



# Apprenticeship



USDOL/OA Apprenticeship Standards

# Overview of USDOL Apprenticeship Standards

- Overview
- Take a look at your actual standards
- You will rewrite and finalize the standards as we go.
- Feel free to ask questions



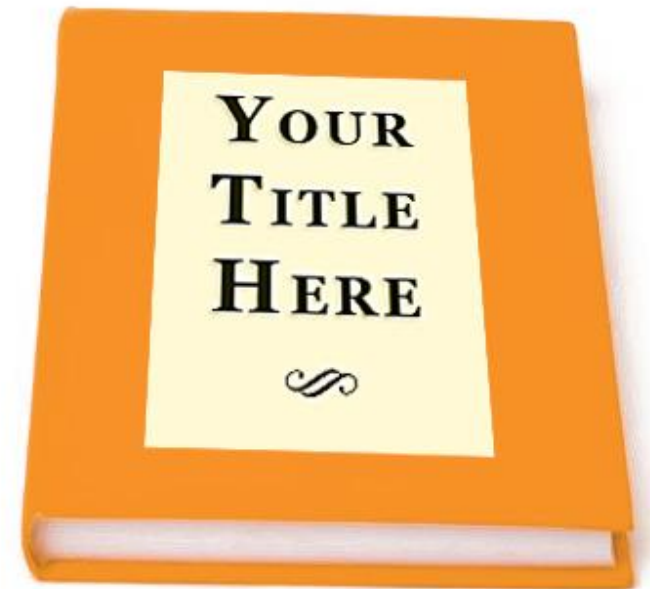
# Definition

- The official document, including all appendices and attachments hereto, and any future modifications and additions approved by the Registration Agency.
- Developed to address a particular training need of an employer
- Addresses areas from Regulations § 29.5 Standards of apprenticeship
- Used to be developed on-site, from scratch



# Review of Standards

- Title/Signature Page
  - Add your Logo, Name/Address
  - Check your Occupations
- Table of Contents
  - At the end, make sure you check the page numbers.
- Forward
  - Sound good or feel free to update.



# Review of Sections

- Section I - Program Administration
  - Notice this is an example
  - Review the Responsibilities
  - Are you going to have a Committee?



# Section II and III

- Section II - Equal Opportunity Pledge
  - Basically states organization will not discriminate
  - This cannot be modified
- Section III - Affirmative Action Plan and Selection Procedures
  - Needed only if 5 or more apprentices
  - With our revised 29.30 regulations, AAP not written until 2 years after registration



# Section IV

- Section IV - Qualifications for Apprenticeship
  - This is for Qualifying to get into program, not exiting program
    - Age – not less than 16
    - Education
    - Physical
    - Aptitude Text
    - Other
  - Review your qualifications



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# Sections V and VI

- Section V - Apprenticeship Agreement
  - Copy in Appendix B
  - All done online in RAPIDS 2.0 system
- Section VI - Supervision of Apprentices and Ratios
  - Fully qualified individual (with or without our cert.)
  - Does not mean over the shoulder all the time
  - Ratio, typically 1 to 1 with exceptions
  - Questions/Comments





# Sections VII and VIII

- Section VII – Term of Apprenticeship
  - Refer to Appendix A
  - Reasonably continuous employment
  - Overtime
- Section VIII – Probationary Period
  - Typically 25% of term
  - During Probationary Period, either party may terminate agreement
  - After, either party may terminate with reasonable cause and written notice and after an opportunity for corrective action



# Sections IX and X

- Section IX – Hours of Work
  - Hour generally are same as journeyworkers
  - Should not interfere with RTI
  - Term may be extended if needed
- Section X – Apprentice Wage Progression
  - Increases throughout program
  - May include fringe (why is this important?)
  - Apprentice needs to show progress to increase
  - What we look for...



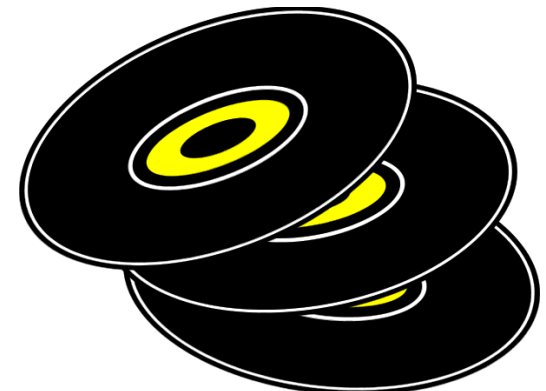
# Sections XI, XII and XIII

- Section XI – Credit For Previous Experience
  - May grant based on previous skills **and** knowledge
  - Apprentices receiving credit will be paid the wage based on the advancement
- Section XII – Work Experience
  - All phases of occupation
  - Under guidance of supervisor
- Section XIII – Related Instruction
  - Minimum 144 hours p/yr recommended
  - Apprentice will/will not be paid for time
  - Possible College Credit
  - Before advancing, must be proficient



# Sections XIV and XV

- Section XIV – Safety and Health Training
  - All will receive
- Section XV – Maintenance of Records
  - Sponsor responsible for maintaining
  - Outreach included
  - Records kept for a period of 5 years from the last date of action



# Sections XVI and XVII

- Section XVI – Certificate of Completion of Apprenticeship
  - Once apprentice satisfactory finishes, the sponsor will certify and request the completion certificate
  - May be done though RAPIDS or in writing
  - Certificate of Training
- Section XVII – Notice to Registration Agency
  - All notifications done within 45 days



# Sections XVIII and XIX

- Section XVIII – Registration, Cancellation and Deregistration
  - This program is voluntary
  - Sponsor may requests cancelling/Agency may initiate deregistration
  - Either way, apprentices will be notified within 15 days
- Section XIX – Amendments and Modifications
  - Standards are a living document and may be modified anytime
  - Modifications will be furnished to apprentice in writing



# Sections XX

- Section XX – Adjusting Differences; Complaint Procedure (revised since...)
  - Sponsor has full authority
  - Name and address of sponsor who handles the complaint
  - If applicant or apprentice has a complaint with the program, he/she can notify the sponsor within 15 days of action
    - Non-Discrimination Complaints - If applicant/apprentice still feels there is an issue, they may contact the USDOL/OA within 60 days of decision above
    - Discrimination Complaints - If applicant/apprentice believes he/she has been discriminated, he/she can file a complaint within 300 days of action



# Sections XXI, XXII, and XXIII

- Section XXI – Transfer of an Apprentice and Training Obligation
  - Between programs with the same occupation
  - Must be agreed to by apprentice/sponsor
- Section XXII – Responsibilities of the Apprentice
- Section XXIII – Technical Assistance
  - May be requested
  - Encouraged to use others





# Sections XXIV, XXV, and XXVI

- Section XXIV – Conformance with Federal Laws and Regulations
  - “No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal Law or Regulation.”
- Section XXV – Definitions
- Section XXVI – Official Adoption of Apprenticeship Standards
  - Signed By Sponsor

OBEY THE  
LAWS



# So let's make the Connection

- Any Questions?

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