

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> National Guideline Standards - Independent Electrical Contractors Inc. (IEC) National Apprenticeship and Training Committee Code: 400.1
Symbols: DSNIP/SDO		Action: Immediate

PURPOSE: To transmit to the Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) staff revised National Guideline Standards for the Independent Electrical Contractors Inc. (IEC) National Apprenticeship and Training Committee.

BACKGROUND: The OATELS Administrator certified the revised National Guideline Standards for IEC on July 16,2002. Two changes to be noted in the standards include revised educational requirements under Section IV, Qualifications For Apprenticeship; and revised ratio and supervision language in Section VII, Ratio Of Apprentices To Journeyman Electricians. This revised language is consistent with guidance issued under Circular 88-11. An electronic copy of the National Guideline Standards is attached for your information and use.

If you have any questions, please contact Steve Opitz at (202) 693-3813.

ACTION: OATELS/BAT staff should thoroughly review and retain a copy of this bulletin, including all attachments, as a source for developing apprenticeship standards and/or providing technical assistance.

NOTE: This bulletin is being sent via electronic mail (e-mail)

Attachment

NATIONAL GUIDELINES
FOR APPRENTICESHIP STANDARDS

developed by

**INDEPENDENT ELECTRICAL CONTRACTORS, INC. NATIONAL APPRENTICESHIP
AND TRAINING COMMITTEE**

for the occupation of

JOURNEYMAN ELECTRICIAN

O*NET/SOC CODE: 47-2111.00 RAIS CODE: 0159

**DEVELOPED IN COOPERATION WITH THE
UNITED STATES DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING**

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

BY:

/S/ ANTHONY SWOOPE

**ANTHONY SWOOPE, ADMINISTRATOR
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

**CERTIFICATION DATE: JULY 16, 2002
CERTIFICATION NUMBER: C-90056**

**SERVING THE INDUSTRY WITH A BUREAU OF APPRENTICESHIP AND TRAINING (BAT)
APPROVED APPRENTICESHIP PROGRAM**

FOREWORD

Recognizing the technological changes, new materials, and new methods which are constantly being incorporated into the practice of electrical construction, and realizing the need for more highly qualified construction mechanics, with the ability to solve the advanced mechanical problems encountered in the construction industry and appreciating the salutary effects upon workers, contractors, and the public accruing from effectively meeting those needs, the INDEPENDENT ELECTRICAL CONTRACTORS, INC. (IEC), resolves to establish and provide these National Guideline Standards of Apprenticeship, in cooperation with the Office of Apprenticeship Training, Employer and Labor Services, U.S. Department Of Labor.

These Standards will provide the basis for comprehensive programs of on-the-job training and classroom related and supplemental instruction leading to the graduation of fully qualified Journeyman Electricians. Periodic review and revision of these Standards as herein provided will assure continuing upgrading and updating, and will facilitate replication of the Standards in all geographical areas of the United States.

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 U.S. Department of Labor's Bureau of Apprenticeship and Training, 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 Guideline Standards is to provide policy and guidance to IEC Chapters and Members-at-Large in developing Standards for Apprenticeship for local approval and registration. These National Guideline Standards developed by the National Apprenticeship and Training Committee (NATC) are certified by the Office of Apprenticeship Training, Employer and Labor Services, 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 Chapter or Single Employer programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the Apprenticeship Standards.

Standards of Apprenticeship must be developed and registered by each IEC Chapter or IEC Member-at-Large that undertakes to carry out an apprenticeship-training program. The Standards of Apprenticeship will be the written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed to by the IEC Chapter members, and must meet all the requirements of the local Registration Agency.

The establishment of Apprenticeship Programs under these National Guideline Standards will provide IEC Members with a skilled and versatile work force by providing apprentices the opportunity to become journeymen through an organized and properly supervised program of training, practical experience and related and supplemental instruction.

POLICY STATEMENT

On and after the date upon which these National Guideline Standards of Apprenticeship are duly executed and adopted by the IEC, it shall be the policy of each employer member of IEC utilizing this program that all apprentices employed in the electrician's trade shall be governed by the terms of these Standards.

Where an IEC Chapter exists or is eventually established, the employer may participate under Chapter Standards.

Where there is no Chapter Apprenticeship Program, an individual employer member may establish and register Standards using the National Standards as guide.

All Apprenticeship Standards developed for use in programs utilizing IEC training materials shall be reviewed by the National Apprenticeship and Training Committee of IEC, Inc. prior to initial registration. It is recommended that subsequent revisions to those standards be reviewed prior to registration.

IEC NATIONAL APPRENTICESHIP AND TRAINING COMMITTEE (NATC)

In order to ensure continuous activity and progress in apprenticeship and training within IEC's Membership, the IEC NATC was established. The IEC NATC shall be responsible for the overall development of the National Guideline Apprenticeship Standards, and provide updated apprentice training for IEC Chapters and Members at Large, and their employees.

The attached National Guideline Standards are for IEC Chapter and Member-At-Large Apprenticeship and Training Committees (ATCs) to utilize in developing their local Apprenticeship Standards. The NATC looks to the cooperative effort and initiative of ATCs to increase and maintain long-lasting apprenticeship activities.

The IEC NATC shall be composed of principals, officers, or other designated representatives of contractor members of the Independent Electrical Contractors, Inc. appointed in accordance with the bylaws of the Committee.

Except as otherwise specifically provided for in the National Guideline Standards, any disputes arising out of the application of the provisions of a local program, which are not resolved by the ATC, or the NATC shall be subject to resolution via appeal to ATELS/BAT.

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 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.

A sample Affirmative Action Plan and Selection Procedure are attached. If the indicated selection procedure is not acceptable to the program sponsor, an alternative approach may be selected from 29 Code of Federal Regulations 30.5(b).

Representatives of the Registration Agency are available to assist the ATC in developing its Standards of Apprenticeship, Affirmative Action Plan and Selection Procedure 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 Registration Agency for approval and registration.

**OFFICIAL ADOPTION OF NATIONAL GUIDELINES FOR
APPRENTICESHIP STANDARDS:**

The Independent Electrical Contractors, Inc. National Apprenticeship and Training Committee hereby officially adopts these National Guidelines for Apprenticeship Standards on this ____ day of _____, 2002.

Signature

John Sayne
NATC Chairman

Signature

Greg Holloway
NATC Secretary/Treasurer

Signature

Gary Baumgartner
IEC National President

******* SAMPLE *******

STANDARDS OF APPRENTICESHIP

developed by

(NAME OF IEC MEMBER or IEC CHAPTER)

for the occupation of

Journeyman Electrician

O*NET/SOC CODE: 47-2111.00 RAIS CODE: 0159

APPROVED BY

(REGISTRATION AGENCY)

**SERVING THE INDUSTRY WITH A BUREAU OF APPRENTICESHIP AND TRAINING (BAT)
APPROVED APPRENTICESHIP PROGRAM**

TABLE OF CONTENTS

	Page
Foreword.....	iii
Definitions	iv
SECTION I. Program Administration	1
SECTION II. Equal Opportunity Pledge.....	3
SECTION III. Affirmative Action Plan	3
SECTION IV. Qualifications for Apprenticeship	3
SECTION V. Selection of Apprentices	4
SECTION VI. Apprenticeship Agreement	4
SECTION VII. Ratio of Apprentices to Journeyman Electricians	5
SECTION VIII. Term of Apprenticeship	6
SECTION IX. Probationary Period.....	6
SECTION X. Hours of Work	6
SECTION XI. Apprentice Wage Progression	7
SECTION XII. Credit for Previous Experience.....	8
SECTION XIII. Work Experience.....	8
SECTION XIV. Related and Supplemental Instruction	8
SECTION XV. Safety and Health Training.....	9
SECTION XVI. Supervision of Apprentices	9
SECTION XVII. Records and Examinations.....	10
SECTION XVIII. Maintenance of Records.....	10
SECTION XIX. Certificate of Completion	11
SECTION XX. Notice to Registration Agency	11
SECTION XXI. Registration, Cancellation and Deregistration	11
SECTION XXII. Amendments and Modifications.....	11
SECTION XXIII. Adjusting Differences/Complaint Procedure	12
SECTION XXIV. Transfer of Training Obligations	13
SECTION XXV. Responsibilities of the Apprentice.....	13
SECTION XXVI. Consultants	14
SECTION XXVII. Signature Page Adopting Apprenticeship Standards	15

- Appendix A - Trade Schedule (on-the-job training outline)
- Appendix B - Related and Supplemental Instruction Outline
- Appendix C - Sample Apprenticeship Agreement
- Appendix D - Affirmative Action and Outreach Plan
- Appendix E - Qualifications and Selection Procedures
- Appendix F - Employer Acceptance Agreement

FOREWORD

These [*insert name of IEC Member or Chapter Apprenticeship and Training Committee (ATC)*] Apprenticeship Standards have as their objective, the training of Electricians skilled in all phases of the industry. The ATC recognizes that in order to accomplish this, there must be well-developed on-the-job training and related and supplemental instruction.

This recognition has resulted in the development of these Apprenticeship Standards. They were developed in accordance with the basic standards recommended by the United States Department of Labor's Office of Apprenticeship Training, Employer and Labor Services, and in conjunction with the Independent Electrical Contractors, Inc.'s National Apprenticeship and Training Committee as a basis from which ATCs can work to establish an apprenticeship training program that meets the particular needs of the Chapter or Member-at-Large.

DEFINITIONS -29.2

APPRENTICE: Any individual employed by a company meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the IEC Member or Chapter Apprenticeship and Training Committee (ATC), employer and Registration Agency providing for on-the-job training and related and supplemental instruction under the Standards, and who is registered with the Registration Agency.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the Apprenticeship and Training Committee, Registration Agency, and/or employer, if applicable, 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 shall be approved by the ATC and registered with the Registration Agency.

APPRENTICESHIP AND TRAINING COMMITTEE (ATC): Shall mean the Apprenticeship and Training Committee of the IEC Member or Chapter, Independent Electrical Contractors, Inc. (IEC), organized pursuant to these apprenticeship and training standards and the chapter bylaws.

APPRENTICESHIP COORDINATOR: shall mean that person designated by the Board of Directors of the Chapter, or employer member, of the Independent Electrical Contractors, Inc. who shall be charged with coordinating the activities of apprentices in the related and supplemental instruction and on-the-job training, through conferences, written reports and telephone conversations. The Coordinator shall be the official interface between the member or chapter and the Registration Agency and shall report to the Chairperson of the ATC. In instances where an individual employer administers these Standards, the Supervisor of Apprentices shall assume the duties of Apprenticeship Coordinator.

CERTIFICATE OF COMPLETION: 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. 29.5(b)(15)

CHAPTER: Shall mean the (Specify Chapter Name) Chapter, Independent Electrical Contractors, Inc. (IEC).

DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.): Provides basic occupational information including job definitions, detailed tasks to be performed, and a number indicating a range of time to prepare for average performance in the occupation. The last update to the D.O.T. was completed in 1991. Much of the data in the D.O.T. was collected much earlier than that, during the 1970's, which does not accommodate the needs of today's labor market. An Advisory Panel on

the Dictionary of Occupational Titles was convened in 1990 and published a report in 1993 that laid the basis for the development of the Occupational Information Network, or O*NET.

EMPLOYER: Shall mean any contractor member of IEC utilizing the Apprenticeship and Training Standards per agreement in Appendix F.

JOURNEYMAN ELECTRICIAN: Shall mean a skilled specialist individual that is competent in the theory and practice of the electrical trade or craft. Note: The use of the term Journeyman refers only to the recognized skill level attained within the electrical industry and is not a reference to gender.

NATIONAL APPRENTICESHIP AND TRAINING COMMITTEE: Shall mean the Apprenticeship and Training Committee of the National IEC organization, established under the National Bylaws of the Association, to provide administrative assistance to the Association's Chapters in implementing the Standards locally, to oversee general conformity of programs conducted by Chapter or Member(s) in accordance with these standards, and to act as an appellate committee from ATCs in disputes arising from interpretation of the Standards.

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

PROGRAM SPONSOR: The IEC Chapter or IEC Employer Member Apprenticeship and Training Committee (ATC) in whose name the Standards of Apprenticeship shall be registered, and which shall have the full responsibility for administration and operation of the apprenticeship program.

REGISTERED APPRENTICESHIP INFORMATION SYSTEM (RAIS): The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs. Formerly known as the Apprenticeship Information Management System (AIMS).

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

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

SUPERVISOR OF APPRENTICES: Shall mean an individual designated by the employer to perform the duties outlined in the Standards, who shall work in cooperation with the Apprenticeship Coordinator and the Apprenticeship and Training Committee.

SECTION I. - PROGRAM ADMINISTRATION

Apprenticeship and Training Committee (ATC) Organization

- A. The administrative body under these standards shall be the Apprenticeship and Training Committee of the (Specify Name of Chapter or Member), IEC, Inc.
- B. The ATC shall consist of three or more persons. Chapter ATCs will consist of three or more Member Company Representatives designated by the Chapter. The Executive Director of the Chapter or Apprenticeship Coordinator will serve as ex-officio members of the Chapter ATC. Individual Company ATCs will consist of at least three company employees designated by the employer. Designated ATC members will serve as stipulated in the Standards. Any ATC member whose firm ceases to be a member of the (Insert name of Chapter IEC) will cease to serve on the Chapter Committee.
- C. The ATC shall have a Chairperson and a Secretary and they shall continue to have the right of voice and vote on all matters before the Committee.
- D. The ATC should meet at least bimonthly at a time and place to be determined by the Chairperson with proper notice being given to each ATC member. The ATC shall ensure that periodic reviews are conducted, of every apprentice in training and that appropriate improvements or modifications in training schedules, schooling and other training activities are undertaken. Written minutes of the meetings shall be kept.
- E. A quorum of the ATC for the transaction of business shall be (as stated in the Chapter Standards). The ATC shall establish such additional rules and regulations to govern its administrative procedures as shall from time to time be required. The Standards may be modified at any time by action of the ATC and submitted to the Registration Agency. No revision of the Standards shall alter agreements then in effect without the written consent of all apprenticeship parties thereto. No modification or revision of the Standards shall become effective until approved by the Registration Agency. Note: It is recommended that the ATC submit any proposed modifications or revisions to the NATC for review prior to submittal to the Registration Agency.
- F. Consultants, such as those from the U.S. Department of Labor, Bureau of Apprenticeship and Training, State Apprenticeship Agencies, and vocational schools, may be requested to sit with the ATC in an advisory capacity.

Apprenticeship and Training Committee (ATC) Duties and Responsibilities:

- A. Establish minimum standards of training and work experience for apprentices.
- B. Screen and select qualified applicants for apprenticeship and refer such applicants to the employers.
- C. Maintain adequate records in all areas related to the selection and training of apprentices in such a manner as to permit identification of minority and women applicants, and apprentice progress on-the-job and in related and supplemental instruction.

- D. Hear and resolve all complaints of violation of apprenticeship agreements. The employer of the apprentice may consult with the Sponsor at any time for an interpretation of any provision of the Standards over which there may be a dispute. The Registration Agency may also be consulted by either the apprentice, or by the Sponsor for an interpretation of any provision over which differences may occur. The name and address of the appropriate party who is to receive and process complaints must be identified in the Standards.
- E. Authorize signature of apprenticeship agreements between the apprentice and the Sponsor and submit them to the Registration Agency for registration. The Sponsor shall promptly notify the Registration Agency of any cancellations, suspensions, reinstatements, credit granted and completions of apprenticeship.
- F. Evaluate progress of apprentices in technical knowledge and on the job performance in cooperation with the classroom instructor and the employers.
- G. Provide continuous employment for apprentices insofar as possible and maintain appropriate records to show previous work experience for credit toward apprenticeship whenever a transfer becomes necessary. The Sponsor shall further, with the consent of the apprentice, have the responsibility and authority (29.5(b)(13)) to refer apprentices among employers so as to assure well-rounded work experience conforming to the on-the-job training outline.
- H. Notify the Registration Agency when apprentices have completed the training program and request issuance of a Certificate of Completion from the Registration Agency.
- I. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in touch with all parties concerned; apprentices, employers and journeymen.
- J. The Executive Director of the chapter, Apprenticeship Coordinator or the Sponsor's Supervisor of Apprentices, or other designee(s), shall visit the schools where related and supplemental instruction is conducted to assure compliance with the Standards.

Employer Responsibilities:

The employer agrees that the apprentice shall be allowed to work under such conditions as shall result in normal development and advancement, and shall require the apprentice to make satisfactory progress in both on-the-job and related and supplemental instruction.

Apprenticeship Coordinator Duties and Responsibilities

The Apprenticeship Coordinator shall be charged with coordinating the activities of apprentices in the related and supplemental instruction and on-the-job training, through conferences, written reports and telephone conversations. The Coordinator shall be the official interface between the member or chapter and the Registration Agency and shall report to the Chairperson of the ATC. In instances where an individual employer administers these Standards, the Supervisor of Apprentices shall assume the duties of Apprenticeship Coordinator.

SECTION II. - EQUAL OPPORTUNITY PLEDGE - 29.5(b)(20) – 30.3(b)

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

SECTION III. - AFFIRMATIVE ACTION PLAN - 29.5(b) – 30.3(f)

If the Sponsor indentures five or more apprentices, the Sponsor shall adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR Part 30. The Affirmative Action Plan and Selection Procedures shall be attached as Appendix D & E of these Standards.

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

Applicants shall meet the following minimum qualifications:

A. Age

Apprentices must be not less than 16 years of age; unless otherwise permitted by State and Federal regulations.

B. Education

All Applicants shall be high school graduates or possess a certificate of equivalency (GED).

Option 1 - Applicants registered under an approved School-To-Apprenticeship (STA) Agreement must be in the process of, and continue in obtaining their High School Diploma.

Option 2 – In the event that the program sponsor determines that demographic conditions in an area preclude recruitment of an adequate number of qualified apprentices with a high school diploma or GED, applicants who do not meet the minimum educational requirements may be considered for entrance into the program, provided the applicants agree to undertake the additional remedial study necessary to successfully fulfill the requirements of this apprenticeship program. Such remedial instruction/courses may or may not be provided by the sponsor and/or employer.

Note: It is not intended that successfully operating programs established prior to the adoption of these standards be required to alter their existing educational requirements.

C. Physical - 30.5(4)(b)

Applicants 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 V. - SELECTION OF APPRENTICES

Selection into the apprenticeship program shall be in accordance with the selection procedures made a part of these standards. (Appendix E)

SECTION VI. - APPRENTICESHIP AGREEMENT - 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related and supplemental instruction, the apprentice shall be covered by a written apprenticeship agreement (Appendix C) signed by the ATC 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. A copy of each agreement shall be furnished to the apprentice, the ATC, the Registration Agency, and the employer.

Prior to signing the Apprenticeship Agreement, each selected applicant shall be given an opportunity to read and review these Standards and the ATC's written rules that pertain to apprenticeship.

The Registration Agency shall be advised promptly of the execution of each Apprenticeship Agreement and shall be given all the information required for registering the apprentice.

SECTION VII. - RATIO OF APPRENTICES TO JOURNEYMAN ELECTRICIANS - 29.5(b)(7)

The number of apprentices employed on a given job site will not exceed a ratio of two apprentices for each journeyman electrician normally employed at the trade **in accordance with the following provisions:**

(a) One apprentice may be in any period of training in their apprenticeship, and will be under the direct supervision of a journeyman electrician.

(b) A second apprentice who has successfully completed **a minimum of 5,000** hours of on-the-job training and the appropriate period of related and supplemental instruction may be permitted to perform work **under the indirect** supervision of the same journeyman electrician. Indirect supervision must meet the requirements of Section XVI of these apprenticeship standards.

(c) Any work assigned to an apprentice eligible **under (b) of this provision**, must be reasonable and prudent in relation to the individual apprentice's knowledge, skills and ability, consistent with their progress in apprenticeship.

The Sponsor agrees that only such number of apprentices will be employed as can be given proper and thorough training and supervision, as well as a reasonable opportunity for employment in the trade after completion.

This provision for increased apprentice to journeyman electrician ratio will provide local area sponsors with expanded opportunity to increase female and/or minority participation in the electrical construction industry.

For purposes of this section, a job site is considered to be the physical location where employees report for their work assignments. The employer's shop (service center) is considered to be a separate, single job site. All other physical locations where workers report for work are each to be considered a single, separate job site.

The above ratio language and permission to work apprentices without direct supervision will be permitted for a trial period of not more than three (3) years, from the date of approval by the administrator. The program sponsor will provide at least annually, information relative to accidents, injury's and deaths of any apprentices who were employed under the conditions of this trial ratio. These reports will be due in the ATELS Administrator's Office on the thirty-first day of March of each new calendar year. The Office of Apprenticeship Training, Employer and Labor Services reserves the right to rescind this trail ratio upon receipt of sufficient evidence that this trail ratio may not be in the best interest or protect the welfare of the apprentice.

SECTION VIII. - TERM OF APPRENTICESHIP - 29.5(b)(2)

The term of apprenticeship shall consist of 8,000 hours of on-the-job training (Appendix A) supplemented by a minimum of 576 hours of related and supplemental instruction (Appendix B). Full credit shall be given for the probationary period. All apprentices shall be trained in all aspects of the trade necessary to qualify them upon completion as Journeyman Electricians.

SECTION IX. - PROBATIONARY PERIOD - 29.5(b)(8), (b)(19)

All applicants selected for apprenticeship shall serve an initial probationary period not to exceed the first year of on-the-job training (approximately 2,000 hours) and related and supplemental instruction (approximately 144 hours). This probationary period allows an apprentice time to ensure that the type of work is to his or her liking and the program sponsor to determine whether a candidate is suited to the work.

During the probationary period either the apprentice or the ATC 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 and supplemental instruction, and any disciplinary action taken during the probationary period.

Any 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 ATC for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the ATC shall provide written notice to the apprentice and to the Registration Agency of the final action taken.

SECTION X. - HOURS OF WORK

The hours of work for apprentices and the conditions associated therewith shall be the same as those for journeyman electricians. The apprentice shall not be required or permitted to work such hours as will interfere with attendance at related and supplemental instruction classes, except in cases of emergency. In any such case, an officer of the employer shall notify the Sponsor in writing, on company stationery.

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

SECTION XI. - APPRENTICE WAGE PROGRESSION - 29.5(b)(5)

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 and supplemental instruction. Before an apprentice is advanced to the next period of training or to journeyman status, the ATC shall evaluate all progress to determine whether advancement has been earned by satisfactory on-the-job training and in related and supplemental instruction classes. In determining whether satisfactory progress has been made, the ATC shall be guided by the work experience and related and supplementary instruction records and reports.

The progressive wage schedule shall be an increasing percentage of the wage rate as established in the following:

The Sponsor shall, at the same time each year, survey the actual wage rate of first year journeyman electricians employed by participating contractors during the previous twelve months and establish an average wage rate. The Sponsor shall notify the Registration Agency of this new average wage rate.

Each apprentice wage rate shall be a percentage of the established average wage rate of first year journeyman electricians; employed by the sponsor (if an individual company program) or by the IEC Member Contractors participating in the apprenticeship program being conducted by the Sponsor. Increases will be based on satisfactory completion of both hours worked and the appropriate period of related and supplemental instruction. In no case shall the starting wages of apprentices be less than that required by the Federal Labor Standards Act as amended or any local law affecting minimum wage.

The suggested percentages to be paid apprenticeship shall be as follows:

<u>Period</u>	<u>Percentage</u>	<u>Period</u>	<u>Percentage</u>
1 st 1000 hours =	40%	5 th 1000 hours =	65%
2 nd 1000 hours =	45%	6 th 1000 hours =	70%
3 rd 1000 hours =	50%	7 th 1000 hours =	80%
4 th 1000 hours =	60%	8 th 1000 hours =	85%

On jobs where the U.S. Department of Labor's prevailing wage is required, the appropriate percentage above shall be applied to such prevailing wage so long as the apprentice is employed on such jobs.

SECTION XII. - CREDIT FOR PREVIOUS EXPERIENCE - 29.5(b)(12)

Apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards of Apprenticeship may receive credit for previous experience and shall be paid the rate for previous experience to which such credit advances them.

Credit for previous experience may be granted after the evaluation by the Sponsor and a trial period of no less than 30 nor more than 100 days, with the agreement of the employer. Credit may also be granted for completion of related technical training upon submission of satisfactory evidence to the Sponsor and completion of such tests as the Sponsor may prescribe. Apprentices are to pass required examinations to determine the amount of credit received toward the completion of the related and supplementary instruction. Apprentices may receive credit for no more than the first two years of apprenticeship.

The Registration Agency shall be notified of any such credit granted by the Sponsor.

SECTION XIII. - WORK EXPERIENCE - 29.5(b)(3)

During the apprenticeship the apprentice shall receive such on-the-job training and related and supplementary instruction in all phases of the Electrician trade necessary to develop the skill and proficiency of a journeyman electrician. The on-the-job training shall be under the direction and guidance of the Supervisor of Apprentices.

The Work Process is covered in the attached Schedule of Work Experience (Appendix A).

SECTION XIV. - RELATED AND SUPPLEMENTARY INSTRUCTION - 29.5(b)(4)

During each period of training each apprentice is required to attend classes in subjects related to the job as outlined in Appendix B. The recommended term of apprenticeship shall include no less than 144 hours of related and supplementary instruction for the Electrician trade each year of the apprenticeship. Apprentices agree to take such subjects as the ATC may require. The ATC shall secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational school or other schools that can furnish related and supplementary instruction, the apprentice shall be required to take a correspondence course that meets the approval of the ATC and Registration Agency.

Apprentices shall not be paid for hours spent attending related and supplementary instruction classes.

In cases of failure of an apprentice to fulfill the obligations regarding classroom or on-the-job training without due cause, the ATC shall take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

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

The ATC shall secure competent instructors. Instructor experience, knowledge, and ability to teach will be carefully examined and monitored. When possible, and as necessary, the ATC will require instructors to attend instructor-training courses.

SECTION XV. - SAFETY AND HEALTH TRAINING - 29.5(b)(9)

Each apprentice shall be provided with initial indoctrination and instruction relative to industry safety standards, reporting of accidents, and availability of first aid and medical facilities.

The Sponsor/employer shall at all times exercise reasonable precaution to assure the health and safety of the apprentices engaged in the performance of work. The Sponsor/employer shall instruct the apprentice in safe and healthful work practices both on-the-job and in related and supplementary instruction. The Sponsor/employer shall ensure that the apprentice is 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.

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

SECTION XVI. - SUPERVISION OF APPRENTICES - 29.5(b)(14)

During the entire term of the apprenticeship, the apprentice shall be under the jurisdiction of the Sponsor. The Sponsor shall have the authority and responsibility to instruct, direct, discipline and protect the welfare of the apprentice.

Each employer shall designate a staff member to be responsible for supervision of the apprentice's on-the-job training. The supervisor shall document the apprentice's job record and shall grade the quality of performance on-the-job. The supervisor shall assure that the apprentice is assigned to a journeyman electrician, and that work is rotated so as to insure training in all phases of the work of the trade.

The employer, supervisor of apprentices and/or journeyman electrician shall ensure that workplace safety shall be maintained in accordance with applicable requirements of the U.S. Occupational Safety and Health Administration (OSHA).

An apprentice is to be under the supervision of a journeyman electrician at all times. This does not imply that the apprentice must always be in-sight-of the journeyman electrician, or are journeyman electricians required to constantly observe an apprentice. Supervision shall not be of such a nature that prevents the development of responsibility and initiative. Work may be laid-out by the employer's designated supervisor or journeyman electrician based on their evaluation of the apprentice's skills and ability to perform job tasks. Apprentices shall be permitted to perform job tasks in order to develop job skills and trade competencies. Journeyman electricians are permitted to leave the immediate work area without being accompanied by the apprentice.

SECTION XVII. - 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 and supplemental technical instruction and for having this record verified by his/her supervisor. The apprentice shall authorize an effective release of their completed related instruction records from the local school authorities to the ATC. The record cards and all data pertaining to the apprenticeship will be the property of the ATC. This record will be included in each apprentice's record file maintained by the ATC.

Before each period of advancement, or at any other time when conditions warrant, the ATC shall evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related and supplemental instruction or on-the-job progress is found to be unsatisfactory, the ATC 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 ATC 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 journeyman, the ATC 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 ATC. The Registration Agency will be notified of all registrations, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations.

SECTION XVIII. - MAINTENANCE OF RECORDS - 29.5(b)(22)

The ATC shall maintain for a period of five (5) years from date of the final ATC action regarding an applicant or apprentice (such as rejection of an applicant; or separation from the program), all records relating to the apprentice's application (whether selected or not), the employment and training of the apprentice, and any other information relevant to the apprentice/apprentice candidate and/or operation of the program. This includes, but is not limited to, records and correspondence on the recruitment, application and selection of apprentices, and on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records shall permit identification of minority and female (minority and non-minority) participants. The records shall be made available on request to the Registration Agency.

SECTION XIX. - CERTIFICATE OF COMPLETION - 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the ATC 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 and supplementary instruction.

SECTION XX. - NOTICE TO REGISTRATION AGENCY - 29.5(b)(18)

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

SECTION XXI. - REGISTRATION, CANCELLATION AND DEREGISTRATION - 29.5(b)(17)

These Apprenticeship Standards shall, upon adoption by the ATC, be submitted to the National Apprenticeship and Training Committee and the Registration Agency for approval. Such approval shall be acquired before implementation of the program.

The ATC 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 ATC to abide by the provisions herein. Such deregistration shall be in accordance with the Registration Agency's regulations and procedures.

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

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

These Standards of Apprenticeship may be amended or modified at any time 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. It shall then be submitted to the Registration Agency for approval and registration prior to being placed in effect. Note: It is recommended that a copy of the proposed modification be submitted for review by the NATC prior to its submittal to the Registration Agency. A copy of each amendment or modification adopted shall be furnished to each apprentice to whom the amendment or modification applies.

SECTION XXIII. - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE - Title 29 CFR 29.5(b)(21), Title 29 CFR 29.30(11)

The ATC shall have full authority to supervise the enforcement of these Apprenticeship Standards. Its decision shall be final and binding on the employer 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)

The ATC shall hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The ATC shall make such rulings as it deems necessary in each individual case and within thirty (30) 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: **(ATC should insert applicable information)**.

Title 29 CFR 30.11

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 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 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 program sponsor (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 program sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

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

29, Complaints of sexual harassment in the workplace may be filed and processed under Title CFR Part 30, and the procedures as set forth above.

The ATC shall provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION XXIV. - TRANSFER OF TRAINING OBLIGATION 29.5(13)

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

If an employer is unable to fulfill its training obligation due to lack of work or failure to conform to the Standards of Apprenticeship, the ATC shall endeavor, subject to the consent of the apprentice, to move the affected apprentice(s) to other participating employers.

SECTION XXV. - RESPONSIBILITIES OF THE APPRENTICE

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

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of the trade and other pertinent duties assigned by the ATC and the employer in accordance with the provisions of the Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer, and the ATC.
- C. Attend and satisfactorily complete the required hours in the on-the-job training and in related and supplementary instruction in subjects related to the trade as provided under these standards.
- D. Maintain and make available such records of work experience and training received on the job and in related and supplementary instruction as may be required by the ATC.
- 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.
- F. Work for the employer to whom assigned to the completion of apprenticeship, unless reassigned to another employer or the Agreement is terminated by the ATC.
- G. The apprentice shall be provided with a copy of the written rules and policies and shall sign an acknowledgment receipt of same. This procedure shall be followed whenever revisions or modifications are made to the rules and policies

SECTION XXVI. - CONSULTANTS

Advice and assistance in the successful operation of this apprenticeship program shall be available at any time, upon request by the ATC, from representatives of the Registration Agency.

SECTION XXVII. - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The *(Name of ATC)* hereby adopts these Standards for Apprenticeship on this _____ Day of _____, 2002.

REPRESENTING THE *(Name of the Committee)*:

Signature

Signature

Printed Name
Committee Chairman

Printed Name
Committee Secretary

Approved by:

Signature

Printed Name
IEC NATC Chairman

Registration Agency Approval

Signature

Date

Printed Name

Registration Number

Title

Agency Name

Appendix A

ELECTRICIAN TRADE SCHEDULE AND APPROXIMATE HOURS

O*NET/SOC CODE: 47-2111.00 RAIS CODE: 0159

PRELIMINARY WORKApproximately 600 hours

Learning the names and uses of the equipment used in the trade: kind, size, and use of cable, wire, boxes, conduits, and fittings, switches receptacles, service switches, cutouts, etc.

Learning the names and uses of the various tools used in assembling this material, care of these tools, and other instructions necessary to familiarize the apprentice with the material and tools of the trade.

ROUGH-IN WIRING.....Approximately 4,000 hours

Assisting in getting material from stock room. Loading truck and equipment on-the-job.

Laying out the various outlets, switches, receptacles, and other details of the job, from blueprints or by direction of the superintendent of construction.

Cutting wire, cable, conduit, and raceway: threading and reaming conduit, boring and cutting chases under the direction of an electrician.

Installing various kinds of wires, cables, and conduits in accordance with Requirements.

Assisting electricians in pulling wires, attaching wires to fish tape and keeping wires from kinks and abrasions.

Connecting conductors to switches, receptacles, or appliances with proper methods of splicing, soldering, and taping.

Installing service switches or load center and sub-feeders and fastening up these parts, running raceways, and pulling conductors under the direction of an electrician.

Assisting in preparing lists of materials used, including names, number of pieces, or number of feet, etc., for office records.

Loading unused material and cleaning up job area.

FINISH WORKApproximately 2,000 hours

Connecting and setting switches, receptacles, plates, etc...

Installing proper size and types of fuses for each circuit.

Installing and connecting various kinds of electrical utilization equipment.

Assisting electricians in installation and completion of work in accordance with the rules and regulations of the National Fire Protection Association and special local regulations; proper sizes of wires, service, conduits, etc...

TROUBLE SHOOTING AND SERVICE WORKApproximately 1,000 hours

Repairing all kinds of electrical work.

Checking out trouble and making repairs under supervision of an electrician.

Tracing the polarity of conductors and devices.

Testing the circuit for grounds and shorts and locating and correcting job defects.

MOTOR INSTALLATION AND CONTROLApproximately 400 hours

Installing over-current devices.

Checking for proper installation and rotation.

Installing replacement motors.

Analyzing motor circuits and troubleshooting.

Installing pushbuttons, pilot lights, relays, timing devices, and interlocking controls.

Wiring all types (gas, oil, stoker, etc.) heating equipment.

Installing wiring and controls for air conditioning.

TOTAL HOURS ON-THE-JOB TRAINING 8,000 hours

Appendix B

RELATED AND SUPPLEMENTARY INSTRUCTION
Total Hours and Approximate Breakdown by Topic

<u>Subjects</u>	<u>Hours</u>
Orientation	3
Basic Electrical Mathematics.....	9
Safety and First Aid.....	9
Care and Use of Hand Tools.....	6
Care and use of Power Operated Tools	12
Blueprint Reading and Electrical Symbols	18
Introduction to National Electrical Code	26
Electrical Fundamentals and Basic Theory	36
Principles of Alternating Current	24
Alternating Current Circuits	21
Principles and Circuitry of Direct Current.....	27
Portable Electric Measuring Devices.....	15
Wiring Methods.....	91
Low Voltage Circuits	14
Appliances	15
Interior Distribution	18
Industrial and Commercial Calculations	21
Motors and Generator.....	50
Practical Circuit Sketching.....	36
Transformers	35
Illumination and Design.....	15
Sub-Stations	21
Primary Distribution.....	20
Fundamentals of Electronics	19
Medium Voltage Circuitry	15
TOTAL HOURS	<u>576</u>

Appendix C

Sample

APPRENTICESHIP AGREEMENT

(Insert Sample)

Appendix D

Sample

**AFFIRMATIVE ACTION AND
OUTREACH PLAN**

ADOPTED BY

(Insert Name Of Area Chapter IEC, Inc. Apprenticeship and Training Committee)

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

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

**APPROVED BY _____
REGISTRATION AGENCY**

DATE APPROVED: _____

SECTION I - INTRODUCTION

The Area Chapter Independent Electrical Contractors, Inc. (IEC) Apprenticeship and Training Committee (ATC) enters this Plan with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The ATC 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 ATC hereby adopts the following nondiscriminatory pledge and Affirmative Action Plan.

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

SECTION II - EQUAL OPPORTUNITY PLEDGE

The ATC 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, the ATC pledges to identify outreach efforts under Section IV which shall be undertaken. The purpose of the analysis is to determine the minority and women’s labor force in the ATC’s labor market area. Once the labor force is determined, the ATC can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. (See attached Workforce Analysis form)

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The ATC’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 ATC shall set forth the specific steps they intend to take under each identified effort. The ATC shall 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 ATC's equal opportunity policy. Applications shall 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 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 ATC's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the ATC's various members, contractors, supervisors and employees, and to encourage such persons to take the necessary action to aid 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 ATC may be required to work with other sponsors and appropriate community organizations. The ATC 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 ATC 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 journeymen 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.

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The ATC shall 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 ATC for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They shall work diligently to identify the cause and affect those results from their affirmative action measures. The ATC shall 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 National Committee and the Registration Agency for registration. The ATC shall 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 shall be immediately implemented. The goals and timetables also shall be reviewed annually and updated where necessary.

SECTION VI - OFFICIAL ADOPTION

The *(Insert Name of ATC)* hereby officially adopts this Affirmative Action Plan on this _____ day of _____, 2002.

Signature

Signature

Printed Name
Committee Chairman

Printed Name
Committee Secretary

AFFIRMATIVE ACTION PLAN
WORKFORCE ANALYSIS

FOR RAIS CODE: _____ OCCUPATIONAL TITLE: _____

Sponsor: _____ O*NET _____
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

Journeyman:
Total Journeyman:

Women: _____ (%) of Journeyman
Minority: _____ (%) of Journeyman

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

Title

Date

Date

Appendix E

Sample

**QUALIFICATIONS AND SELECTION
PROCEDURES**

ADOPTED BY

(Insert Name Of Area Chapter IEC, Inc. Apprenticeship and Training Committee)

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

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

Apprentices must be not less than 16 years of age; unless otherwise permitted by State and Federal regulations.

B. Education

All Applicants shall be high school graduates or possess a certificate of equivalency (GED).

Option 1 - Applicants registered under an approved School-To-Apprenticeship (STA) Agreement must be in the process of, and continue in obtaining their High School Diploma.

Option 2 – In the event that the program sponsor determines that demographic conditions in an area preclude recruitment of an adequate number of qualified apprentices with a high school diploma or GED, applicants who do not meet the minimum educational requirements may be considered for entrance into the program, provided the applicants agree to undertake the additional remedial study necessary to successfully fulfill the requirements of this apprenticeship program. Such remedial instruction/courses may or may not be provided by the sponsor and/or employer.]

Note: It is not intended that successfully operating programs established prior to the adoption of these standards be required to alter their existing educational requirements.

C. Physical - 30.5(4)(b)

Applicants 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. Programs accepting applicants throughout the year shall disseminate information concerning the nature of apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship opportunities, sources of apprenticeship applications and the equal opportunity policy of the Sponsor regularly, but not less than semi-annually. For programs accepting applications only at specified intervals, such information shall be disseminated at least 30 days in advance of the earliest date for application at each interval. 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 shall 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 shall be required to review the Apprenticeship Standards and shall 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 shall be provided by the ATC.
- 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; copy of high school diploma, GED Certificate or other acceptable documentation) shall constitute the completed application.
- E. Completed applications shall be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application shall be notified in writing of their disqualification. The applicant shall also be notified of the appeals right available to them. No further processing of the application shall be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents shall be notified of the steps remaining in the selection process.

SECTION III - SELECTION PROCEDURES

The following selection procedure has been developed by and is acceptable to the U. S. Department of Labor's Office of Apprenticeship and Training, Employer and Labor Services. If this procedure is not acceptable to the program sponsor, they may select one of the alternative methods specified in 29 CFR 30.5 (b).

- A. The ATC will schedule the interview and evaluation session. All applicants who have met the minimum 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 ATC informed of their current mailing address and telephone 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 applicants' 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.
- I. Youth who complete a Job Corps training program in any occupation covered in the Apprenticeship Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The ATC 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. (Note: This is a method of direct entry into the apprenticeship program,)
- J. Transfer of Apprenticeship - In order to transfer an apprenticeship agreement between Area Chapter ATC Registered Apprenticeship Programs, the following requirements must be met.
 - 1. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
 - 2. The apprentices' sponsoring ATC must agree to the transfer.
 - 3. The receiving ATC must agree to accept the transfer.

4. The receiving ATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
5. Upon being accepted by the receiving ATC, the apprentice's existing apprenticeship agreement shall be terminated.
6. Indenture proceedings shall be initiated with the receiving ATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.
7. Apprentices accepted for transfer will be given full credit for on-the-job training experience and related and supplemental instruction successfully completed while indentured in the sponsoring apprenticeship program.
8. The transferring apprentice must:
 - a. Complete an application form, accurately responding to all questions.
 - b. Provide the receiving ATC official documentation pertaining to their participation in the apprenticeship program that they are transferring from.

An official copy of all records established with the sponsoring ATC (including a copy of the application form and the apprenticeship agreement properly registered with the Registration Agency) and other information submitted shall be provided to the receiving ATC. The receiving ATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving ATC's permanent files. (Note: This is a method of direct entry into the apprenticeship program.)

- K. Veterans who completed military technical training school and participated in a registered apprenticeship program while in the military in the electrical industry may be given direct entry into the apprenticeship program. The ATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The ATC will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. (Note: This is a method of direct entry into the apprenticeship program.)

SECTION IV - COMPLAINT PROCEDURE

- A. 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 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 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 ATC (if applicable).
- B. 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 ATC involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. 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 the review bodies designated by the ATC to review such complaints, any referral 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 time may be extended by the Department for good cause shown.
- D. Complaints of sexual harassment in the workplace may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.
- E. The ATC shall provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION V - MAINTENANCE OF RECORDS

The ATC shall maintain for a period of five (5) years from date of the final ATC action regarding an applicant or apprentice (such as rejection of an applicant; or separation from the program), records relating to the apprentice's application (whether selected or not), the employment and training of the apprentice, and any other information relevant to the apprentice/apprentice candidate and/or operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records shall permit identification of minority and female (minority and non-minority) participants. The records shall be made available on request to the Registration Agency.

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. Such records shall also be maintained for five (5) years from date of the final ATC action regarding an applicant or apprentice (such as rejection of an applicant; or separation from the program), and made available upon request to the Department of Labor or other authorized representative.

SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The *(Insert Name of ATC)* hereby officially adopts these Selection Procedures on this _____ day of _____, 2002.

Signature

Signature

Printed Name
Committee Chairman

Printed Name
Committee Secretary

Appendix F

EMPLOYER ACCEPTANCE AGREEMENT

The undersigned

(Company or Employer)

hereby subscribes to the provisions of the Apprenticeship Standards formulated by the Independent Electrical Contractors Inc. (IEC), and adopted by the Area IEC Chapter, or employer where no chapter exists. We agree to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Sponsor established under the By-Laws of said Sponsor and referred to in said Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train electrician apprentices under the provisions of the Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked for good cause by the Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a journeyman electrician and is guaranteed that the work assigned to the apprentice shall be rotated so as to ensure training in all phases of work. The employer further agrees to accept for employment apprentices who are selected and referred to him or her by the Apprenticeship and Training Committee to the extent appropriate employment opportunities are available.

Signed:

Date:

Title:

Company:

Disposition:

Original – Sponsor

Copies – Employer, and Registration Agency

Copy of U.S. Department of Labor Apprenticeship Agreement goes here.