

NATIONAL
GUIDELINES FOR
APPRENTICESHIP STANDARDS

**INTERNATIONAL BROTHERHOOD OF BOILERMAKERS,
IRON SHIPBUILDERS, BLACKSMITHS, FORGERS, AND HELPERS
AND
EMPLOYERS IN THE FIELD ERECTION AND REPAIR INDUSTRY**

DEVELOPED BY

**BOILERMAKERS
NATIONAL JOINT APPRENTICESHIP
BOARD**

for the occupation of

BOILERMAKER

DEVELOPED IN COOPERATION WITH THE
BUREAU OF APPRENTICESHIP AND TRAINING
U.S. DEPARTMENT OF LABOR

APPROVED AND CERTIFIED BY THE
UNITED STATES DEPARTMENT OF LABOR
APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES

BY: 
ANTHONY SWOOPE, ADMINISTRATOR

APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES
CERTIFICATION DATE: JANUARY 19, 2000

FOREWORD

The Boilermakers National Joint Apprenticeship Board recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the construction industry.

Registered apprenticeships are the most practical and sound training system available to meet that need, to develop individuals into skilled journey workers, and to ensure industry an adequate supply of skilled workers.

Title 29, Code of Federal Regulations, 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 Bureau of Apprenticeship and Training, U. S. Department of Labor or by a State Apprenticeship Agency recognized by the Bureau as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. Title 29, Code of Federal Regulations, 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 is to provide policy and guidance to Area Joint Apprenticeship Committees in developing Standards of Apprenticeship for approval and registration. These National Guideline Standards, developed by the Boilermakers National Joint Apprenticeship Board are certified by the Bureau of Apprenticeship and Training, U. S. Department of Labor, as substantially conforming to the requirements of Title 29, CFR Parts 29 and 30. State Apprenticeship Councils recognized by the Bureau of Apprenticeship and Training to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

The “Agreement and Declaration of Trust for Boilermakers’ Area Apprenticeship Fund” addresses apprenticeship areas which cover multiple states. Area Apprenticeship Committees are recognized in the trust to operate a particular multi-state area. In order to standardize the apprenticeship programs in these areas covered by the United States Department of Labor, Bureau of Apprenticeship and Training (as the registration agency), Apprenticeship Standards will be registered for each area, e.g., Western States (which covers 11 western states). State Apprenticeship Councils may require registration in SAC states within those areas.

NATIONAL JOINT APPRENTICESHIP BOARD

The Board shall be composed of an equal number representing the Union and the Employers’ Association, preferably, at least a total of sixteen (16). It will be the Board’s responsibility to formulate an efficient and comprehensive apprentice training program in the field erection and repair industry, striving to constantly improve the quality of the program.

The Board shall elect a Chairperson and a Secretary. When the Chairperson represents the

Union, the Secretary shall represent the Employers and vice-versa. The length of the term of these offices shall be determined by the Board. All members and officers of this Board have the right to vote on matters pertaining to apprenticeship.

The Board shall determine the number of scheduled meetings necessary, and special meetings may be called by the Chairperson at the request of any member, with due notice to all members. It is suggested that a representative of the Registration Agency be invited to attend these meetings. A majority of both the Union and the Employer members of the Board will constitute a quorum. In cases of a vote, an equal number will be cast by the Employer and the Union.

Duties of the National Joint Apprenticeship Board:

The National Joint Apprenticeship Board is charged with developing National Guidelines for Apprenticeship Standard and having them certified by the Bureau of Apprenticeship and Training, U. S. Department of Labor, for use by Area Joint Apprenticeship Committees.

The duties of the National Joint Apprenticeship Board include:

- To determine, adopt and amend from time to time National Guideline for Apprenticeship Standards, which shall be followed by each Area Joint Apprenticeship Committee, except as variations are granted by the National Board and approved by the Registration Agency.
- Review and approve the Apprenticeship Standards submitted by Area Joint Apprenticeship Committees.
- Review and grant variations from the National Guideline for Apprenticeship Standards to any Area Joint Apprenticeship Committee within its apprenticeship and training area so long as such variations still leave the program in that apprenticeship and training area or portion thereof, in compliance with the National Guideline Standards of Apprenticeship or applicable Federal and/or State regulations.
- Act in advisory capacity to Area Joint Apprenticeship Committees and interpret the meaning and purpose of any clauses contained within the National Guidelines for Apprenticeship Standards.
- Meet on call of the Chairperson to review the progress of apprenticeship in the industry.
- Settle appeals of decisions rendered by the Area Joint Apprenticeship Committees.
- In general, to encourage and enforce the adoption and application at the area level of sound apprentice training practices.

**DEVELOPMENT OF STANDARDS OF APPRENTICESHIP BY AREA JOINT
APPRENTICESHIP COMMITTEES:**

Standards of Apprenticeship are provided in Attachment No. 1 and are intended for use by Area Joint Apprenticeship Committees. They provide for an explanation of the section and language that must be used in the Standards. The Apprenticeship Standards must meet the requirements of the Registration Agency and any applicable State or Federal regulations.

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

The written Affirmative Action Plan must include the following sections which are explained in more detail in the samples attached.

- A. Utilization analysis and establishment of goals and timetables
- B. Outreach activities and commitments
- C. Provision for internal review and self-audit

The Selection Procedure must address how selection will occur, the complaint procedure for both apprentices and applicants, and recordkeeping requirements.

Representatives of the Registration Agency are available to assist the Area Joint Apprenticeship Committee 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 National Joint Apprenticeship Board for review and approval prior to submitting them to the Registration Agency for registration.

SIGNATURE OF BOILERMAKERS NATIONAL JOINT APPRENTICESHIP BOARD:

/s/	Gerald J. Kaelin	11/23/99
	Chairperson	Date

/s/	Michael S. Murphy	11/22/99
	Secretary	Date

ATTACHMENT NO. 1

STANDARDS OF APPRENTICESHIP

**International Brotherhood of Boilermakers, Iron Shipbuilders, Blacksmiths,
Forgers, and Helpers
and
Employers in the Field Erection and Repair Industry**

DEVELOPED BY

**(PUT NAME OF COMMITTEE HERE)
AREA JOINT APPRENTICESHIP COMMITTEE**

for the occupation of

BOILERMAKER

APPROVED BY

(NAME OF REGISTRATION AGENCY)

TABLE OF CONTENTS

	Page
Foreword	1
Definitions	2
I. Program Administration	11
II Equal Opportunity Pledge	13
III. Affirmative Action Plan	13
IV. Qualifications for Apprenticeship	15
V. Apprenticeship Agreement	15
VI. Ratio of Apprentices to Journey workers	16
VII. Term of Apprenticeship	16
VIII. Probationary Period	17
IX. Hours of Work	18
X. Apprentice Wage Progression	18
XI. Credit for Previous Experience	19
XII. Work Experience	20
XIII. Related Instruction	20
XIV. Safety and Health Training	21
XV. Supervision of Apprentices	21
XVI. Records and Examinations	22
XVII. Maintenance of Records	23
XVIII. Certificate of Completion	23
XIX. Notice to Registration Agency	24
XX. Cancellation and Deregistration	24
XXI. Amendments and Modifications	25
XXII. Adjusting Differences/Complaint Procedure	25
XXIII. Collective Bargaining Agreement	26
XXIV. Transfer of Training Obligation	27
XXV. Approval of Local Standards	27
XXVII. Signature Page Adopting Standards	27
APPENDIX A - Trade Schedule	29
APPENDIX B - Related Instruction Outline	34
APPENDIX C - Sample Apprenticeship Agreement	44
APPENDIX D - Affirmative Action Plan and Selection Procedures	45

FOREWORD

These (NAME OF AREA JOINT APPRENTICESHIP COMMITTEE) Apprenticeship Standards have as their objective the training of Boilermakers skilled in all phases of the erection and repair industry who will be a credit to the industry. It has been recognized by the Union and the Employers that to accomplish this there must be well developed on-the-job training and supplemental related instruction.

This recognition has resulted in the development of these Apprenticeship Standards. They were developed in accordance with the basic standards recommended by the Bureau of Apprenticeship and Training, U. S. Department of Labor, as a basis from which the Area Joint Apprenticeship Committee can work to establish an apprenticeship training program that meets the particular needs of its area.

Since these Standards were drawn to provide uniform coverage for all States in the (PUT NAME OF AREA), it is understood there may be some areas of conflict with provisions of the various State Apprenticeship laws. Local applications of these Area Apprenticeship and Training Standards in states having State Registration Agencies should be adapted to meet the standards of apprenticeship in such states.

It is the desire of the Union, the Employers and the (NAME OF AREA JOINT APPRENTICESHIP COMMITTEE), to cooperate with the National Joint Apprenticeship Board and all who are interested in the training of Boilermaker apprentices. The goal is to ensure that apprentices who apply themselves to learn the trade will be given the opportunity to become highly skilled craft workers.

DEFINITIONS

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

APPRENTICE: An individual meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the AREA JOINT APPRENTICESHIP COMMITTEES providing for training and related instruction under the Standards, and who is registered with the Registration Agency.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the Area Joint Apprenticeship Committee, acting as agent for the employer, setting forth the responsibilities and obligations of all parties to the Agreement with respect to the Apprentice's employment and training under the Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

APPRENTICESHIP AREAS: Defined as outlined in the "Agreement and Declaration of Trust for Boilermakers' Area Apprenticeship Fund" (4/26/96) as periodically amended from time to time.

AREA JOINT APPRENTICESHIP COMMITTEE: Area Joint Apprenticeship Committee created for each of the Apprenticeship areas comprised of an equal number of representatives appointed by the union and by the Employer in whose name these Standards of Apprenticeship will be registered. Sometimes may be referred to as "Area Committee" in this document.

AREA COORDINATOR: The Area Coordinator has oversight responsibilities of the apprenticeship program in an area as delegated by the Area Joint Apprenticeship Committee.

COMPLETION CERTIFICATE: The Certificate of Completion issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in the Standards of Apprenticeship.

EMPLOYER: The term "Employer," as used herein, shall mean and include: Any person, firm, association, partnership or corporation who or which has signed or signs, or on whose behalf a committee of Employers has signed or hereafter signs, one or more collective bargaining agreements with the International Union and/or any Local Union or Unions thereof, requiring such Employer to contribute to the Boilermakers Apprenticeship and Training Funds.

GENDER CLAUSE: Wherever used in these Standards, the masculine noun and pronoun shall be understood to include masculine and feminine gender.

INTERNATIONAL BROTHERHOOD OF BOILERMAKERS, IRON SHIP BUILDERS, BLACKSMITHS, FORGERS AND HELPERS:

The terms "Local Unions" and "Local Union," as used herein, shall mean such of the Local

Lodges of the International Union as have members for whom Employers (as the term "Employers" is defined herein) are making or are required to make contributions to the Boilermakers Apprenticeship and Training Funds. The term "Union" shall mean and include both the International Union and its Local Unions.

LOCAL COMMITTEE: Assists the Area Coordinator in the supervision and administration of these Apprenticeship Standards in their Local Lodge area. The Local Committee acts for and on behalf of the Area Joint Apprenticeship Committee during the interim period between regular meetings of the Area Joint Apprenticeship Committee to assure the effectiveness and success of the apprenticeship program.

NATIONAL JOINT APPRENTICESHIP BOARD: Charged with the development of National Guidelines for Apprenticeship Standards, Affirmative Action Plan, and Selection Procedures and having them certified by the Bureau of Apprenticeship and Training (BAT), U. S. Department of Labor, for use by Area Joint Apprenticeship Committees. The Board is also charged with submitting subsequent revisions and/or amendments of the above to the Registration Agency.

REGISTRATION AGENCY: (Insert name of Registration Agency, either the Bureau of Apprenticeship and Training, U. S. Department of Labor, or your State Apprenticeship Agency recognized by the Bureau)

SPONSOR: The Area Joint Apprenticeship Committee 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.

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

I. PROGRAM ADMINISTRATION

Explanation:

This section outlines the responsibilities of the Area Joint Apprenticeship and Training Committee and the Area Coordinator regarding the operation and administration of the Apprenticeship Program.

AREA JOINT APPRENTICESHIP TRAINING COMMITTEE

Required Language:

The (Name of the Area Joint Apprenticeship Committee shall be composed of an equal number representing the Union and the Employers' Association, preferably, at least a total of six. Where no employer association exists, a Committee may be formed with volunteers from that area.

The Area Committee shall elect a Chairperson, Vice-Chairperson, Secretary and Assistant Secretary. When the Chairperson represents the Employers, the Secretary shall represent the Union, and when the Secretary represents the Union, the Assistant Secretary shall represent the Employers, or vice versa. The length of term of these offices shall be determined by the Committee. All members and officers of the Area Committee have the right to vote on matters pertaining to apprenticeship.

The selection of representatives and method of selecting the representatives for the Union shall be the sole responsibility of the Union. The selection of representatives and the method of selection of the representatives from the Employers shall be the sole responsibility of the Employers.

There shall be quarterly meetings of the Area Administrative Committee with the full Area Committee meeting annually, and special meetings may be called by the Chair, with due notice to all members. A representative of the Registration Agency may be invited to attend these meetings. A majority of both the Union and the Employers members of the Area Committee will constitute a quorum. In cases of vote, an equal number will be cast by the Employer and Union.

The Administrative Committee shall be composed of the elected officers. The Administrative Committee will meet quarterly to handle routine business and other matters as may be referred to it by the Area Committee. Such matters shall remain the responsibility of the Area Committee.

The Area Joint Apprenticeship Committee shall be responsible for:

- A. Carrying out the Apprenticeship Program within its area in accordance with the Apprenticeship Standards, and any variances, approved by the National Board and registered by the Registration Agency prior to being put into effect.

- B. Determining the need for new apprentices, including when apprenticeship openings will be available and selecting apprentices in accordance with the Selection Procedures attached hereto and made a part of the Apprenticeship Standards.
- C. Initiating and signing all Apprenticeship Agreements for apprentices and forwarding them to the Registration Agency for approval and registration. In addition, notifying the Registration Agency and other appropriate parties of the cancellation, suspension, extension, reinstatement, or completion of apprentices.
- D. Arranging required on-the-job training and related technical instruction for apprentices that will provide them with the diversity of training delineated in the attached Occupational Schedule and Related Instruction Outline.
- E. Monitoring and evaluating apprentices' progress, including the review of apprentices' records to insure apprentices are fulfilling their responsibilities under the program. The Area Joint Apprenticeship Committee will review, approve and document all apprentice actions including hours, content, and progress of training on the job and in related instruction; step progressions; disciplinary actions; poor evaluations; successful completions; cancellations; and any other performance or attendance-related issues.
- F. Prepare and submit any reports concerning its apprenticeship program that may be desirable or legally required by the Registration Agency; the International Brotherhood of Boilermakers, Iron Shipbuilders, Blacksmiths, Forgers and Helpers and any participating employer organization.
- G. Hearing and adjusting complaints regarding Apprenticeship Agreement violations.
- H. Certifying the apprentice has completed both the required on-the-job training and related technical instruction, and submitting such certification to the Registration Agency with request for issuance of the Certificate of Completion.
- I. Annually reviewing the Affirmative Action Plan, good faith efforts, and Selection Procedures, updating the Affirmative Action Plan and goals/timetables, and modifying the Affirmative Action Plan and Selection Procedures as a result of the review, when appropriate. Such review will include an analysis of the Local Area Joint Apprenticeship Committee's success in meeting its goals, the good faith efforts made, and the impact each element of the Affirmative Action Plan had on meeting its goal.
- J. Maintaining all records relating to the recruitment, selection, employment and training of apprentices for a minimum of five years from the last date of action.

AREA COORDINATOR

The Area Coordinator is responsible for those areas delegated to the Area Joint Apprenticeship Committee. The following outlines some of the responsibilities of the Area Coordinator:

- Notifying the Area Joint Apprenticeship Committee when the apprentice roster approaches depletion.
- Disseminating apprenticeship opening announcements semi-annually
- Working with the Local Committees to establish dates and time that applications will be accepted by the Local Committees.
- Sending notices to the Registration Agency, and appropriate local, county, state, minority and women's group organizations informing them of the application opening announcement. Also sending notices to area employers to be posted at the job site(s).
- Providing sufficient application forms to the Local Committees.
- Supervising Local Committees in the screening and selection procedures
- Responsible for completing the Applicant Roster showing the final disposition of all applicants.
- Accepting and responding to inquiries from prospective applicants
- Coordinating "good faith efforts" outlined in the Affirmative Action Plan with the Area Joint Apprenticeship Committee and local Committee Representative and insures all participation is documented.

II. EQUAL OPPORTUNITY PLEDGE - 29.5(b) (20)

Explanation:

A statement of commitment that the program will be conducted in conformity with all applicable Federal and State EEO/Affirmative Action laws, regulations, rules and adopted plans. The purpose is to ensure that all applicants and apprentices are treated fairly and equitably. This section contains the Equal Employment Opportunity pledge to which the program sponsor agrees to conform.

Required Language:

The recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex. The Area Joint Apprenticeship Committee will take affirmative action to provide equal opportunity in apprenticeship and will operate this apprenticeship program as required under title 29, Code of

Federal Regulations, Part 30, as amended, and (insert applicable state regulations here, if applicable).

III. AFFIRMATIVE ACTION PLAN - 29.5(b)

Explanation:

A statement of commitment that the program will adopt an Affirmative Action Plan including goals and timetables for the selection of minority males and women (minority and nonminority) in conformity with all applicable Federal and state EEO/Affirmative Action laws, regulations, rules and adopted plans. The purpose is to ensure that those programs who have five or more apprentices will undertake good faith efforts to insure that all applicants are given fair and equitable opportunity to apply into the apprenticeship program.

Required Minimum Language:

The Area Joint Apprenticeship Committee will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR Part 30. It will be attached as Appendix D.

IV. QUALIFICATIONS FOR APPRENTICESHIP - 29.5(b)(10)

Explanation:

The sponsor must establish minimum qualifications for entry into the apprenticeship program. This section will reflect minimum qualifications for reasonable expectation of success in the occupation. Qualifications must be fair, objective and equitably applied. They must be clearly stated and directly related to job performance and may include qualifications related to minimum age, education, physical ability to perform essential functions of the occupation, etc.

Sample Language:

Applicants shall meet the following minimum qualifications:

A. Age

All applicants shall be at least eighteen (18) years of age. Applicants are required to submit reliable proof of age.

B. Education

Applicants shall be high school graduates or provide proof of equivalent educational attainment, such as successful completion of GED. Each applicant shall submit a copy of their high school transcript or official report of GED test results if these documents will verify graduation.

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

V. APPRENTICESHIP AGREEMENT - 29.5(b)(11)

Explanation:

This section provides that each apprentice must sign an Apprenticeship Agreement with the Area Joint Apprenticeship Committee. It is recognized that all parties to the Agreement are entering into a voluntary contractual agreement. The purpose of the Apprenticeship Agreement is to outline the terms and conditions of the program and the responsibilities of all parties to the Agreement. The Apprenticeship Agreement forms can be obtained from the Registration Agency.

The program sponsor must register all Apprenticeship Agreements with the Registration Agency. Specifically or by reference, an Apprenticeship Agreement must incorporate the Standards of Apprenticeship. Subsequent modifications or changes to the Standards shall not affect executed Apprenticeship Agreements without the written consent of all parties to the Agreement.

Language:

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 C) signed by the Area Joint Apprenticeship Committee 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.

VI. RATIO OF APPRENTICES TO JOURNEY WORKERS - 29.5(b)(7)

Explanation:

The program sponsor must establish and state in its Standards of Apprenticeship the numeric ratio of apprentices to journey workers. The ratio language must be specific and clear as to application in terms of jobsite, work force, or department.

The purpose of establishing a ratio is to ensure that adequate journey workers are available to assist in the training of apprentices, adequate supervision is provided on the job, adequate opportunities for apprentices to learn all aspects of the occupation are available, and to ensure workplace safety and provide for continuity of employment.

Language:

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journey workers is established in the applicable local, area, national or project collective bargaining agreement or as agreed to by the Area

Joint Apprenticeship Committee. (Appendix A).

VII. TERM OF APPRENTICESHIP - 29.5(b)(2)

Explanation:

This section identifies the term of apprenticeship (length of program) for the occupation covered by the Standards of Apprenticeship. The term should be expressed in terms of hours, months or years of on-the-job training and the number of hours of related instruction per year during the term of apprenticeship. Both the on-the-job training and related instruction should be broken out identifying the length of each period during the term of apprenticeship.

Language:

The term of apprenticeship shall be a period of reasonably continuous employment, including the probationary period, as stated on the Trade Schedule (Appendix A).

An apprentice, who, by exceptional aptitude or as a result of past education and/or practical experience, achieves the desired level of competency in a phase of the apprenticeship program in less than the time designated, may be advanced to the next phase.

VIII. PROBATIONARY PERIOD - 29.5(b)(8), (b) (19)

Explanation:

This section identifies the length of the probationary period and provides that at the successful completion of the probationary period the apprentice will receive full credit for such time. It also explains that during the probationary period the Apprenticeship Agreement may be canceled by either the Area Joint Apprenticeship Committee or the apprentice, without the formality of a hearing or stated cause. It is strongly recommended, however, that records be maintained indicating why a probationary apprentice is terminated.

After the probationary period, the Agreement may be canceled at the request of the apprentice, or may be canceled by the Area Joint Apprenticeship Committee after due notice to the apprentice and an opportunity for correction action is given.

The probationary period is intended to provide an opportunity for the apprentice to ensure the type of work is to his or her liking, and for the Area Joint Apprenticeship Committee to determine whether the apprentice has the aptitude for the work. It is critically important for the Area Joint Apprenticeship Committee to determine during this time whether or not the needs of the apprentice and the industry would be served by the probationary apprentice's continuation in the apprenticeship program.

Language:

Each applicant selected for apprenticeship shall serve a probationary period of 1000 hours of on-the-job training.

During the probationary period either the apprentice or the Area Joint Apprenticeship Committee 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 shall consist of periodic reports regarding progression made in both the on-the-job training and related instruction and any disciplinary action taken during the probationary period.

Any probationary apprentice considered to be unsatisfactory after a review of the probationary period shall have his/her Apprenticeship Agreement canceled before the expiration of the probationary period, by means of written notice to the apprentice and to the registration agency.

Each 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 Area Joint Apprenticeship Committee for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Area Joint Apprenticeship Committee will provide written notice to the apprentice and to the Registration Agency of the final action taken.

IX. HOURS OF WORK

Explanation:

This section outlines conditions that protect the welfare of apprentices with regard to hours of work. It further assures apprentices' working hours, particularly with regard to overtime work; do not interfere with their attendance in related instruction classes.

Language:

Apprentices shall generally work the same hours as journey workers, except that no apprentice shall be allowed to work overtime if it interferes with attendance in related instruction classes. In assigning work to the apprentice, due consideration shall be given to the diversity of training necessary to develop his/her trade skills.

X. APPRENTICE WAGE PROGRESSION - 29.5(b)(5)

Explanation:

This section outlines the progressive schedule of wages that will be paid to apprentices

consistent with the level of skill acquired and satisfactory completion of the on-the-job training and related technical instruction requirements. The wage progression is generally established in the collective bargaining agreement.

Language:

Apprentices shall 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 journey worker status, the Area Joint Apprenticeship Committee shall evaluate all progress to determine whether advancement has been earned by satisfactory on-the-job training and in related instruction classes. In determining whether satisfactory progress has been made, the Area Joint Apprenticeship Committee shall be guided by the work experience and related instruction records and reports.

The progressive wage schedule shall be an increasing percentage of the journey worker wage rate as established in the applicable collective bargaining agreement. The percentages that will be applied to the applicable journey worker rate are shown on the attached Trade Schedule (Appendix A).

XI. CREDIT FOR PREVIOUS EXPERIENCE - 29.5(b)(12)**Explanation:**

This section provides for the program sponsor to recognize the previous Trade related experience, education, training and skills that applicants may possess, and to grant such applicants credit toward completion of the apprenticeship program.

The program sponsor needs to establish a time frame and procedure for accepting and evaluating previous experience, education, training and skills. The procedure should provide for the assessment of skill and competence as demonstrated during the probationary period and further provide that any credit awarded will be against the various work processes in the Trade Schedule outline. The amount of credit should be determined for each work process in which the apprentice has demonstrated skill and be based on the approximate number of training hours designated for those work processes.

The granting of advanced standing must be uniformly applied to all apprentices. Those granted advanced standing must be paid the wage rate for the period to which the credit advances them.

As with all provisions in apprenticeship programs, the Area Joint Apprenticeship Committee must insure that credit for previous experience is fairly and equitably applied to all apprentices.

Language:

The Area Joint Apprenticeship Committee shall 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 of Apprenticeship.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the Area Joint Apprenticeship Committee 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 shall start at the beginning wage rate. The request for credit will be evaluated and a determination made by the Area Joint Apprenticeship Committee 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 shall be advanced to the wage rate designated for the period to which such credit accrues.

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

XII. WORK EXPERIENCE - 29.5(b)(3)**Explanation:**

The Area Joint Apprenticeship Committee is required to include in its Standards of Apprenticeship a detailed outline of the on-the-job training each apprentice will receive, with the approximate number of hours of training for each process in the outline. The work processes need not be taught in the sequence outlined, but should be given in the approximate portions specified, consistent with the work available at any given time.

Each apprentice's training and progress must be tracked against the processes identified in the Trade Schedule. Apprentices should be rotated as appropriate to ensure well-rounded highly skilled journey workers at the end of the apprenticeship term. The Area Joint Apprenticeship Committee must identify what methodology will be used to track progression of on-the-job training.

Language:

During the apprenticeship the apprentice shall receive such on-the-job training and related technical instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journey worker. The on-the-job training shall be under the direction and guidance of qualified journey workers. The Work Processes for the Boilermaker are covered in the attached Trade Schedule(s) (Appendix A).

XIII. RELATED INSTRUCTION - 29.5(b)(4)**Explanation:**

The purpose of related instruction is to teach apprentices applied academics in subject areas that are not adequately or effectively taught on the job but that are critical to job performance. This section outlines (usually by reference to an Appendix) the subject matter that will be covered in the related instruction portion of the program, and the method by which it will be provided. Such instruction may be given in a classroom, correspondence, or other form of self-study approved by the Registration Agency. The Federal minimum recommended is 144 hours of related technical instruction each year.

Each apprentice's attendance and progress in related instruction must be tracked and appropriate records maintained. The Area Joint Apprenticeship Committee must identify what methodology will be used to track progression in the related instruction.

To the extent possible, related instruction should be closely correlated with the practical experience and training received on the job.

Language:

During each segment of training each apprentice is required to complete classes in subjects

related to the job as outlined in Appendix B. The term of apprenticeship shall be a minimum of 144 hours of related technical instruction for each year of the apprenticeship.

Where it is found impractical to establish related instruction classes, the Area Joint Apprenticeship Committee shall require the apprentices to attend the Boilermakers National Training Center or instruction in the theoretical and technical subjects related to the Boilermaker trade.

Hours spent in related instruction and classroom after regular working hours shall not be considered hours worked. Apprentices shall not be allowed to work overtime when such work will interfere with their attendance at related instruction classes and/or related studies.

If the apprentice fails to fulfill his/her obligations regarding the classroom instruction without due cause, the Area Joint Apprenticeship Committee shall take appropriate disciplinary action.

To the extent possible, related instruction shall be closely correlated with the practical experience and training received on the job.

The Area Joint Apprenticeship Committee shall monitor and document the apprentice's progress in related instruction classes.

XIV. SAFETY AND HEALTH TRAINING - 29.5(b)(9)

Explanation:

This section outlines the Area Joint Apprenticeship Committee's assurances that apprentices will be instructed both on-the-job and in the related technical instruction in safe and healthful work practices, and will receive training in facilities and work sites that are in compliance with applicable Federal standards or State standards found to be at least as effective as Federal standards.

Language:

All apprentices shall receive instruction in safe and healthful work practices both on-the-job and in related technical instruction that is in compliance with the Trade Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, and with (insert any State or requirements).

XV. SUPERVISION OF APPRENTICES - 29.5(b)(14)

Explanation:

This section outlines how the Area Joint Apprenticeship Committee will ensure that on the job, apprentices will be under the supervision of a competent and qualified journey worker during the entire term of apprenticeship.

Language:

The employer shall be responsible for the training of the apprentice on the job. The supervisor of the apprentice(s) designated by the employer shall, with the advice and assistance of the Area Joint Apprenticeship Committee, be responsible for the apprentice's work assignment ensuring the apprentice is working under the supervision of a skilled journey worker, evaluation of work performance, and completion and submittal of progress reports to the Area Joint Apprenticeship Committee.

XVI. RECORDS AND EXAMINATIONS - 29.5(b)(6)

Explanation:

This section outlines how the Area Joint Apprenticeship Committee will periodically review and evaluate apprentices, particularly prior to wage progressions. Evidence that progress is occurring and that advancement to the next wage progression has been earned will be provided through the record of the apprentice's progress on the job and in related instruction.

If progress is not satisfactory the Area Joint Apprenticeship Committee has the right to withhold an apprentice's wage advancement, suspend or revoke the Apprenticeship Agreement, or take such other action it deems necessary after the apprentice has been given ample opportunity for corrective action.

A Record keeping system must be established and maintained by the Area Joint Apprenticeship Committee for such purposes.

Language:

Each apprentice shall be responsible for maintaining a record of his/her work experience / training on the job and in related technical instruction and for having this record verified by his/her supervisor every month. This record will be included in each apprentice's record file maintained by the Area Coordinator on behalf of the Area Joint Apprenticeship Committee.

Before each period of advancement, or at any other time when conditions warrant, the Area Joint Apprenticeship Committee 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 Area Joint Apprenticeship Committee may determine whether the apprentice will continue in the same wage classification, or require the apprentice repeat a process or series of processes before advancing to the next wage classification.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journey worker, the Area Joint Apprenticeship Committee will, 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 Area Joint Apprenticeship Committee. The Registration Agency will be notified of all cancellations.

XVI. MAINTENANCE OF RECORDS - 29.5(b)(22)**Explanation:**

This section outlines the record keeping and record retention requirements of the Area Joint Apprenticeship Committee. Federal minimum requirements must be met regardless of whether the program is registered by the Bureau of Apprenticeship and Training or a State Apprenticeship Agency. The Federal minimum requires that records be maintained for five years from the date of last action and records be made available upon request to the Registration Agency. A State Apprenticeship Agency may have more stringent requirements that would also have to be met in the Standards of Apprenticeship.

Language:

The Area Joint Apprenticeship Committee 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, rates of pay and other forms of compensation, hours of work and training, evaluations, and other relevant data.

The records shall be made available upon request to the Bureau of Apprenticeship and Training, U. S. Department of Labor, or the appropriate State Registration Agency.

XVIII. CERTIFICATE OF COMPLETION - 29.5(b)(15)**Explanation:**

The purpose of this section is to recognize the accomplishments of the apprentice for successful completion of the registered program and to provide for a Certificate of Completion. The Registration Agency will require documentation of the apprentice's successful completion of both on-the-job training and related instruction.

Language:

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Area Joint Apprenticeship Committee 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 on-the-job training and the related instruction.

XIX. NOTICE TO REGISTRATION AGENCY - 29.5(b)(18)

Explanation:

This section outlines the responsibility of the Area Joint Apprenticeship Committee to keep the Registration Agency informed of all actions affecting the status of the apprentice, including registrations, completions, cancellations, suspensions, extensions, or reinstatements.

Language:

The Registration Agency shall be notified promptly of all new apprentices to be registered, credit granted suspensions, reinstatements, extensions, completions, and cancellations.

XX. CANCELLATION AND DEREGISTRATION - 29.5(b)(17)

Explanation:

This section outlines the Area Joint Apprenticeship Committee's intent to register the Standards of Apprenticeship and its commitment to notify the Registration Agency of any intent to cancel the Standards. It also outlines the Registration Agency's right to deregister the program for cause after due process.

If a program is canceled, the Area Joint Apprenticeship Committee, within 15 days of the date of cancellation, must notify all apprentices of such cancellation and the effective date; that such cancellation automatically deprives the apprentice of his/her individual registration; and that the deregistration of the program removes the apprentice from coverage for Federal purposes which require the Secretary of Labor's approval of an apprenticeship program.

Language:

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

The Area Joint Apprenticeship Committee reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency shall be notified promptly of any decision to cancel the program.

Deregistration of these Standards of Apprenticeship may be initiated by the Registration Agency for failure of the Area Joint Apprenticeship Committee to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

Within fifteen days of cancellation of the apprenticeship program (whether voluntary or involuntary), the Area Joint Apprenticeship Committee 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.

XXI. AMENDMENTS OR MODIFICATIONS - 29.5(b)(17)**Explanation:**

The Area Joint Apprenticeship Committee should continually monitor its apprenticeship program for quality, efficiency, compliance with the Standards of Apprenticeship, and the program's effectiveness in meeting industry needs. When such review warrants revision of the Standards, any resulting modifications or amendments must be submitted to the Registration Agency for approval.

This section outlines the program Area Joint Apprenticeship Committee's intent to notify the Registration Agency of any modification or amendments to the Standards and their responsibilities when Apprenticeship Agreements are altered as a result of the modification and/or amendment. All modifications/amendments must be approved by the Registration Agency prior to implementation.

Language:

These Standards of Apprenticeship may be amended at any time by the Area Joint Apprenticeship Committee, after review and approval of the Boilermakers National Joint Apprenticeship Board, provided that no amendment or modification adopted shall alter any Apprenticeship Agreement in force at the time without the consent of all parties to the Agreement. Such amendment(s) shall be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment adopted will be furnished to each apprentice to whom the amendment applies.

XXII. ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE - 29.5(b)(21)**Explanation:**

The Area Joint Apprenticeship Committee must establish a procedure for addressing complaints concerning the operation and administration of the apprenticeship program. The procedure notifies apprentices and applicants of their rights to pursue closure of an issue through the appropriate party.

This section is intended to identify the appropriate parties to receive and process complaints from apprentices or applicants. The Area Joint Apprenticeship Committee must provide each applicant and apprentice with this complaint procedure and the names and addresses of the local, state and Federal contacts for receiving complaints.

A program registered with a State Registration Agency may be required to follow a different State mandated complaint procedure.

Language:

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:

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

- A. In cases of dissatisfaction between the employer and the apprentice, either has the right of appealing to the Local Committee for such action and adjustment of such matters (not related to EEO) as comes within this Program.

- If either party feels an adverse decision has been rendered in his/her case by the Local Committee, it shall be the duty of the aggrieved party involved to appeal the matter to the Area Joint Apprenticeship Committee. If either party feels an adverse decision has been rendered in his/her case by the Area Joint Apprenticeship Committee, after the probationary period, it shall be the duty of the aggrieved party involved to appeal the matter to the National Joint Apprenticeship Board for final action, subject to applicable laws.

- C. Any apprentice or applicant for apprenticeship who believes 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 Department of Labor, or, at the apprentice's or applicant's election, with a private review body (if established by the Area Joint Apprenticeship Committee), or they may contact directly the Federal Equal Employment Opportunity Commission (EEOC).

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 review bodies designated by the program sponsors to review such complaints, any reference of such complaint by the complainant to the Department must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. 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 discrimination against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards.

The Area Joint Apprenticeship Committee shall provide each applicant and apprentice with this complaint procedure and the names and addresses of the local, State and Federal contacts for receiving complaints.

XXIII. COLLECTIVE BARGAINING AGREEMENTS

Explanation:

This section outlines that nothing in the Apprenticeship Standards or in any Apprenticeship Agreement shall operate to invalidate any apprenticeship provision in any collective bargaining agreement between employers and employees.

Required Language:

No provisions in these Standards of Apprenticeship shall be construed as permitting violation of any applicable local, State or Federal laws or regulations.

Nothing in these Standards shall be interpreted as being inconsistent with existing or subsequent collective bargaining agreements. In the event of a conflict, the collective bargaining agreement shall prevail if it identifies higher standards.

XXIV. TRANSFER OF TRAINING OBLIGATION

Explanation:

This section outlines the Area Joint Apprenticeship Committee's commitment to provide apprentices with reasonably continuous employment throughout their apprenticeship. While no JATC can guarantee an apprentice full employment during the term of apprenticeship, a JATC should have reasonable expectations of continuous employment at the time of selection and indenture.

Required Language:

If a signatory employer is unable to fulfill its training obligations due to lack of work or failure to conform to the Standards of Apprenticeship, the JATC has an obligation to move the affected apprentice to other signatory employers.

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

XXV. APPROVAL OF LOCAL STANDARDS

Explanation:

This section stipulates the requirement for seeking approval of Area Apprenticeship Standards.

Required Language:

The (Name of Area Joint Apprenticeship Committee) Apprenticeship Standards shall be subject to approval by the National Joint Apprenticeship Board.

XXVI. SIGNATURE PAGE ADOPTING APPRENTICESHIP STANDARDS

Explanation:

The Apprenticeship Standards must include a signature page for the Area Joint Apprenticeship Committee and the Registration Agency to sign.

Language:

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The (Name of Area Joint Apprenticeship Committee) hereby adopts these Apprenticeship Standards on this _____ day of _____, 2000.

REPRESENTING (NAME OF AREA JOINT APPRENTICESHIP COMMITTEE :)

Signature

Signature

Typed/Printed Name

Typed/Printed Name

Signature

Signature

Typed/Printed Name

Typed/Printed Name

Signature

Signature

Typed/Printed Name

Typed/Printed Name

Typed/Printed Name

Typed/Printed Name

APPENDIX A
TRADE SCHEDULE
BOILERMAKER

TRADE SCHEDULE
BOILERMAKER O*NET CODE: 47-2011.00

This Trade Schedule is attached to and a part of the Apprenticeship Standards for the above identified trade.

1. TERM OF APPRENTICESHIP (SECTION VII)

The term of apprenticeship shall be a period of four (4) years (not less than 6,000 hours) of on-the-job training supplemented by the required 576 hours of related technical instruction.

2. RATIO OF APPRENTICES TO JOURNEY WORKERS (SECTION VI)

Each local lodge is required to indenture apprentices quarterly to meet a 1 apprentice to 5 journey worker ratio based on man hours worked within the Local using the man-hours of the preceding year.

3. APPRENTICE WAGE SCHEDULE (SECTION X)

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journey worker wage rate per the collective bargaining agreement:

(See the collective bargaining agreement the apprentice is employed under)

4. SCHEDULE OF WORK EXPERIENCE (SECTION XII)

(See attached Trade Schedule.)

5. SCHEDULE OF RELATED INSTRUCTION (SECTION XIII)

(See attached Course Outline.)

4. SCHEDULE OF WORK EXPERIENCE (SECTION XII):

The following are the major phases of the Boilermaker trade in the field erection and repair industry. The work processes include the application of these operations on tank and water tower construction and repair, refinery construction and repair, boiler erection and repair, nuclear reactors, and reactor/boiler components erection and repair, and any other work related to the trade.

		HOURS
I.	Care and maintenance of tools and equipment	100
	A. Learning names of tools and equipment	
	B. Learning the use of tools and equipment	
	C. Care and Maintenance	
	D. Handing out tools and inventory	
II	Rigging and Bull Gang	1000
	A. Unloading and handling	
	B. Use of Hoisting Equipment	
	1. Come-along	
	2. Chain falls	
	3. Erecting and dismantling derricks and cranes	
	4. Working with derricks and cranes	
	5. Use of signals and safety	
	C. Use of Tackle	
	1. Block and tackle	
	2. Chokers, cables and slings	
	3. Proper use of knots and splicing	
	4. Proper use of clamps	
	5. Safety	
	D. Moving pieces	
	1. Rollers	
	2. Levers	
	3. Use of tackle, come-along and chain falls	
	4. Safety	
III.	General Erection	1000
	A. Steel Erection in our jurisdiction	
	1. Designating location of members	
	2. Raising in place	
	3. Use of spud-wrench, bull, and drift-pins, jacks, wedges, clips, and saddles	
	4. Alignment	
	a. Use of level, plumb, tape and rule	

- 5. Connecting
 - a. Drilling, reaming, chipping, caulking and grinding
 - b. Bolting up
 - c. Welding (tack)
 - d. Riveting
 - B. Setting drums and headers
 - 1. Use of hoisting equipment and tackle
 - 2. Use of water level, plumb and measuring devices
- IV Tube Installations **400**
- A. Entering
 - 1. Use of come-along and entering devices
 - 2. Lipping
 - B. Setting and Aligning
 - 1. Use of spacers
 - 2. Use of strong-backs
 - C. Getting proper stock
 - 1. Signals (sound and light)
 - 2. Come-along
 - 3. Piece of stock
 - 4. Boiler code
 - D. Rolling
 - 1. Use of erectors' guides, or
 - 2. Proper selection of the following:
 - a. Expanders, rollers, pins, and mandrels
 - 3. Use of rolling machines
 - a. Pneumatic, electric and ratchet
 - b. Lubricants
 - 4. Use of gauges and signals
 - 5. Heavy tube sheets
 - 6. Entering and connecting baffles
 - 7. Testing
 - a. Visual
 - b. Water (use of hydrostatic pump)
 - c. Air
 - d. Use of gauges
- V. Use of Blueprint and layout **400**
- A. Use of prints to designate the following:
 - 1. Locating parts at unloading
 - 2. Moving parts to job location
 - 3. Parts to be hoisted into position
 - 4. Use of bench mark
 - 5. Symbols

	B. Layout	
	1. Use of precision measuring devices	
	2. Marking for correction, re-cutting and fitting	
	3. Directing, cutting, and fitting of parts	
	4. Geometric measuring of parts, tube holes, etc.	
	5. Working with foreman	
VI	Welding and Burning	3000
	A. Electric welding, heliarc or other methods of machine welding	
	1. Proper adjustment of machines	
	2. Application and use of electrodes on all metals, ferrous and non-ferrous	
	3. Metal Spraying and hard facing	
	B. Acetylene	
	1. Proper adjustment, gauges and torch	
	2. Selection of tips	
	3. Handling of torch and application	
	a. Ferrous and non-ferrous metals	
	C. Burning	
	1. Acetylene	
	2. Arc (cutting and gouging)	
	3. Machine Methods	
	4. Adjusting and operating of equipment	
	a. Ferrous	
	b. Non-ferrous	
VII	Nuclear Plant Construction – Reactors	100
	A. Theory - Types	
	1. Power	
	2. Propulsion	
	3. Heating	
	B. Research	
	C. Problems peculiar to Atomic Energy	
	1. Those elements which would not be covered in other sections, i.e. , radiation, radiation protection,	
	2. Requirements for joints of high integrity	
	TOTAL HOURS	6,000

APPENDIX B

RELATED TECHNICAL INSTRUCTION

5. **SCHEDULE OF RELATED INSTRUCTION**

The following is the related instruction that apprentices receiving training will be expected to successfully complete. A minimum of 576 hours is required during the program.

CURRICULUM SOURCE TEXT REFERENCE:

Text prepared by the Boilermakers National Apprenticeship Program
Kansas City, Kansas

		Total Hours
<u>YEAR 1 - 144 HOURS</u>		144
I.	Applied Math I - Lesson 1-1	
	A. The Language of Math	
	B. Counting	
	C. Place Value	
	D. Addition and Subtraction	
	E. Multiplication and Division	
	F. Multiples and Factors	
	G. Negative Numbers	
	H. Other Number Concepts	
	I. Operating with Signed Numbers	
	J. Axioms and Laws	
II.	Applied Math II - Lesson 1-2	
	A. Fractions	
	B. Types of Fractions	
	C. Operations with Fractions	
	D. Decimal Fractions	
	E. Equivalent Decimals	
	F. Operation with Decimals	
III.	Applied Math III - Lesson 1-3	
	A. Proportion	
	B. Percentage	
	C. Changing a Percent to a Decimal	
	D. The Three Percentage Cases	
	E. Fractional Percents	
	F. Calculating with Approximate Numbers	
	G. Prime Numbers	
	H. Exponents and Radicals	

- IV. Applied Math IV - Lesson 1-4
 - A. Basics of Algebra
 - B. Multiplication
 - C. Division
 - D. Basics of Plane Geometry
 - E. Basics of Solid Geometry
 - F. Triangulation (Trigonometry)

- V. Applied Math V - Lesson 1-5
 - A. Measuring
 - B. Review of Decimals
 - C. Angular Measurements
 - D. Formulas and Equations in Review
 - E. Signs of Operations
 - F. Graphs
 - G. Math Aids

- VI. Applied Metric Math - Lesson 1-6
 - A. Metrics (SI) in the United States
 - B. Advantages of Metrics
 - C. Metric (SI) Conversions
 - D. Metrics (SI) in Shop or Field
 - E. Metrics for the Boilermaker/Welder
 - F. The Transition Period and the Future of Metrics

- VII. Rigging: Basic Principles - Lesson 1-7
 - A. Basic Rigging Concepts
 - B. Simple Tools

- VIII. Rigging: Ropes - Lesson 1-8
 - A. Wire Rope
 - B. Fiber Rope
 - C. Chains

- IX. Rigging: Tools - Lesson 1-9
 - A. Slings
 - B. Rigging Hardware
 - C. Reeving
 - D. Hoists and Winches
 - E. Skids, Rollers, Jacks and Cribbing
 - F. Ladders and Scaffolding

- X. Rigging: Cranes and Other Lifting Equipment - Lesson 1-10
 - A. Mobile Cranes
 - B. Tower Cranes
 - C. Monorails and Underhung Cranes
 - D. Derricks

- E. Hoists
 - F. Overhead Cranes
 - G. Helicopter Cranes
- XI. Rigging: Equalizing and Distributing Loads - Lesson 1-11
- A. Distributing Weight to the Rigging
 - B. Basic Methods of Equalizing and Distributing Loads
 - C. Strength and Stability During Operation
- XII. Rigging and Boilermaker Safety - Lesson 1-12
- A. Protective Clothing
 - B. Safety With Lifting Equipment
 - C. Safety with Ladders and Staging
 - D. Safety with Tools
 - E. Fire Prevention and Control

YEAR 2 - 144 HOURS

- I. Mechanical Drawing: Tools and Lettering - Lesson 2-1
- A. Equipment
 - B. Drafting Materials
 - C. Basic Techniques of Drafting
 - D. Lettering
 - E. Styles of Lettering
 - F. Characteristics of Good Lettering
 - G. Tools of Lettering
- II. Mechanical Drawing: Geometric Construction - Lesson 2-2
- A. Methods of Bisecting a Straight Line
 - B. Bisecting an Arc
 - C. Drawing Perpendicular Lines
 - D. Drawing a Line Parallel to Another Given Line
 - E. Methods of Dividing a Line into Equal Parts
 - F. Drawing and Bisecting an Angle
 - G. Trisecting an Acute Angle
 - H. Finding the Center of a Circle
 - I. Bisecting an Angle with an Inaccessible Vertex
 - J. Constructing a Triangle Given Its three Sides
 - K. Polygon Construction Tangency
 - L. Constructing Tangent Lines and Arcs
 - M. Geometric Solids
- III. Mechanical Drawing: Orthographic - Lesson 2-3
- A. Theory of Projection and Drawings
 - B. Theory of Orthographic Projection
 - C. Multi-View Line Projection
 - D. Surface Projection
 - E. Line Description

- F. Orthographic Drawing Techniques
 - G. Projecting the Views on Paper
 - H. Sections
 - I. Reading Orthographic Drawings
 - J. Conventional Procedures on Orthographic Drawings
 - K. Accepted Violations of True Projection
 - L. Treatment of Unimportant Intersections
 - M. Aligned Views
 - N. Conventional Procedure for Radially Arranged Features
 - O. Representations of Fillets and Rounds
 - P. Conventional Breaks
 - Q. Conventional Method of Alternative Positions
 - R. Conventional Representation
 - S. The Orthographic Drawing Plate
- IV. Mechanical Drawing: Isometric and Oblique - Lesson 2-4
- A. Pictorial Drawing
 - B. Isometric Projection
 - C. Isometric Drawing
 - D. Oblique Projection
 - E. Oblique Drawings
- V. Mechanical Drawing: Dimensioning - Lesson 2-5
- A. Theory of Dimensioning
 - B. The Language of Dimensioning
 - C. Units of Measurement Used in Dimensioning
 - D. Standard Dimensioning Practices
 - E. Dimensioning Application
 - F. Dimensioning Special Views
 - G. Limit Dimensioning
 - H. Welding Symbols
- VI. Mechanical Drawing: Field Sketching - Lesson 2-6
- A. Sketching Materials
 - B. Sketching Guidelines
 - C. Beginning Line Exercises
 - D. Multi view Orthographic Sketches
 - E. Orthographic Projection for Sketching
 - F. Pictorial Sketching
 - G. Oblique Sketches
 - H. Perspective Sketching
- VII. Layout Procedures and Techniques - Lesson 2-7
- A. Hammers, Sledges, and Mauls
 - B. Struck or Hammered Tools
 - C. Cutting Hand Tools
 - D. Taps and Dies
 - E. Screwdrivers

- F. Holding Tools
 - G. Miscellaneous Hand Tools
- VIII. Boilermaker Hand Tools - Lesson 2-8
 - A. Layout Tools
 - B. Layout Work
 - IX. Boilermaker Power Tools - Lesson 2-9
 - A. Electric Powered Tools
 - B. Air (Pneumatic Tools)
 - C. Tube Tools and Their Functions
 - X. Construction Materials I - Lesson 2-10
 - A. Basic Construction Material
 - B. Metal Production
 - C. Metal - Processing Methods
 - XI. Construction Materials II - Lesson 2-11
 - A. Mechanical Properties
 - B. Chemical Properties of Metals
 - C. Physical Properties of Metals
 - D. Fiberglass Reinforced Plastics
 - XII. Blueprint Reading: Structural - Lesson 2-12
 - A. Structural Steel
 - B. Structural Drawings
 - C. Drawing Structural Steel Shapes
 - D. Connectors
 - E. Connections

YEAR 3 - 144 HOURS

- I. Boiler Systems and Components I - Lesson 3-1
 - A. The Boiler
 - B. Fire Tube Boilers
 - C. Water Tube Boilers
 - D. Water Tube Boiler Components
 - E. Fuels and Fuel Burning Systems
- II. Boiler Systems and Components II - Lesson 3-2
 - A. Boiler Circulation
 - B. Shop Assembled Boilers
 - C. Systems for the Pulp and Paper Industry
 - D. By Product Fueled Boilers
 - E. Waste Heat Boilers
- III. Nuclear Power - Lesson 3-3

- A. The Principles of Nuclear Energy
 - B. Nuclear Fuels
 - C. Nuclear Reactors
 - D. Health Physics and Radiation Protection
- IV. Tanks, Vessels, and Other Components - Lesson 3-4
- A. Field Erected Storage Tanks
 - B. Basic Construction Techniques
 - C. Stacks and Liners
- V. Blueprint Reading: Boilermaker - Lesson 3-5
- A. Erection Plans
 - B. How Blueprints are Made
- VI. Boiler: Installation - Lesson 3-6
- A. Field Inspection
 - B. Shop Fabrication
 - C. Site Preparation
 - D. Erecting Structural Steel Supports
 - E. Installing the Steam Drum
 - F. Installing Upper Headers
 - G. Installing Down comers
 - H. Installing Superheater and Reheater Modules
 - I. Installing Waterwalls
 - J. Installing the Windbox
 - K. Installing the Suction-Manifold
 - L. Installing the Preheater and Economizer
 - M. Installing Ductwork
 - N. Installing the Lower Waterwalls
 - O. Additional Construction
 - P. Preparing the Boiler for Testing
 - Q. Cleanliness of Boiler Components
 - R. Hydrostatic Testing
 - S. Installing Insulation and Casing
- VII. Boiler: Repair and Maintenance - Lesson 3-7
- A. Repairs
 - B. Alterations
 - C. Fiberglass Reinforced Plastics
- VIII. Welding and Cutting: Basic - Lesson 3-8
- A. Weldable Metals
 - B. The Welding Processes
 - C. Oxyfuel Gas Welding
 - D. ARC Welding
 - E. Resistance Welding
 - F. Thermit Welding
 - G. Brazing and Braze Welding

- H. Soldering
 - I. Electron Beam Welding
 - J. Laser Beam Welding
 - K. Cutting Processes
 - L. Welded Joint Design
 - M. Types of Welds
 - N. Welding Position
 - O. Welders and Welding Operators
- IX. Welding and Cutting: Blueprint Reading - Lesson 3-9
 - A. Welding Symbols
 - B. Nonpreferred Symbols
 - C. Nondestructive Testing Symbols
 - X. Welding and Cutting: Safety - Lesson 3-10
 - A. General Welding and Cutting Safety
 - B. The Welding Environment
 - C. Fire Prevention and Protection
 - D. Tool and Equipment Usage
 - E. Other Safety Considerations
 - F. Safety in Welding and Cutting Processes
 - G. Gases Used in ARC Processes
 - H. First Aid
 - XI. Metallurgy: Welding - Lesson 3-11
 - A. Fundamentals of Metallurgy
 - B. Structure of Metal
 - C. Metallurgy and Heat Treating
 - D. Metallurgy of the Welded Metal
 - E. Welding Stresses, Warpage, Distorting, and Cracks
 - XII. Metallurgy: Weldability of Metals - Lesson 3-12
 - A. Classifying Code Systems for Metals
 - B. Identification of Metals
 - C. Filler Materials
 - D. Welding Characteristics of Metals and Alloys

YEAR 4 - 144 hours

- I. ARC Welding: Equipment - Lesson 4-1
 - A. Power Sources
 - B. ARC Welding Consumables
- II. ARC Welding: Shielded Metal I - Lesson 4-2
 - A. SMAW Procedure
 - B. Weld Joints

- III. ARC Welding: Shielded Metal II - Lesson 4-3
 - A. Heat Effects in Shielded Metal ARC Welding
 - B. Shielded Metal ARC Welding of Ferrous Metals
 - C. Shielded Metal ARC Welding of Nonferrous Metals
 - D. Troubleshooting when Welding with the SMAW Process

- IV. ARC Welding: Gas Tungsten (TIG) Lesson 4-4
 - A. GTAW Welding Techniques
 - B. Metals and Gas Tungsten ARC Welding

- V. ARC Welding: Gas Metal (MIG) Lesson 4-5
 - A. Process Variations-Metal Transfer
 - B. Gas Metal ARC Welding Equipment
 - C. Consumables Used in GMAW
 - D. GMAW Process Variables
 - E. Weld Bead Characteristics
 - F. Welding Procedures
 - G. Welding Conditions
 - H. Mig Weld Defects-Their Causes and How to Correct Them
 - I. Mig Spot Welding
 - J. Vapor Shielded ARC Welding

- VI. ARC Welding: Other Processes - Lesson 4-6
 - A. Submerged ARC Welding
 - B. Flux Cored ARC Welding
 - C. Plasma ARC Welding

- VII. Cutting: Oxyfuel I - Lesson 4-7
 - A. Equipment and Supplies
 - B. Manual Cutting Procedures
 - C. Cutting in Steel Plate
 - D. Machine Torch Cutting

- VIII. Cutting: Oxyfuel II - Lesson 4-8
 - A. Quality of Cutting
 - B. Miscellaneous Uses of the Oxyfuel Gas Flames
 - C. Oxyfuel Gas Welding

- IX. Cutting: ARC -Lesson 4-9
 - A. Air Carbon ARC Cutting (AAC)
 - B. Carbon ARC Cutting (CAC)
 - C. Oxygen ARC Cutting (OAC)
 - D. Plasma ARC Cutting (PAC)
 - E. Metal ARC Cutting (MAC)

- X. Welding: Special Applications and Techniques - Lesson 4-10
 - A. Stud Welding
 - B. Tube and Pipe Welding

- C. Field Erection of Pressure Vessels and Boilers
- D. Field-Welded Storage Tanks
- E. One-Side Welding
- F. Underwater Welding and Cutting
- G. Weld Repair and Surfacing

- XI. Welding: Design, Testing, and Inspection - Lesson 4-11
 - A. The Design of Welded Joints
 - B. Testing

- XII. Welding: Performance Qualifications - Lesson 4-12
 - A. Codes and Specifications

APPENDIX C

**APPRENTICESHIP AGREEMENT
(Insert from Registration Agency)**

EXHIBIT D

AFFIRMATIVE ACTION PLAN

ADOPTED BY

(NAME OF AREA JOINT APPRENTICESHIP COMMITTEE)

**AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30
AMENDED MAY 12, 1978 (OR SITE STATE LAWS/REGULATIONS)**

**DEVELOPED IN COOPERATION WITH
(NAME OF REGISTRATION AGENCY)**

SECTION I - PREAMBLE

In order to conform to Title 29, Code of Federal Regulations (CFR) Part 30 - Equal Employment Opportunity in Apprenticeship, the Area Joint Apprenticeship Committee, hereby adopts the following nondiscriminatory pledge and Affirmative Action Plan. The Area Joint Apprenticeship Committee enters into this Plan with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program.

This Plan is a supplement to the Apprenticeship Standards. It may be amended at a later date as experience dictates. Any changes/revisions made by the Area Joint Apprenticeship Committee shall first be reviewed and approved by the National Joint Apprenticeship Board before they are submitted to the Registration Agency for approval.

SECTION II - EQUAL OPPORTUNITY PLEDGE

In compliance with Section 30.3(b) of Title 29, CFR Part 30, as amended May 12, 1978, the Area Joint Apprenticeship Committee commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their term of training, shall be without discrimination because of race, color, religion, national origin, or sex. The Area Joint Apprenticeship Committee will take affirmative action to provide equal opportunity in training and will operate the apprenticeship program as required under Title 29, CFR, Part 30.”

SECTION III - AFFIRMATIVE ACTION PLAN

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the Area Joint Apprenticeship Committee pledges to the procedures and methods covered in Section IV. Affirmative Action also includes an analysis of the workforce in the areas in which this Plan operates at the time the Plan is executed. The purpose of the analysis is to determine the minority and female labor force in the each Local area as provided by (State Labor Market Analysis Division). Once the labor force is determined, the Area Joint Apprenticeship Committee can determine if deficiencies exist in terms of underutilization of minorities and/or women in the Boilermaker trade. If underutilization exists, the Area Joint Apprenticeship Committee will attach goals and timetables (Workforce Analysis Form Attached) for the selection of minority and/or females (minority and nonminority) applicants into the apprenticeship program by **local area**.

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The Area Joint Apprenticeship Committee pledges to engage in various outreach and positive recruitment activities by employing the following approach:

The Area Coordinator will be responsible for disseminating an announcement of apprenticeship openings semi-annually to the following agencies/organizations located in the area covered by the program:

- Registration Agency
- Community organizations in the geographic area from which the work force is normally drawn for the available work
- Job Corps Centers in the area
- Local School Districts in the geographic area from which the work force is normally drawn for the available work
- One Stop Centers (Employment Service Offices) in the geographic area from which the work force is normally drawn for the available work
- Press Releases and/or advertisements in newspapers and news media circulated in the minority and women's communities
- BNAP WEB Site

The announcement shall include the nature of the Boilermaker Apprenticeship Program, the availability of apprenticeship opportunities, the sources for apprenticeship applications, the minimum qualifications required, required documentation, if applicable, and the equal opportunity policy of the Area Joint Apprenticeship Committee.

Applications will be accepted year round, but no less than once a month.

The Area Coordinator, Area Committee members, and Local Committee will also undertake positive recruitment activities which include:

- Assist guidance counselors at local schools in career counseling to encourage interest in the Boilermaker Apprenticeship Program
- Actively participate in workshops conducted by employment service agencies (one-stop centers) for the purpose of familiarizing school employment service and other appropriate personnel about the Boilermakers Apprenticeship Program and the opportunities.
- Cooperate with school boards and vocational education systems to develop programs for preparing students to meet the minimum requirements for entry into the Boilermakers Apprenticeship Program
- Seek the voluntary participation of both women and minority apprentices and journeymen in recruitment efforts undertaken by the Area Coordinator.
- Internally communicate the sponsor's equal opportunity policy in order to foster understanding, acceptance, and support among supervisors and employees in order to aid the Area Joint Apprenticeship Committee in meeting its positive recruitment obligations.
- Participate in community programs for the positive recruitment and preparation of potential minority and female applicants for apprenticeship.
- Utilize journeymen to assist in the implementation of sponsor's

affirmative action program.

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The Area Joint Apprenticeship Committee shall review its affirmative action plan, including goals and timetable for **each local area**, annually and make appropriate changes to the extent necessary to obtain maximum effectiveness.

SECTION VI - OFFICIAL ADOPTION

This Affirmative Action Plan is officially adopted by (Name of Area Joint Apprenticeship Committee):

Signature – Chairperson	Date
-------------------------	------

 Typed/Printed Name

Signature – Secretary	Date
-----------------------	------

 Typed/Printed Name

REGISTERED BY THE REGISTRATION AGENCY:

Signature	Date
-----------	------

 Typed/Printed Name

AFFIRMATIVE ACTION PLAN
WORKFORCE ANALYSIS

FOR AMS CODE:

OCCUPATIONAL TITLE:

Sponsor:
Address:

AIMS
Phone:

City:

State:

Zip:

Type of selection method used:

Labor Market Area:

-
STATISTICAL AREA LABOR FORCE ANALYSIS

Total Work Force

Women (%) of Work Force

Minority (%) of Work Force

-
SPONSOR'S STATISTICAL DATA

Journeypersons:

Total Journeypersons

Women (%) of Journeypersons

Minority (%) of Journeypersons

Apprentices:

Total Apprentices

Women (%) of Apprentices

Minority (%) of Apprentices

-
DETERMINATION OF UTILIZATION

Minority Underutilization Yes _____ No _____

Female Underutilization Yes _____ No _____

-
SPONSOR'S GOALS:

The Sponsor agrees to take affirmative action with the goal of selecting _____ % Minorities and _____ % Women during the next year or hiring period.

Estimated Number of New Apprentices to be hired during the next year: _____.

Sponsor's Signature:

Approved by Agency

Title

Date

Title

Date

**SELECTION
PROCEDURES
ADOPTED BY
(NAME OF AREA JOINT APPRENTICESHIP COMMITTEE)**

**DEVELOPED IN COOPERATION WITH THE
(NAME OF REGISTRATION AGENCY)**

SECTION I - MINIMUM QUALIFICATIONS

Applicants accepted and registered as apprentices must meet the following minimum qualifications:

Age: Shall be at least 18 years of age

Education: Must have a high school diploma or GED

SECTION II - APPLICATION PROCEDURES

- A. Applications shall be accepted year round, but at least once a month at the Local level by the Local Apprentice Representative. All persons requesting an application shall have one made available upon signing the applicant log.
- B. All applications shall be identical in form and requirements. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and gender identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to read the Apprenticeship Standards and will be informed of the basic qualifications and documents needed to complete the application.
- D. Receipt of the properly completed application form, along with required supporting documents, if applicable, shall constitute the completed application.
- E. The Local Area Representative will review the applications received from applicants, checking for completeness.
- F. Completed applications, including the Applicant Log, will be forwarded to the Area Coordinator who will check all applications to insure they meet the minimum age requirement. Applicants deficient in one or more qualifications or requirements will be notified in writing by the Area Coordinator of their disqualification. The applicant will also be notified of the appeals right available to them. No further processing of the application will be taken.

SECTION III - SELECTION PROCEDURES

- A. The Area Joint Apprenticeship Committee will utilize selection method #2 (Random Selection from Pool of Eligible Applicants). **The Bureau of Apprenticeship and Training approved Attachment A - Selection Procedure addressing those applicants with welding experience. This approval was approved for a maximum two year period beginning May 29, 1998, and expiring May 29, 2000.**
- B. Supervision of the random selection process shall be done by an impartial person(s) selected by the Area Coordinator. This person(s) will not be associated with the administration of the apprenticeship program. The processing of the list must be

witnessed by an independent third party.

- C. The time and place of the selection, and the number of apprentices to be selected, shall be done following the Screening Orientation and at the same location as the Screening Orientation. It shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the Area Joint Apprenticeship Committee's and Local Office place of business.
- D. The Area Coordinator will send the applicants a letter informing them of their placement on the Random Selection Applicant Roster.
- E. The Area Coordinator will provide the Local Committee with the final Applicant Roster based on the outcome of the random selection process.
- F. As openings for the registration of new apprentices occur, applicants will be notified of selection by telephone. It shall be the responsibility of the applicant to keep the Local Area Committee informed of their current mailing address and phone number. The Local Area Committee should inform the Area Coordinator of any changes received for applicant addresses/phone numbers.
- G. If the applicant cannot be reached by phone within two (2) days, a certified letter, return receipt requested, will be sent. If no response is received in ten (10) working days from the written notice of selection, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- H. Qualified applicants remaining on a preceding eligibility pool will automatically be carried forward on the new eligibility pool and placed above those from the current pool of eligibles for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period they were in the eligibility pool will be required to reapply.

SECTION IV - COMPLAINT PROCEDURE

Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or gender, with regard to apprenticeship or that the equal opportunity standards with respect to his or 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 U. S. Department of Labor or, at the apprentice or applicant's election, with the private review body established by the Area Joint Apprenticeship Committee (if applicable), or with the Equal Employment Opportunity Commission.

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. The complaint must 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 Area Joint Apprenticeship Committee involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards.

The Area Joint Apprenticeship and Training Committee shall provide the applicant with the complaint procedure.

SECTION V - MAINTENANCE OF RECORDS

All records, including Announcement of Openings, Apprentice Applicant Logs, Applications and all supporting documents for each processing cycle, Test Results, Ranking Lists, and other records relating to the selection and employment of apprentices shall be retained for a period of five (5) years and made available upon request to the U. S. Department of labor, Bureau of Apprenticeship and Training.

SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The foregoing Selection Procedures are hereby officially adopted by Area Joint Apprenticeship Committee:

Chairperson

Date

Typed/Printed Name

Secretary

Date

Typed/Printed Name

ATTACHMENT A

(Synopsis of request from Boilermakers National Apprenticeship Program to BAT to Change Selection Procedure and copy of letter from the Bureau of Apprenticeship and Training to the Boilermakers National Training Board approving the Selection Procedure allowing for preference being given to welders for placement into apprenticeship program.)

**U. S. Department of Labor
Bureau of Apprenticeship and Training
200 Constitution Ave., N.W.
Washington, D.C.**

Date: May 29, 1998

To: Mr. Daniel F. Everett
BNAP Coordinator
2440 McKendree Church Rd
Kevil, KY 42053-9621

Subject: Boilermakers National Joint Apprenticeship Program
Selection Procedures Request

Dear Mr. Everett:

This will serve as notification of approval of your organization's revision of the selection procedure for apprentices and will remain in effective for a maximum period of two (2) years. The time limitation is established for a two-fold effort which are, (1) to insure that these changes do not have an adverse impact on female and minority applicants and (2) we need to update the National Guideline Apprenticeship Standards and should be able to incorporate these changes at that time.

Prior to the implementation of your new selection procedure I reiterate a portion of our phone conversation wherein under Title 29, CFR Part 30, Selection Method #2 you must meet the requirements of paragraph (b)(1)(iii) through (v) of section 30.5 if you desire to utilize other than minimum age as a qualification standard. This includes high school diploma, physically qualified to do the essential functions of the job, etc. This is the section of the regulation which has a direct relationship to what you term as extra credit, the educational attainments under section (C).

If you utilize additional qualification standards other than minimum age, you will be required to show that the standards have a significant statistical relationship to determine whether they are related to job performance. Also, you may use an oral interview process, but not as a qualification standard for admission into the eligibility pool. If an applicant is rejected from the pool of eligibles on the basis of the oral interview, they are to be given written notice of their rejection, the reason, and their appeal rights.

Thank you for your patients in this matter and should you have any questions or comments relative to this or any other matter, please contact me in the national office or after 6/8/98.

Sincerely,

/s/ Dana C. Daugherty

Dana C. Daugherty
BAT National Office

Division of National Industry Promotion

**REQUEST RECEIVED FROM BOILERMAKERS
REQUESTING CHANGE IN SELECTION PROCEDURE**

The request coming from the Boilermakers National Apprenticeship Board, dated December 1, 1997, is not included herewith but is on file in the Division of Standards and National Industry Promotion.

The Board was requesting a change in their selection method which read in part as follows:

“The new procedure will be based on a modified random selection procedure. All eligible applicants will first be randomly ranked for selection. Second, those applicants with verified welding skills will be advanced to the top of the list. The advancement in rank order is necessary because of pressing needs of the boilermaker field construction and repair industry.”

The letter then outlined the Advancement of Applicants with Welding Experience based on the following:

First	-	Pipe/Tube Welding
Second	-	Plate
Third	-	Vo-Tec/Welding Schools