

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS) Washington, D.C. 20210	<u>Distribution:</u>  A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAC+; Lab.Com	<u>Subject:</u> International Union of Painters and Allied Trades (IUPAT) National Guideline Standards of Apprenticeship.  <u>Code:</u> 400
Symbols: DSNIP/SDO		Action: Immediate

**PURPOSE:** To transmit from the Office of Apprenticeship Training and Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) Staff the Certified National Guidelines for Apprenticeship Standards for the International Union of Painters and Allied Trades (IUPAT).

**BACKGROUND:** The National Guidelines for Apprenticeship Standards for the International Union of Painters and Allied Trades Joint Apprenticeship and Training Fund (IUPAT JATF) were certified by the Administrator of Apprenticeship Training, Employer and Labor Services on June 22, 2000.

Two topics addressed in these guidelines need to be clarified:

(1) The IUPAT JATF Guidelines for Apprenticeship Standards have two attached selection procedures in the new apprenticeship standards for local JATCs to choose from. Local JATCs should adopt the procedure which best addresses their needs. **Only one selection procedure shall be adopted.** Selection Procedure A: describes the standard rating and ranking, and Selection Procedure B-describes the Intent to Hire.

For example, if a JATC adopts the standard rating and ranking procedure (Selection Procedure A), then the Intent to Hire (Selection Procedure B) would be removed from the standards and discarded, and vice-versa.

(2) Due to changes in technology and methodology, the occupational schedules and related instruction outlines for the crafts the IUPAT represents, with the exception of Sign and Display Worker, and Glassworker have been revised to reflect these changes. A national committee will be selected soon, to work with DSNIP in revising these two remaining occupational schedules. Therefore, the Sign and Display Worker and Glassworker crafts will remain under their existing approved occupational schedules and related instruction outlines until these can be revised to accurately reflect today's Sign and Display Worker and Glassworker.

**ACTION:** Field Staff should familiarize themselves with the two selection procedures attached, and be ready to assist local JATCs in the development of local standards of apprenticeship, AAPs and which selection procedure to adopt based on area needs.

The National Office contact is Steven D. Opitz.

NOTE: This Bulletin is being sent via Electronic-Mail (E-Mail). Bureau State Directors should provide copies to their SAC partners as appropriate.

Attachment

**NATIONAL  
GUIDELINES FOR  
APPRENTICESHIP STANDARDS**

Developed by

**International Union of Painters and Allied Trades  
Joint Apprenticeship and Training Fund**

**FOR THE OCCUPATIONS OUTLINED  
IN THE STANDARDS**

**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: \_\_\_\_\_ /s/  
**ANTHONY SWOOPE, ADMINISTRATOR**

**APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

**CERTIFICATION DATE: June 22, 2000**

## **FOREWORD**

The International Union of Painters and Allied Trades (IUPAT-JATF) 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.

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

**INTERNATIONAL UNION OF PAINTERS AND ALLIED TRADES-  
JOINT APPRENTICESHIP AND TRAINING FUND**

The IUPAT-JATF is charged with development of Guidelines for Apprenticeship Standards and having them certified by the Bureau of Apprenticeship and Training, U. S. Department of Labor, for use by district councils or local union JATCs.

The IUPAT-JATF will promote training and continue the business of training which includes working with government agencies and generating educational material for shipping to all contributing JATCs across the country.

The IUPAT-JATF will be available to advise and assist JATCs in all areas of training.

**DEVELOPMENT OF LOCAL STANDARDS OF APPRENTICESHIP**

It is the responsibility of the District Councils and/ or Local Unions Joint Apprenticeship and Training Committee (JATC) to develop local Standards of Apprenticeship substantially based on these National Guidelines, and to register the Standards with the local Registration Agency.

The purpose of Apprenticeship Standards is to set forth standards to safeguard the welfare and training of apprentices and to extend the application of such standards by prescribing policies and procedures concerning the registration. Sample Standards of Apprenticeship are provided in Attachment No. 1 and are intended for guideline use by JATCs. The sample Standards provide for each section to be included in locally developed Standards of Apprenticeship, with appropriate sample language that may be used in your local Standards. The sample language should not be used "as is" unless it accurately reflects how your program operates. The Apprenticeship Standards must meet the requirements of the Registration Agency and any applicable State or local regulations.

Though each local JATC will develop its own Standards of Apprenticeship, all Standards must contain provisions concerning the following (additional provisions should be added as needed):

- A. The employment and training of the apprentice in a skilled occupation
- B. The term of apprenticeship
- C. An outline of the on-the-job training work processes
- D. Provision for organized, related instruction
- E. A progressively increasing schedule of wages
- F. Periodic review and evaluation of the apprentice's progress, and maintenance of appropriate progress records
- G. The numeric ratio of apprentices to journey workers
- H. A reasonable probationary period with full credit for successful completion of such period, and authority for the termination of an Apprenticeship Agreement during the probationary period without stated cause
- I. Adequate and safe equipment and facilities for training, and safety training for Apprentices

- J. The minimum qualifications required by the sponsor for persons entering the apprenticeship program
- K. The placement of apprentices under a written Apprenticeship Agreement that, incorporates the Apprenticeship Standards
- L. The granting of advanced standing or credit for previous experience, training or skills, if applicable, for all applicants equally, with commensurate wages for any progression step so granted
- M. Transfer of the employer's training obligation when the employer is unable to fulfill its obligation
- N. Assurance of qualified training personnel and adequate supervision on the job
- O. Recognition of successful completion of apprenticeship
- P. Identification of Registration Agency
- Q. Provision for the registration, modification, and the cancellation of the program
- R. Provision for the registration of Apprenticeship Agreements and for notice to the Registration Agency of completions, cancellations, suspensions, extensions, and terminations of Apprenticeship Agreements, and causes therefore
- S. A statement the program will be conducted in conformity with all applicable Federal and State EEO laws, regulations, rules, and adopted plans
- T. The name and address of the appropriate authority to receive, process, and dispose of complaints
- U. The recording and maintenance of all records as required by the Registration Agency and any other applicable laws; and
- V. Written evidence of Registration.

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

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

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

The written Affirmative Action Plan and Selection Procedures must include the following sections explained in more detail in the sample Standards attached.

- A. Utilization analysis and establishment of goals and timetables
- B. Outreach activities and commitments
- C. Selection Procedures
- D. Complaint Procedure
- E. Record keeping and retention of records
- F. Provision for internal review and self-audit

Representatives of the local Registration Agency are available to assist the JATC in developing its Standards of Apprenticeship, Affirmative Action Plan, and Selection Procedures using one of the samples provided. Once developed, the local Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedures must be submitted to the local Registration Agency for approval and registration. Two sample Selection Procedures are included. Each JATC shall determine which applicable Selection Procedure best suits their needs and adopt that procedure.

THE INTERNATIONAL UNION OF PAINTERS AND ALLIED TRADES JOINT  
APPRENTICESHIP AND TRAINING FUND HEREBY ADOPTS THESE NATIONAL  
GUIDELINES FOR APPRENTICESHIP STANDARDS, ON  
THIS 22 DAY OF June, 2000.

William S. Timmons /s/  
SIGNATURE, CO-CHAIRMAN

June 22, 2000  
DATE

R. E. Swanson /s/  
SIGNATURE, CO-CHAIRMAN

June 22, 2000  
DATE

Michael E. Monroe /s/  
SIGNATURE, GENERAL PRESIDENT

June 22, 2000  
DATE

**Attachment No. 1**

**STANDARDS OF APPRENTICESHIP**

***DEVELOPED BY***

**DISTRICT COUNCIL # \_\_\_\_\_  
LOCAL UNION # \_\_\_\_\_**

**INTERNATIONAL UNION OF PAINTERS  
AND ALLIED TRADES  
JOINT APPRENTICESHIP AND TRAINING COMMITTEE**

**FOR THE OCCUPATION (S) OF**

***PUT OCCUPATION(S) HERE***  
***EXAMPLE: PAINTER, DRYWALL FINISHER, GLAZIER,  
FLOOR COVERING INSTALLER, ETC.***

**Developed in cooperation with the  
Bureau of Apprenticeship and Training  
U. S. Department of Labor  
*or***

**By: \_\_\_\_\_  
(REGISTRATION AGENCY)**



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## **FOREWORD**

The *(insert official name of JATC)* Joint Apprenticeship and Training Committee recognizes the need for structured training to maintain the high level of skill and competence demanded in the *(insert- Painting, Drywall Finishing, Glazing, Floor Covering, etc.)*. Registered apprenticeship provides the most practical and sound method to meet that need, to prepare individuals to be skilled journey workers, and to ensure industry an adequate supply of highly skilled workers.

In furtherance of those goals, the Joint Apprenticeship and Training Committee of *(insert official name of JATC)* has established these Standards of Apprenticeship outlining all the terms and conditions for the qualification, recruitment, selection, employment and training of apprentices.

## 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 JATC 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 Joint Apprenticeship and Training 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.

**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.

**JOINT APPRENTICESHIP AND TRAINING COMMITTEE:** A Joint Apprentice-ship and Training Committee comprised of an equal number of representatives appointed by the Union and by the Employer(s) in whose name these Standards of Apprenticeship will be registered.

**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 U.S. Department of Labor, Apprenticeship Training, Employer and Labor Services.

**SPONSOR:** The Joint Apprenticeship and Training Committee (JATC) in whose name the local 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**

The Joint Apprenticeship and Training Committee (JATC) in whose name these Standards of Apprenticeship are registered shall be composed of an equal number of representatives appointed by the employer and the union.

**The JATC shall be responsible for:**

- A. Establishing and registering Standards of Apprenticeship with the Registration Agency, and ensuring adherence to them.
- B. Establishing and maintaining rules and requirements governing the policies, administration, supervision, and training of apprentices. The rules and requirements shall be in conformity with the collective bargaining agreement and with these Apprenticeship Standards. A copy of the standards, rules and requirements, and any changes to them, shall be provided to the Registration Agency and the apprentice.
- C. 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.
- D. Initiating and signing all Apprenticeship Agreements for apprentices and forwarding them to the Registration Agency for approval and registration. In addition, the JATC will notify the Registration Agency, IUPAT-JATF, and other appropriate parties of the cancellation, suspension, extension, reinstatement, or completion of apprentices.
- E. Arranging for apprentices to get the required on-the-job training and the related technical instruction that will provide them with the diversity of training delineated in the attached Occupational Schedule and Related Instruction Outline.
- F. Monitoring and evaluating apprentices' progress, including the review of apprentices' records to insure apprentices are fulfilling their responsibilities under the program. The JATC will review, approve and document all apprentice actions including hours, content, and progress of training on-the-job and in related instruction; wage progressions; disciplinary actions; evaluations; corrective action plans; successful completions; cancellations; and any other performance or attendance-related issues.
- G. Hearing and adjusting complaints regarding Apprenticeship Agreement violations.
- H. Certifying the apprentice has completed both the required on-the-job training and the related technical instruction, and submitting such certification to the Registration Agency and the IUPAT-JATF with the request for issuance of the Certification of Completion.

- I. Annually review 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 JATC's success in meeting its goals, the good faith effort made, and the impact each element of the Affirmative Action Plan and Selection Procedure 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.

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

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

**III. AFFIRMATIVE ACTION PLAN - 29.5(b)**

If the sponsor registers five or more apprentices, they 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)**

Applicants shall meet the following minimum qualifications:

- A. AGE  
All applicants shall be at least eighteen (18) years of age \*except as noted in "B" below. Applicants are required to submit reliable proof of age.
- B. EDUCATION  
Shall possess sufficient educational knowledge to satisfactorily complete the on-the-job training and related technical instruction. A high school diploma or GED equivalency is recommended.  
  
\*An applicant who is seventeen (17) years of age and is participating in a school-to-work program or equivalent and who otherwise meets all qualifications may be rated and ranked and placed on the pool of eligible list. Such an applicant must provide proof that a high school diploma or GED has been awarded and must be eighteen (18) years of age prior to being indentured to the sponsor. ***(This section only applies to rating and ranking Selection Procedure A.)***
- C. PHYSICAL  
Shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others.

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)**

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 JATC 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)**

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journey workers shall be one to three journey workers or fraction thereof.\*

\*Fraction thereof is defined as the employer may place one apprentice on the job-site for one, two or three journey workers; two apprentices for four, five or six journey workers; three apprentices for seven, eight and nine journey workers, and follow this procedure thereafter.

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

The term of apprenticeship shall be a period of reasonably continuous employment, including the probationary period, as stated on the Occupational 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. The determination of such advancement is the responsibility of the JATC.

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

Each applicant selected for apprenticeship shall serve a probationary period of no more than the first ninety (90) days of on-the-job training.

During the probationary period either the apprentice or the JATC 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 actions 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 JATC for reasonable cause after documented due notice to the apprentice is given, and a reasonable opportunity provided for corrective action. In such cases, the JATC will provide written notice to the apprentice and to the Registration Agency of the final action taken.

**IX. HOURS OF WORK**

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.

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

Apprentices shall be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill, competence on the job, and knowledge in related instruction. Before an apprentice is advanced to the next phase of training or to journey worker status, the JATC shall evaluate all progress to determine whether advancement has been earned by satisfactory on-the-job training and in related classroom instruction. In determining whether satisfactory progress has been made, the JATC 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 collective bargaining agreement, but never less than the federal minimum wage for the beginning apprentice. The percentages that will be applied to the applicable journey worker rate are shown on the attached Apprenticeship Agreement (Appendix C).

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

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

Apprentice applicants seeking credit for previous experience gained outside the supervision of the JATC must submit the request at the time of application and furnish such records, affidavits, and *(insert local 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 JATC 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.

If credit is granted, it shall be given at the end of the probationary period and after review by the JATC. 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)**

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.

Apprentices who do not complete the required hours of on-the-job training during a given phase shall have the term of that phase extended until the required number of hours of training are accrued.

The Work Processes for each occupation are covered in the attached Occupational Schedule(s) (Appendix A).

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

During each phase of training each apprentice is required to attend classes in subjects related to the job as outlined in Appendix B. A minimum of 144 hours of related technical instruction is required each year during the term of apprenticeship. Apprentices will not be paid for hours spent attending related instruction classes unless so determined by the Local JATC.

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

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

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

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

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

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 JATC, be responsible for the apprentice's work assignments ensuring the apprentice are working under the supervision of a skilled journey worker. The supervisor of the apprentice(s) shall also be responsible for the evaluation of work performance, and completion and submittal of progress reports to the JATC.



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

Each apprentice shall be responsible for maintaining a record of his/her work experience/training on the job and in related technical instruction and for having this record verified by his/her supervisor at the end of each week. This record will be included in each apprentice's record file maintained by the JATC.

Before each period of advancement, or at any other time when conditions warrant, the JATC 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 JATC may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the JATC will initiate a performance improvement plan with the apprentice.

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

**XVII. MAINTENANCE OF RECORDS - 29.5(b)(22)**

The JATC 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 records pertinent to determination of compliance with the regulations.

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)**

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the JATC shall so certify in writing to the Registration Agency and IUPAT-JATF requesting 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)**

The Registration Agency and the IUPAT - JATF shall be notified promptly of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations, including reason's thereof.

**XX. APPRENTICE CERTIFICATION**

The Apprenticeship Agreement does not constitute a certification under Title 29, CFR PART 5 for the employment of apprentices on federally financed or assisted construction projects. Sponsors are required to obtain an Apprentice Certification from the Registration Agency for each individual project listing each apprentice working on such project. The Registration Agency should be contacted for specific local certification requirements.

**XXI. CANCELLATION AND DE-REGISTRATION - 29.5(b)(17)**

These Apprenticeship Standards will, upon adoption by the JATC, be submitted to the Registration Agency for approval. Such approval will be required before implementation of the program. After such approval a signed copy of the Apprenticeship Standards are to be forwarded to the IUPAT-JATF national office. The JATC reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency and the IUPAT-JATF shall be notified promptly of any decision to cancel the program.

De-registration of these Standards of Apprenticeship may be initiated by the Registration Agency for failure of the JATC to abide by the provisions herein. Such de-registration 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 JATC 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.

**XXII. AMENDMENTS OR MODIFICATIONS - 29.5(b)(17)**

These Standards of Apprenticeship may be amended at any time by the JATC 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, and provided further that such amendment shall be submitted to the Registration Agency and the IUPAT-JATF 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.

**XXIII. ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE - 29.5(b)(21)**

The JATC shall have full authority to supervise the enforcement of these Apprenticeship Standards. Its decision will be final and binding on the employer, the local union, and the apprentice, unless otherwise noted below.

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

**Title 29 CFR 29.5(b)(21)**

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

**Title 29 CFR 30.11**

- A.. Any apprentice or applicant for apprenticeship who believes he or 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 or her selection have not been followed in the operation of the 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 a private review body established by the program JATC (if applicable).

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

The complaint must be filed no later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards.

The JATC 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.

**XXIV. TRANSFER OF TRAINING OBLIGATION -29.5(B)(13)**

In the event the employer is unable to fulfill his/her obligation under the apprenticeship agreement, the apprentice may be transferred to another employer operating the same program. Such transfers are subject to the consent of the apprentice and of the Sponsor.

## **XXV. COLLECTIVE BARGAINING AGREEMENTS**

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 of Apprenticeship shall be interpreted as being inconsistent with existing or subsequent collective bargaining agreements establishing higher standards. In the event of a conflict the higher standards, whether in the Apprenticeship Standards or the collective bargaining agreement, shall prevail.

## **XXVI. DISCIPLINARY ACTION AND POLICY**

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

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

Disciplinary action may include postponement of advancement from one phase of training to the next due to lack of progress in on-the-job training or related instruction; warnings regarding non-compliance with rules and regulations; or temporary removal of the apprentice from the job, causing loss of employment. It may also include cancellation of the Apprenticeship Agreement and removal of the apprentice from the apprenticeship program. Such action will occur only after due notice to the apprentice and opportunity for corrective action has been provided. Removal by the JATC shall cancel the apprentice's registration and, thus, the opportunity to complete the training. The JATC will promptly notify the Registration Agency.

## **XXVII. RESPONSIBILITIES OF APPRENTICES**

During the term of apprenticeship, the apprentice shall:

- A. Perform diligently and faithfully the work of the occupation and such other duties as may be assigned in accordance with the Standards.
- B. Respect the property of the employer and abide by all working rules and regulations of the employer, the union, and the JATC.
- C. Attend and complete satisfactorily the required hours of instruction in subjects related to the craft, as provided under these Standards.
- D. Maintain such records of on-the-job training and related instruction as required by the JATC.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.

**XXVIII. SIGNATURE PAGE ADOPTING APPRENTICESHIP STANDARDS**

**OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:**

The *(Name of Program Sponsor)* hereby adopts these Apprenticeship Standards on this \_\_\_\_\_ Day of \_\_\_\_\_, *(Year)*.

**REPRESENTING THE INTERNATIONAL UNION OF PAINTERS AND ALLIED TRADES *(Local Number)* JOINT APPRENTICESHIP AND TRAINING COMMITTEE:**

**LABOR**

**MANAGEMENT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

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Signature

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Printed Name

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Printed Name

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Title

\_\_\_\_\_  
Title

**APPENDIX A**  
**TRADE EXPERIENCE FOR PAINTERS AND DECORATORS**  
(PAINTER - CONST)  
RAIS CODE: 0379 O\*NET CODE: 472141.00

<b>ON THE JOB TRAINING</b>	<b>APPROXIMATE HOURS</b>
I HEALTH AND SAFETY TRAINING	30
II PREPARATION OF SURFACES	500
1. WOOD AND COMPOSITION	
2. MASONRY AND CONCRETE	
3. METAL	
4. PAINTED	
5. DRYWALL FINISHING AND SURFACE TREATMENT	
III OPERATION AND CARE OF TOOLS AND EQUIPMENT	470
1. BRUSHES, ROLLERS, ETC.	
2. SPRAY-PAINTING EQUIPMENT	
3. MISCELLANEOUS HAND AND POWER DRIVEN	
4. TOOLS, INCLUDING SAND AND WATER BLASTING EQUIPMENT	
5. LADDERS, SCAFFOLDING, AND RIGGING	
6. COMPRESSORS	
IV MATERIALS USED IN PAINTING AND DECORATING	1500
1. HAND APPLICATION	
2. MACHINE APPLICATION	
3. COLOR PIGMENTS	
4. BINDERS, THINNERS, AND DRYERS	
5. PRIMERS AND SEALERS	
6. OIL PAINTS AND ENAMELS	
7. CLEAR COATINGS	
8. STAINS	
9. MASTICS, CEMENT, ENAMELS, AND OTHER SPECIAL COATINGS	
10. PLASTICS	
11. ADHESIVES	
12. WALL COVERINGS	
13. COATINGS AND LININGS (TANKS, VATS, AND VESSELS)	
14. FOAMS	
V APPLICATION OF MATERIALS-EXTERIOR AND INTERIOR	800
1. PAINTING, STAINING, COATING, AND COVERING OF ALL	
SURFACES	
2. SURFACES	
3. FLOOR FINISHING, SUCH AS STAINING, FILLING,	
4. SHELLACKING, VARNISHING, WAXING, SEALING	
5. BUFFING, ETC.	
VI APPLYING VARIOUS TYPES OF WALL COVERING	800

**APPENDIX A**  
**TRADE EXPERIENCE FOR PAINTERS AND DECORATORS**  
(PAINTER - CONST)  
RAIS CODE: 0379 O\*NET CODE: 472141.00

VII	MATCHING AND MIXING COLORS	1000
VIII	STIPPLING AND TEXTURING	200
IX	BLENDING AND GLAZING	200
X	GRAINING, MARBLING AND METAL GOLD LEAFING	300
XI	STENCILING AND SHELLACKING	200
<b>TOTAL TERM HOURS</b>		<b>6000</b>

**APPENDIX A**  
**TRADE EXPERIENCE FOR DRYWALL FINISHER (TAPER)**  
RAIS CODE: 0561 O\*NET CODE: 47-2082.00

<b>ON THE JOB TRAINING</b>		<b>APPROXIMATE HOURS</b>
I	HEALTH AND SAFETY TRAINING	120
II	TAPING 1. JOINTS, HAND OPERATION 2. ANGLES, HAND OPERATION 3. JOINTS, MACHINE OPERATION 4. ANGLES, MACHINE OPERATIONS	1000
III	BED COATING AND SANDING APPLICATION 1. HAND APPLICATION 2. MACHINE APPLICATION	400
IV	DOUBLE COATING AND SANDING APPLICATION 1. HAND APPLICATION 2. MACHINE APPLICATION	500
V	SKIM COATING AND SANDING APPLICATION 1. HAND APPLICATION 2. MACHINE APPLICATION	500
VI	DETAIL WORK (HAND OPERATION) 1. TOUCHING UP BAD JOINTS 2. TAPING AND FINISHING AROUND PIPES AND TUBS 3. NAIL SPOTTING - 1ST, 2ND, AND 3RD COATS 4. FILLING METAL CORNER GUARD AND METAL EDGE TRIM 5. APPLICATION OF TAPE-TYPE METAL CORNERS AND TRIM	1000
VII	FINISHING OF ANGLES 1. HAND OPERATION 2. MACHINE OPERATION	400
VIII	FINISHING, SANDING, AND FINAL CHECK-OUT	500
IX	APPLICATION OF TEXTURE (INCLUDING SPRAY APPLICATION) 1. APPLICATION OF VARIOUS DECORATIVE, TEXTURES AND SIMULATED 2. SPRAY APPLICATION OF FOG AND SPATTER WALL TEXTURE 3. HAND ROLLING TEXTURE 4. SKIP TROWEL TEXTURE 5. APPLICATION OF THIN WALL SURFACING TEXTURE 6. PROPER MASKING PROCEDURES	1250
X	FINAL CLEANUP - FLOORS, JAMS, WINDOW FRAMES, ETC.	300
<b>TOTAL TERM HOURS</b>		<b>6000</b>



**APPENDIX A**  
**TRADE EXPERIENCE FOR GLAZIERS**  
RAIS CODE: 0221 O\*NET CODE: 47-2121.00

<b>ON THE JOB TRAINING</b>	<b>APPROXIMATE HOURS</b>
I TOOLS AND EQUIPMENT, SHOP TRAINING, SCAFFOLD, SAFETY MEASURES, FIRST AID, READING OF SPECIFICATIONS, AND FIELD BLUEPRINT READING.	500
II GLAZING, WOOD AND METAL SASH, TUBE DOORS, PARTITIONS, AND ALL OTHER TYPES OF OPENINGS WITH, BUT NOT LIMITED TO, PUTTY, MOLDINGS, RUBBER, PLASTIC, GASKET SETTINGS, SEALANTS, AND MASTICS.	300
III SETTING ALL TYPES OF STORE FRONT, CURTAINWALL WINDOWALL, REVOLVING DOORS, PRESSUREWALL, RIBBON WINDOW SYSTEMS, STRUCTURAL GLAZING, AND SUSPENDED GLAZING INSTALLATIONS.	1200
IV SETTING ALL TYPES OF PLATE GLASS, PRISM GLASS, BEVELED GLASS, PROTECTIVE GLASS, GLASSWELD, PANELS, WINDOW GLASS, MIRRORS OF ALL TYPES, WIRE GLASS, RIBBED GLASS, HEAT ABSORBING GLASS, GROUND GLASS, COLORED GLASS, FIGURED GLASS, VITROLITE, CARRATA GLASS, AND ALL OTHER TYPES OF OPAQUE GLASS, GLASS CHALKBOARD, TEMPERED GLASS AND ALL TYPES OF INSULATING GLASS UNITS WHICH COULD BE USED AS A SOLAR ENERGY SYSTEM, WINDOW PANELS, AND SIMILAR TYPES OF INSULATED GLASS, ALL PLASTIC OR OTHER SIMILAR MATERIALS WHEN USED IN PLACE OF GLASS, TO BE SET OR GLAZED WITH PUTTY, MOLDING, RUBBER, GASKET SETTINGS, SEALANTS, AND ALL TYPES OF MASTICS IN WOOD, IRON, ALUMINUM OR SHEET METAL SASH, SKYLIGHT, DOORS, FRAMES, STONE, WALL CASE, SHOWCASES, BOOKCASES, SIDEBOARDS, PARTITIONS, AND FIXTURES, TC., TEMPORARY OR PERMANENT, ON OR FOR BUILDINGS IN THE COURSE OF CONSTRUCTION OR REPAIR OR REPLACEMENT.	2000
V DOORS, FRAMES, AND TUBE WORK, PREFABRICATED UNITS, FABRICATED UNITS, FABRICATION IN SHOP OR ON THE JOB SITE, SETTING SHOWER DOORS AND TUB ENCLOSURES.	500

**APPENDIX A**  
**TRADE EXPERIENCE FOR GLAZIERS**  
RAIS CODE: 0221 O\*NET CODE: 47-2121.00

<b>ON THE JOB TRAINING</b>	<b>APPROXIMATE HOURS</b>
VI SETTING ALL TYPES OF MULTIPLE GLAZED UNITS.	300
VII SETTING ALL TYPES OF AUTOMATIC DOORS, HINGES, ETC.	500
VIII HANDLING AND USE OF ALL PRODUCTS ASSOCIATED WITH GLASS INDUSTRY.	100
IX REPLACEMENT OF ANY AND ALL OF THE ABOVE NAMED MATERIALS.	200
X ALL TYPES OF EQUIPMENT NEEDED OR USED TO INSTALL OR REPLACE THE ABOVE NAMED MATERIALS.	200
XI ALL TYPES OF MISCELLANEOUS GLAZING.	200
<b>TOTAL TERM HOURS</b>	<b>6000</b>

**APPENDIX A**  
**TRADE EXPERIENCE FOR FLOOR COVERING INSTALLER**  
RAIS CODE: 0201 O\*NET CODE: 47-2042.00

I	HEALTH AND SAFETY TRAINING	30
II	INSTALLATION OF CARPET	
	1.SEAMING & SEWING OF CARPET	300
	2.BINDING OF CARPET	50
	3.ROLLING OF CARPET	30
	4.MATCHING OF CARPET	70
	5.HANDLING OF TOOLS (CARPET)	300
	6.PREPARATION OF FLOORS (WOOD & CONCRETE)	600
	7.FITTING OF CARPET, STRETCHING & SECURING OF CARPET	1500
	8.INSTALLING OF PADDING	120
III	INSTALLATION OF LINOLEUM AND HARD SURFACE	
	1.FLOOR & (ROLL GOODS) LINOLEUM VINYL SEAMLESS	
	2.FLOORS	800
	3.HEAT WELDING / SEAMING & ROUTING	200
	4.CABINETS, TABLES, & COUNTER TOPS	200
	5.FLOOR TILE (ALL KINDS AND TYPES)	800
	6.PREPARATION OF SURFACES	600
	7.HANDLING OF TOOLS (LINOLEUM & HARD SURFACE)	400
	<b>TOTAL HOURS</b>	<b>6000</b>

**APPENDIX B**  
**PAINTERS AND DECORATORS (PAINTER - CONST)**  
RAIS CODE: 0379 O\*NET CODE: 47-2141.00

**RELATED INSTRUCTION**

<b><u>FIRST YEAR</u></b>	<b><u>HOURS</u></b>
1. FIRST YEAR BASIC TRAINING MANUAL	
2. LADDERS & SCAFFOLDING CAPSULE (SAFETY AND HEALTH TRAINING)	
3. OSHA 10-HR OUTREACH PROGRAM	
4. FIRST AID / CPR	
<b>TOTAL HOURS</b>	<b>144</b>
<b><u>SECOND YEAR</u></b>	
1. COLOR MIXING AND MATCHING	
2. LEAD ABATEMENT TRAINING (SAFETY AND HEALTH TRAINING)	
3. DRYWALL FINISHING CAPSULE	
4. WALLCOVERING CAPSULE	
5. WOOD FINISHING	
<b>TOTAL HOURS</b>	<b>144</b>
<b><u>THIRD YEAR</u></b>	
1. ABRASIVE BLASTING CAPSULE	
2. WOOD FINISHING CAPSULE	
3. BLUE PRINT READING	
4. SPRAY PAINTING - IBPAT MANUAL	
5. SPECIAL COATING - IBPAT MANUAL	
6. BLUE PRINT READING	
7. ABRASIVE BLASTING	
8. CAFFOLDING; USER, ERECTOR, DISMANTLE	
<b>TOTAL HOURS</b>	<b>144</b>

**APPENDIX B**  
**DRYWALL FINISHER (TAPER)**  
RAIS CODE: 0145 O\*NET CODE: 47-2081.02

**RELATED INSTRUCTION**

<b><u>FIRST YEAR</u></b>	<b><u>HOURS</u></b>
1. OSHA 10-HR OUTREACH	
2. DRYWALL FINISHING	
3. FILLING BY HAND	
4. FILLING COMPOUND	
5. FINISHERS SAFETY OVERVIEW	
6. FINISHING BOXES	
7. HAND EMBEDDING / WIPING TAPES	
8. MATERIALS OF THE TRADE	
9. BASIC MATHEMATICS & MEASUREMENT	
10. TOOLS OF THE DRYWALL FINISHING TRADE	
11. LADDERS & SCAFFOLDING CAPSULE (SAFETY AND HEALTH TRAINING)	
<b>TOTAL HOURS</b>	<b>144</b>
<b><u>SECOND YEAR</u></b>	
1. AUTOMATIC TAPING TOOLS	
2. MATHEMATICS, FRACTIONS, DECIMALS, ANGLES & PERCENTAGES I	
3. PRE-JOB INSPECTION AND PREPARATION	
4. WIPING TAPES	
5. FIRST AID / CPR	
<b>TOTAL HOURS</b>	<b>144</b>
<b><u>THIRD YEAR</u></b>	
1. AUTOMATIC TAPING TOOLS	
2. MATHEMATICS, FRACTIONS, DECIMALS, ANGLES & PERCENTAGES II	
3. BLUE PRINT READING	
4. SCAFFOLDING USER, ERECTOR, DISMANTLE	
<b>TOTAL HOURS</b>	<b>144</b>

## APPENDIX B

### GLAZIER

RAIS CODE: 0221 O\*NET CODE: 47-2121.00

### RELATED INSTRUCTION

#### FIRST YEAR SAFETY AND HEALTH TRAINING

*The committee shall instruct the apprentices in safe and healthful work practices and shall insure that the apprentices are trained in facilities and other environments that are in compliance with either the occupational safety and health standards promulgated by the secretary of labor under public law 91-596, dated December 29, 1970, or state standards that have been found to be at least as effective as the federal standards.*

#### SEMESTER ONE

1. BASIC MATHEMATICS AND MEASUREMENT
2. FRACTIONS, DECIMALS, PERCENTS AND ANGLES PART I
3. FRACTIONS, DECIMALS, PERCENTS AND ANGLES PART II
4. RIGGING AND HOISTING APPLICATION / HAND SIGNALS
5. RIGGING AND HOISTING - THE BASICS
6. SCAFFOLDING
7. SAFE WORK PRACTICES - PART I (HEALTH AND SAFETY TRAINING)
8. SAFE WORK PRACTICES - PART II (HEALTH AND SAFETY TRAINING)
9. SAFETY GLAZING CODES
10. SWING STAGE (HEALTH AND SAFETY TRAINING)
11. SOLVENTS AND HAZARDOUS GLAZING MATERIALS (HEALTH AND SAFETY TRAINING)
12. MID-TERM EXAM SEMESTER ONE

#### SEMESTER TWO

1. SAFETY AND ELECTRICAL INSTRUCTIONS FOR POWER TOOLS (HEALTH AND AND SAFETY TRAINING)
2. SAFETY TRAINING)
3. SHOP MACHINERY SAFETY (HEALTH AND SAFETY TRAINING)
4. TRANSITS AND LEVELING INSTRUMENTS
5. USING TRANSITS AND LEVELS
6. POWER TOOL SAFETY / PART I (HEALTH AND SAFETY TRAINING)
7. HAND TOOLS
8. POWER TOOL SAFETY - PART II (HEALTH AND SAFETY TRAINING)
9. MAN LIFTING DEVICES (HEALTH AND SAFETY TRAINING)
10. LADDER USE AND SAFETY (HEALTH AND SAFETY TRAINING)
11. CLASS CUTTING & FABRICATION - PART I
12. CLASS CUTTING & FABRICATION - PART II
13. FINAL EXAM SEMESTER TWO

**TOTAL HOURS**

**144**

**APPENDIX B  
GLAZIER**

RAIS CODE: 0221 O\*NET CODE: 47-2121.00

**SECOND YEAR      SEMESTER THREE**

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1. MIRRORS - JOB LAYOUT / MEASUREMENT
2. MIRROR MOUNTING METHODS
3. PLASTICS
4. GLASS REPLACEMENT AND PUTTY GLAZING (HEALTH AND SAFETY TRAINING)
5. INSULATED AND HIGH PERFORMANCE
6. SECURITY GLAZING
7. SPANDREL AND ARCHITECTURAL PANEL SYSTEMS
8. SOLAR COLLECTORS / SKYLIGHTS
9. AQUARIUMS / SHOWER DOORS / TUB ENCLOSURES / SHOWCASES
10. ART (STAINED) GLASS
11. AUTO GLASS
12. MID-TERM EXAM SEMESTER THREE

**SEMESTER FOUR**

1. LOCKS AND BOLTS
2. DOOR AND WINDOW ACCESSORIES
3. DOOR HINGES, CLOSERS, PIVOTS, AND ACCESSORIES
4. PANIC HARDWARE
5. ANODIZED AND PAINTED FINISHES
6. SETTING BLOCKS, SPACERS, TAPES, & GASKETS
7. ALUMINUM ENTRANCES
8. REVOLVING DOORS
9. INTRODUCTION TO SEALANTS
10. SEALANTS - JOINT DESIGN AND SUBSTRATE PREPARATION
11. SEALANT APPLICATION, FAILURE AND TESTING
12. FINAL EXAM SEMESTER FOUR

**TOTAL HOURS**

**144**

**THIRD YEAR      SEMESTER FIVE**

---

1. MATHEMATICS FOR THE GLAZING TRADE
2. STRUCTURAL GLAZING
3. RIBBON WINDOW SYSTEMS
4. INTRODUCTION TO CURTAINWALL
5. CURTAINWALL LAYOUT
6. PRESSUREWALL
7. HIGH RISE AND HIGH SPAN CURTAINWALL CONSTRUCTION
8. SUSPENDED GLAZING
9. FOREMAN TRAINING
10. COMMUNICATION SKILLS
11. INTRODUCTION TO ARCHITECTURAL / SHOP DRAWINGS
12. MID-TERM EXAM SEMESTER FIVE

**APPENDIX B  
GLAZIER**

RAIS CODE: 0221 O\*NET CODE: 47-2121.00

**SEMESTER SIX**

1. INTRODUCTION TO STOREFRONTS
2. ARCHITECTURAL METAL
3. MATERIALS LIST
4. STOREFRONTS - PART I
5. LAYOUT AND MEASUREMENT OF STOREFRONTS
6. FABRICATING STOREFRONTS
7. INSTALLING STOREFRONTS
8. GLAZING AND SEALING STOREFRONTS
9. STOREFRONTS - PART II
10. INTRODUCTION TO BLUEPRINTS
11. BASICS OF SKETCHING
12. BLUEPRINT READING
13. FINAL EXAM SEMESTER SIX

**TOTAL HOURS**

**144**



**APPENDIX B**  
**FLOOR COVERING INSTALLER (FLOOR LAYER)**  
RAIS CODE: 0201 O\*NET CODE: 47-2042.00

**RELATED INSTRUCTION**

**FIRST YEAR**

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1. INTRODUCTION TO THE TRADE
2. MATERIALS OF THE TRADE
3. MATHEMATICS & MEASUREMENT BASIC
4. SURFACE PREPARATION
5. LABOR HISTORY
6. FIT INSTALLATION TRAINING (BOOK I)
7. OSHA 10-HR OUTREACH PROGRAM

**TOTAL HOURS**

**144**

**SECOND YEAR**

---

1. GLOSSARY FOR FLOOR COVERING TRADES
2. MATHEMATICS - FRACTIONS, DECIMALS, ANGLES & PERCENTAGES I
3. SHEET GOODS
4. COVING SHEET GOODS
5. FIT INSTALLATION TRAINING (BOOK II)
6. BLUEPRINT READING
7. FIRST AID / CPR

**TOTAL HOURS**

**144**

**THIRD YEAR**

---

1. TILE LAYOUT & INSTALLATION
2. VINYL BACK FLOOR COVERING
3. LAMINATE FLOOR
4. MATHEMATICS-FRACTIONS, DECIMALS, ANGLES, & PERCENTAGES II
5. SPECIAL JOBS
6. COMMUNICATION SKILLS
7. FIT INSTALLATION TRAINING (BOOK III)
8. ERGONOMICS TRAINING

**TOTAL HOURS**

**144**

## **APPENDIX C**

Insert appropriate Registration Agency  
Apprenticeship Agreement (Appendix C) here.

**Appendix D  
AFFIRMATIVE ACTION PLAN**

**ADOPTED BY**

**International Union of Painters and Allied Trades  
Joint Apprenticeship and Training Committee**

(Location: \_\_\_\_\_)

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

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

**APPROVED BY**

---

**REGISTRATION AGENCY**

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

### **SECTION I - INTRODUCTION**

The International Union of Painters and Allied Trades Joint Apprenticeship and Training Committee (JATC) enter this Plan with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The JATC seeks to increase the recruitment of qualified women and minorities for possible selection into the apprenticeship program in the event females and/or minorities are underutilized in the apprenticeship program. The JATC hereby adopts the following nondiscriminatory pledge and Affirmative Action Plan.

This Plan is a supplement to the Apprenticeship Standards. Any changes made by the Program Sponsor shall become part of this written Plan, once approved by the Bureau of Apprenticeship and Training, U. S. Department of Labor.

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

The JATC commits to the following Equal Opportunity Pledge:

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

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

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, JATC pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women's labor force in the JATC's labor market area. Once the labor force is determined, the JATC can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency.

**AFFIRMATIVE ACTION PLAN  
WORKFORCE ANALYSIS**

FOR AMS CODE: \_\_\_\_\_ OCCUPATIONAL TITLE: \_\_\_\_\_

Sponsor: \_\_\_\_\_ AIMS #: \_\_\_\_\_  
Address \_\_\_\_\_ 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**

Journey person:

Total Journey persons

Women \_\_\_\_\_ % of Journey persons  
Minority \_\_\_\_\_ % of Journey persons

Apprentices:

Total Apprentices

Women \_\_\_\_\_ % of Apprentices  
Minority \_\_\_\_\_ % of Apprentices

---

**DETERMINATION OF UTILIZATION**

MINORITY UNDERUTILIZATION YES \_\_\_\_\_ NO \_\_\_\_\_  
WOMEN 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**

---

**TITLE**

**DATE**

**DATE**

#### SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

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

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

The announcement shall include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the JATC's equal opportunity policy. Applications will be taken for no less than a two (2) week period.

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

work experience or prepare candidates for apprenticeship; the JATC shall make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

- G. Utilizing journey persons to assist in the implementation of affirmative action in the apprenticeship program.
- H. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc.; use of present minority and female apprentices and journey workers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions)  
(Identify Action :)

#### **SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The JATC will make an annual review of its current Affirmative Action Plan and its overall effectiveness and institute any revisions or modifications warranted. The review shall analyze (independently and collectively) the affirmative action steps taken by the JATC for evaluating the positive impact, as well as the adverse impact in the areas of Outreach and Recruitment, Selection, Employment, and Training. They will work diligently to identify the cause and affect those results from their affirmative action measures. The JATC will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity (ies). All changes to the Affirmative Action Plan must be submitted to the Registration Agency for registration. The JATC will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented.

The goals and timetables also will be reviewed annually and updated where necessary.



**SECTION VI - OFFICIAL ADOPTION**

This Affirmative Action Plan is officially adopted by the International Union of Painters and Allied Trades (*Local Number*) Joint Apprenticeship and Training Committee on this \_\_\_\_\_ Day of \_\_\_\_\_ (*Year*).

LABOR

MANAGEMENT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

FOR EACH BOX CHECKED IN SECTION IV, LIST EACH SPECIFIC STEP THAT THE JATC WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP.

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**APPENDIX D**  
**QUALIFICATIONS**  
**AND**  
**SELECTION PROCEDURE A**

**ADOPTED BY**

**International Union of Painters and Allied Trades**  
**Joint Apprenticeship and Training Committee**

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

APPROVED BY \_\_\_\_\_  
REGISTRATION AGENCY

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

*The certification of this selection procedure is not a determination that, when implemented, the selection procedure meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR part 60-3) or Title 29 CFR Part 30.*

## **SECTION I - MINIMUM QUALIFICATIONS**

Applicants shall meet the following minimum qualifications:

- A. **AGE**  
All applicants shall be at least eighteen (18) years of age \*except as noted in "B" below. Applicants are required to submit reliable proof of age.
- B. **EDUCATION**  
Shall possess sufficient educational knowledge to satisfactorily complete the on-the-job training and related technical instruction. A high school diploma or GED equivalency is recommended.

\*An applicant who is seventeen (17) years of age and is participating in a school-to-work program or equivalent and who otherwise meets all qualifications may be rated and ranked and placed on the pool of eligible list. Such an applicant must provide proof that a high school diploma or GED has been awarded and must be eighteen (18) years of age prior to being indentured to the sponsor.

- C. **PHYSICAL**  
Shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others.

## **SECTION II - APPLICATION PROCEDURES**

- A. 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 sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the JATC.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age – driver's license, birth certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualification. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing 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.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview.

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

- A. The Sponsor shall schedule the interview and evaluation session. All applicants who have met the basic qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the Applicant Rating Form taking into account the information on the application, required documents, if applicable, and the judgment derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a Ranking List according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It shall be the responsibility of the applicant to keep the Sponsor informed of their current mailing address and phone number.
- F. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by Certified Mail-Return Receipt Requested, to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them 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 on the ranking list will be required to reapply.

- H. During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

Youth who complete a Job Corps training program in any occupation covered in the Apprenticeship Standards who meet the minimum qualification of the apprenticeship program, shall be admitted directly into the program. The Program Sponsor shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates shall be done without regard to race, color, religion, national origin, or sex.

**SECTION IV - MAINTENANCE OF RECORDS**

IUPAT JATC will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including but not limited to job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with these regulations, as may be required by the Department. The records pertaining to individual applicants, selected or rejected, shall be maintained in such manner as to permit the identification of minority and female (minority and non-minority) participants.

In addition to the above requirements, adequate records shall include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records shall be maintained for 5 years and made available upon request to the Department of Labor or other authorized representative.

**SECTION V - OFFICIAL ADOPTION OF SELECTION PROCEDURES**

The foregoing Selection Procedures are hereby officially adopted by the International Union of Painters and Allied Trades (*Local Number*) Joint Apprenticeship and Training Committee on this \_\_\_\_\_ Day of \_\_\_\_\_, (*Year*).

LABOR

MANAGEMENT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

**APPENDIX D**

QUALIFICATIONS  
AND  
SELECTION PROCEDURE B

ADOPTED BY

International Union of Painters and Allied Trades  
Joint Apprenticeship and Training Committee

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

APPROVED BY \_\_\_\_\_  
REGISTRATION AGENCY

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

The certification of this selection procedure is not a determination that, when implemented, the selection procedure meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR part 60-3) or Title 29 CFR Part 30

## **SECTION I - MINIMUM QUALIFICATIONS**

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

- a. Age: Shall be at least 18 years of age
- b. Education: Shall possess sufficient educational knowledge to satisfactorily complete the on-the-job training and related technical instruction. A high school diploma or GED equivalency is recommended.
- c. Physical: Shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health or safety of the individual or others.

## **SECTION II - APPLICATION PROCEDURES**

- A. 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 sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the JATC.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age – driver's license, birth certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualification. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing 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.

Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview.



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

1. Applicants meeting all qualifications and requirements of the Apprenticeship Standards must apply to the JATC.
2. The applicant is then screened by the JATC on the basis of approved election criteria.
3. There will be no testing of applicants.
4. Applicants who meet the screening requirements and are accepted by the JATC as eligible for apprenticeship, are provided a Statement of Eligibility form, and then referred to participating contractors who are hiring.
5. When the Applicant is accepted by a Contractor he/she must return to the Coordinator's office with a completed, signed Intent to Hire form indicating the starting date of employment.
6. The Contractor will keep a list of all Applicants interviewed, along with the time and date and name of the person who conducted the interview. This list will be sent to the office where the records of the Apprenticeship Program are housed at least once each quarter.
7. The eligible Applicant will be indentured by the JATC upon receipt of the completed, signed Intent to Hire form.
8. Each applicant will have 30 calendar days to secure employment.
9. At the end of 30 days, one attempt will be made to contact the applicant by telephone to verify continued interest. If applicant can not be reached by telephone, one certified letter will be sent to the applicant notifying him/her that the 30 days allotted search for employment has expired. The letter will state that if the applicant is still interested in pursuing apprenticeship they must contact the JATC's office. If the applicant does not respond within 21 calendar days, then he/she will be disqualified.

Youth who complete a Job Corps training program in any occupation covered in the Apprenticeship Standards' who meet the minimum qualification of the apprenticeship program, shall be admitted directly into the program. The Program Sponsor shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates shall be done without regard to race, color, religion, national origin, or sex.

**SECTION IV - MAINTENANCE OF RECORDS**

IUPAT JATC will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including but not limited to job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with these regulations, as may be required by the Department. The records pertaining to individual applicants, selected or rejected, shall be maintained in such manner as to permit the identification of minority and female (minority and non-minority) participants.

In addition to the above requirements, adequate records shall include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records shall be maintained for 5 years and made available upon request to the Department of Labor or other authorized representative.

**SECTION V - OFFICIAL ADOPTION OF SELECTION PROCEDURES**

The foregoing Selection Procedures are hereby officially adopted by the International Union of Painters and Allied Trades (*Local Number*) Joint Apprenticeship and Training Committee on this \_\_\_\_\_ Day of \_\_\_\_\_, (*Year*).

LABOR

MANAGEMENT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

**International Union of Painters and Allied Trades  
Joint Apprenticeship and Training Committee**

*(Include Local Union letterhead and/or District Council)*

**STATEMENT OF ELIGIBILITY**

The applicant named below has met the minimum qualifications for acceptance into the Pool of Eligibles and this letter certifies that the applicant is eligible for referral to any Participating Employer. Once an employer from the list of participating employers offers employment, and before starting to work, the applicant must return to the JATC with a completed and signed Intent to Hire letter from the employer on the company's letterhead stating the date employment will begin. At that time, the applicant will sign the Apprenticeship Agreement and be registered with the JATC.

**Name of Applicant:**

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Social Security #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Trade:** \_\_\_\_\_

\_\_\_\_\_

**Signature**

**Date**

**(Authorized JATC Representative)**

*(Good only for 30 days from date signed.)*

\_\_\_\_\_  
**Signature of applicant**

*(To be used with Selection Procedure B)*

**(EMPLOYER LETTERHEAD)**

**STATEMENT OF INTENT TO HIRE**

I (We) herewith submit this Statement of Intent to Hire for the applicant named below and request that this applicant be referred to us for employment. Our work situation is such that we intend and expect to be able to employ this person on a continuous basis, contingent on satisfactory performance and unless circumstances of the trade beyond our control make it necessary to suspend our training and employment of this applicant.

**Name of Applicant:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

**Name of Contractor:** \_\_\_\_\_

**Requested Start Date:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Physical Address:**  
\_\_\_\_\_

**Mailing Address:**  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**FAX No.** \_\_\_\_\_

\_\_\_\_\_  
**Signature and Title of Authorized Contractor Representative      Date**

**PLEASE SIGN AND RETURN THIS FORM TO (NAME OF SPONSOR AND ADDRESS).**  
*If you have questions, please contact this office at (include telephone number).*

***(To be used with Selection Procedure B)***