid a progressively increasing schedule of wages consistent with the level of skill acquired. (See Apprenticeship Wage Structure[s] on page(s) listing trades.)

9. PROBATIONARY PERIOD: A probationary period reasonable in relation to the Apprenticeship term with full credit for such time toward completion of Apprenticeship will be established. In no case shall a probationary period be greater than 500 hours of employment and instruction and shall not extend for more than 4 months. During the probationary period, the Apprenticeship Agreement may be terminated at the request of either party to the agreement. After the probationary period, the agreement may be canceled only after adequate cause has been shown and all parties to the agreement have had an opportunity to be heard. If a collective bargaining agreement exists, a probationary period may be granted for more than 500 hours but not more than one quarter of the length of the term of Apprenticeship. If no collective bargaining agreement exists, 500 hours will be the maximum time allowable for the probationary period.

10. WORK SCHEDULE: The employer agrees to provide the Apprentice adequate supervised instruction and work experience, of which a record will be kept and periodically evaluated.

11. HOURS OF WORK: The work day and work week for Apprentices shall be the same as that of journeypersons in the trade.

12. RELATED INSTRUCTION: The Program Sponsor will ensure the Apprentices attend the required organized, related, supplemental theoretical instruction in technical subjects related to the trade (not less than one hundred and forty-four (144) hours per year). Where classes are not available through the local vocational-technical school, other organized trade, industrial, or correspondence courses of equivalent value may be proposed by the Sponsor, subject to review and approval by the Louisiana Workforce Commission, Apprenticeship Division. Safety instruction will be included as part of the curriculum provided in the classroom or other organized courses of related instruction. The Sponsor will maintain appropriate related supplemental instruction records and will provide documentary proof of related instruction attendance for each Apprentice by name. (See RELATED INSTRUCTION on page(s) listing trades.)

13. RATIO OF APPRENTICES TO JOURNEYMEN: Only that number of Apprentices will be employed in the trade who can be given adequate attention consistent with proper supervision, training, safety, continuity of employment and applicable provisions in the collective bargaining agreement, if any. The ratio shall be clear as to application in terms of job site, work force, department or plant; and in no instance shall such ratio provide for more than one apprentice for the first journeyman employed per jobsite and one apprentice for every two journeymen employed thereafter. (See Ratio of Apprentices to Journeymen on page(s) listing trades.)

14. APPRENTICESHIP AGREEMENT: All Apprentices shall be placed timely under a written APPRENTICESHIP AGREEMENT between the Sponsor and the Apprentice. Such ORIGINAL APPRENTICESHIP AGREEMENTS shall be promptly submitted to the Louisiana Workforce Commission, Apprenticeship Division for approval and registration. The APPRENTICESHIP AGREEMENT shall incorporate these standards of the program as part of the agreement. All modifications, amendments, completions or cancellations of agreements and causes thereof shall be promptly submitted to the Louisiana Workforce Commission, Apprenticeship Division for approval and registration. During the probationary period, the Apprenticeship agreement may be terminated at the request of either party to the agreement. After the probationary period, the agreement may be canceled only after adequate cause has been shown and all parties to the agreement have had an opportunity to be heard.

15. CREDIT FOR PREVIOUS TRADE EXPERIENCE: Credit toward completion of Apprenticeship for applicable work experience, training, or demonstrated proficiency, may be granted for those qualified. If such credit is granted, commensurate wages shall be paid to the apprentice.

16. SUPERVISION OF APPRENTICES: Apprentices shall be under the direct supervision of a journeyman, a supervisor of Apprentices or supervisor of related instruction at all times.

17. PERIODIC EVALUATIONS: Before each period of advancement, at a time that is determined by the Sponsor, each Apprentice will be required to appear before the Sponsor with his/her work progress record. The evaluation will cover the work of the Apprentice, both on the job and in related instruction subjects. If the evaluation of an Apprentice fails to show that he/she is qualified for advancement, the Apprentice may be required to repeat a specified process or a series of processes; and if it is shown that he/she does not have the ability to become a competent craftsman, the applicable Apprenticeship agreement may be terminated. The Sponsor will maintain appropriate progress reports.

18. CONTINUITY OF EMPLOYMENT: When an Apprentice is temporarily laid off due to business conditions, such Apprentice shall be reinstated, if available, before any additional Apprentices are employed. An Apprentice, suspended for this reason, when reinstated, shall complete work set up in his/her training schedule before the work of the next period may be started.

19. ROTATION OF EMPLOYMENT: If the Sponsor is an association of employers or organization of employees and does not assume the obligation of an employer, the Sponsor agrees to use its best endeavors to procure employment and training for the Apprentice with one or more employers who will accept full responsibility for all the terms and conditions of employment and training set forth in the agreement between the Apprentice and the Sponsor.

20. CERTIFICATE OF COMPLETION: The Sponsor agrees to timely request the Louisiana Workforce Commission, Apprenticeship Division, to issue a Certificate of Completion to the Apprentice upon successful completion of Apprenticeship in accordance with the standards contained herein.

21. NOTIFICATION TO REGISTRATION AGENCY: The Sponsor shall notify, on a timely basis, the Louisiana Workforce Commission, Apprenticeship Division of all cancellations, suspensions, reinstatements, and completions of Apprenticeship.

22. MAINTENANCE OF RECORDS: The Sponsor will maintain all applicable Apprenticeship records which shall include but not be limited to records of: OJT work processes, related instruction, evaluation and progress, Apprentice selection, job assignment, promotion, demotion, layoff or termination, rates of pay, hours of employment, work experience, and other such information that will aid in the successful operation of the program and ensure successful compliance reviews. All records shall be maintained for a period of five (5) years.

23. ACCIDENT PREVENTION AND SAFETY: Apprentices shall receive instruction in accident prevention and safe working habits during their entire term of Apprenticeship, both on the job and in related instruction. Such instructions shall be coordinated with the actual work being performed on the job and the tools and the equipment being used. Safety standards shall conform with the Occupational Safety and Health Act Regulations.

24. CONSULTANTS: Representatives of the Louisiana Workforce Commission, Apprenticeship Division, U.S. Department of Labor - Bureau of Apprenticeship and Training; and the State Department of Vocational Education will be available at the request of the Sponsor to advise on problems affecting the operation of this program.

Program Sponsor

25. ADJUSTING DIFFERENCES: In cases of dissatisfaction between the Sponsor and the Apprentice concerning the training, either party has the right and privilege of consulting the registration agency in seeking a solution.

26. APPEALS PROCEDURE: Any Apprentice or applicant for Apprenticeship who believes he has been discriminated against because of race, color, religion, national origin, or sex should file a complaint with the Louisiana Workforce Commission, Apprenticeship Division. The complaint shall be in writing and signed by the complainant. The complaint must be filed not later than ninety (90) days from the date of the alleged discrimination.

27. MODIFICATIONS AND AMENDMENTS: The Standards may be modified and/or amended as necessary to suit changing conditions. The Sponsor shall promptly submit any proposed modification and/or amendments to the Louisiana Workforce Commission, Apprenticeship Division for review and approval. Such proposed modifications or changes shall become effective as of the date of official approval by the Louisiana Workforce Commission, Apprenticeship Division and shall not be implemented until such official approval is given. Approval cannot be granted retroactively for modifications or amendments. Such modifications or amendments shall not alter Apprenticeship agreements in effect at the time of such change without the express consent of parties to such agreement.

28. PROGRAM REGISTRATION: In order for an Apprenticeship Training Program to be recognized by the State of Louisiana, it must have been approved and registered by the Louisiana Workforce Commission, Apprenticeship Division and the Louisiana State Apprenticeship Council.

29. PROGRAM CANCELLATION: Any trade having been previously approved for training for a particular Apprenticeship program sponsor which has had no activity for a period of two years, shall be canceled from the list of approved trades contained in the apprenticeship standards for such program sponsor. Should all trades in the program become inactive for a period of two years, the entire standards will be canceled and deregistered.

30. PROGRAM DEREGISTRATION: When it has been determined that there is reasonable cause to believe that an Apprenticeship Program is not operating in accordance with these Standards and the Louisiana Apprenticeship Law and its rules and regulations and voluntary corrective action has not been taken by the Program Sponsor, proceedings shall be instituted to deregister the Apprenticeship Program. When an Apprenticeship Program has been deregistered for cause or voluntarily deregistered after the Program Sponsor has received a Notice to Show Cause, such Program Sponsor shall not be eligible to apply for another program for at least one year from the date of deregistration.

Program Sponsor

31. PROGRAM REVIEWS: The Program Sponsor shall make all records and documents which pertain to the Apprenticeship Program available at reasonable times to the Louisiana Workforce Commission, Apprenticeship Division, for the purpose of conducting program reviews. The Sponsor's designated Apprenticeship agent, all Apprentices, and all others who can contribute to the fact-finding review of the program shall be made available for interviews.

32. STATE AND FEDERAL LAWS: The Program Sponsor certifies that it is in full compliance with all applicable State and Federal Laws and Regulations.

33. SEVERABILITY CLAUSE: These Standards and each of its provisions are hereby declared to be severable, one from another. If any provision or item of the Standards, or the application thereof, is held invalid, such invalidity shall not affect other provisions, items, or applications of the Standards which can be given effect without the invalid provision, item or application. Should any attachment to these Pattern Standards contain terms which are in conflict with the Pattern Standards, the Pattern Standards will supersede the attachments.

34. SPONSOR'S DESIGNATED AGENT: The Sponsor, in compliance with Item 2. ADMINISTRATION of these Standards of Apprenticeship, designates as its authorized agent:

Name

Title

Street Address

Mailing Address

City

State

Zip Code

Phone Number

Fax Number

Should future circumstances require that a different individual be assigned to administer the training program, the Sponsor will promptly make written notification to the Louisiana Workforce Commission, Apprenticeship Division of the name, address and telephone number of the newly designated agent.

Program Sponsor

TRADE: _____ **D.O.T. CODE:** _____

QUALIFICATIONS FOR APPRENTICESHIP: All applicants shall be at least _____ years of age and shall have completed a _____th grade education. **NOTE:** See Article 3, Page 2.

TERM OF APPRENTICESHIP: The term of Apprenticeship shall be _____ years or _____ hours of reasonable continuous employment. **NOTE:** See Article 7, Page 3.

PROBATIONARY PERIOD: The probationary period for this occupation shall be _____ hours of employment and instruction. **NOTE:** See Article 9, Page 3.

RATIO OF APPRENTICES TO JOURNEYMEN: For the trade, it shall be _____ Apprentice for the first Journeyman and _____ Apprentice(s) for every _____ Journeymen thereafter. **NOTE:** See Article 13, Page 4.

APPRENTICESHIP WAGE STRUCTURE: The objective JOURNEYMAN'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 journeyman's wage rate.)

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

Program Sponsor

TRADE: _____

D.O.T. CODE: _____

WORK PROCESSES

APPROXIMATE HOURS

TOTAL WORK PROCESS HOURS: _____

Program Sponsor

TRADE: _____ **D.O.T. CODE:** _____

RELATED INSTRUCTION: The SPONSOR will ensure that the Apprentices attend the required related, theoretical instruction classes for _____ hours per year. The Apprentices will will not be compensated for hours spent in related instruction after regular working hours. **NOTE:** See Article 12, Page 3.

RELATED INSTRUCTION FACILITY NAME

RELATED INSTRUCTION FACILITY LOCATION

RELATED INSTRUCTION INSTRUCTOR'S NAME

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: _____

STANDARDS PROPOSED BY:

Program Sponsor Name

Authorized Official (Printed Name)

Authorized Official's Title

Authorized Official's Signature

Date

Program Sponsor

STANDARDS APPROVED BY:

**LOUISIANA WORKFORCE COMMISSION
OFFICE OF WORKFORCE DEVELOPMENT
LABOR PROGRAMS SECTION
APPRENTICESHIP DIVISION**

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

Date

Program Sponsor

ATTACHMENT: RELATED INSTRUCTION CURRICULUM OUTLINE

Attachment _____