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## **FOREWARD**

### **NATIONAL GUIDELINES FOR APPRENTICESHIP STANDARDS (NGS)**

The purpose of these National Guidelines for Apprenticeship Standards (National Guideline Standards) is to provide policy and guidance to local Joint Apprenticeship and Training Committee (JATC) members in developing Standards for Apprenticeship for local approval and registration. These National Guideline Standards, developed by the International Training Institute (ITI) are certified by the U. S. Department of Labor, Office of Apprenticeship, as substantially conforming to the requirements of Title 29, CFR parts 29 and 30. State Apprenticeship Agencies recognized by the OA to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

Local Standards of Apprenticeship must be developed and registered by each JATC that undertakes to carry out an apprenticeship training program. The local 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.

The ITI has dedicated it's time to develop an efficient training program so the apprentice can, through a systematic program of on-the-job learning and related instruction, become a well-qualified Sheet Metal Worker. The degree of success that the ITI has in its operation will depend entirely upon the willingness of all local parties of the sheet metal industry to cooperate in this joint activity. Quality training methods remain a high priority with the International Association of Sheet Metal, Air, Rail and Transportation (SMART) workers and the Sheet Metal and Air Conditioning Contractors National Association, Inc. (SMACNA)

The following pages contain all the sections listed below that make up the National Guidelines for Apprenticeship Standards for a Sheet Metal Worker which were published by the Department of Labor in June of 2024.

- [Revised 2024 NGS for Sheet Metal Worker](#)
- [NGS Appendix A\\_Work Process Schedule and Related Instruction Outline](#)
- [NGS Appendix B\\_ETA-671 Apprenticeship Agreement](#)
- [NGS Appendix C\\_Affirmative Action Plan\\_Sample Template](#)
- [NGS Appendix D\\_Employer Acceptance Agreement](#)



# Registered Apprenticeship Standards For Programs with Collective Bargaining Agreements

- National Program Standards     National Guidelines for Apprenticeship Standards  
 Local Apprenticeship Standards

## INTERNATIONAL ASSOCIATION OF SHEET METAL, AIR, RAIL AND TRANSPORTATION WORKERS

and the

## SHEET METAL & AIR CONDITIONING CONTRACTORS' NATIONAL ASSOCIATION.

**Occupation(s):** For all Occupations listed identified in Appendix A

**O\*NET-SOC Code(s):** "See Appendix A"    **RAPIDS Code(s):** "See Appendix A"

Developed in Cooperation with the  
U.S. Department of Labor  
Office of Apprenticeship

Approved by the  
U.S. Department of Labor  
Office of Apprenticeship

Certified By: **JOHN V. LADD**

(For Government Use Only)

Signature: *John V. Ladd*

*(Sign here for National Guidelines  
for Apprenticeship Standards Only)*

Title: *Administrator*  
Office of Apprenticeship \_\_\_\_\_

Date: May 25, 2024

Certification Number: C-2024-13

Check here if these are revised Standards



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### SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

**A. Responsibilities of the sponsor:** *[Joint Apprenticeship and Training Committee (JATC)]* must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document “Requirements for Apprenticeship Sponsors Reference Guide.”

**Sponsors shall:**

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these Standards and the document “Requirements for Apprenticeship Sponsors,” and that meets the requirements of 29 CFR § 29.7. Sponsors may utilize Form ETA 671 for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship Standards with the U.S. Department of Labor, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices’ progress in skills and technical knowledge, and maintain appropriate progress records.
- Notify the U.S. Department of Labor within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Make a good faith effort to obtain approval for educational assistance for a veteran or other individual eligible under chapters 30 through 36 of title 38, United States Code, and will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in the above for the purpose of avoiding making a good faith effort to obtain approval.
- Provide each apprentice with a copy of these Standards, Requirements for Apprenticeship Sponsors Reference Guide, Appendix A, and any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these Standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain



approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated Standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.

- Adhere to Federal, State, and Local Law Requirements -- The Office of Apprenticeship's registration of the apprenticeship program described in these Standards of Apprenticeship on either a nationwide basis (under the National Program Standards of Apprenticeship) or within a particular State, and the registration of individual apprentices under the same program, does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.

The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the Office of Apprenticeship under 29 CFR § 29.8.

#### **B. Minimum Qualifications - 29 CFR §29.5(b)(10)**

An apprentice must be at least 18 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation.

An applicant who is 16 years of age and is participating in a school-to-work program, an apprenticeship readiness program (ARP), or equivalent and who otherwise meets all qualifications may be rated, ranked, and placed on the list of eligible applicants, but must be 18 years of age prior to being accepted into the apprenticeship program.

Please include any additional qualification requirements as appropriate (optional):

There is a physical requirement of: *The applicant must be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of themselves or others. Qualified applicants may be subject to a physical examination or drug screening or both upon acceptance into the program and prior to being employed. The cost of the examination and/or drug screening shall be the responsibility of the JATC or the Employer.*

Other: *A high school diploma or GED equivalency is preferred. Applicant must provide an official transcript for high school and post high school education and training. All GED records must be submitted if applicable. (Points may be given towards applicants score for the ranking list for those that have a high school diploma or GED.)*

#### **C. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)**

The apprenticeship program(s) will select an apprenticeship training approach. The approach is notated in Appendix A, APPRENTICESHIP APPROACH.

#### **D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4)**

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices  will  will not be paid for hours spent attending related instruction classes. The Work Process Schedule and Related Instruction Outline are outlined in Appendix A.

#### **E. Credit for Previous Experience - 29 CFR § 29.5(b)(12)**

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to



substantiate the claim. **Joint Apprenticeship and Training Committee (JATC)** will evaluate the request for credit and make a determination during the apprentice’s probationary period.

Additional requirements for an apprentice to receive credit for previous experience (optional): The JATC will use consistent and equal ways and means for measuring and evaluating individuals to determine how much credit to award, for both OJT and related training. The amount of credit awarded is subject to review throughout the probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the JATC determines. An Apprentice granted credit shall be advanced to the wage rate designated for the period to which such credit accrues.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience

**F. Probationary Period – 29 CFR § 29.5(b)(8) and (20)**

Every applicant selected for apprenticeship will serve a probationary period, which may not exceed 25 percent of the length of the program, or 1 year whichever is shorter. The probationary period is notated in Appendix A, PROBATIONARY PERIOD.

**G. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5(b)(7)**

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journeyworkers for adequate supervision. The ratio is notated in Appendix A, RATIO OF APPRENTICES TO JOURNEYWORKERS.

**H. Apprentice Wage Schedule - 29 CFR § 29.5(b)(5)**

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. The progressive wage schedule is notated in Appendix A, APPRENTICE WAGE SCHEDULE.

**I. Equal Employment Opportunity and Affirmative Action**

**1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)**

**Joint Apprenticeship and Training Committee (JATC)** will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

**Joint Apprenticeship and Training Committee (JATC)** 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.

[Optional] The equal opportunity pledge applies to the following additional protected bases (as applicable per the sponsor’s state or locality):

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**2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4-30.9**

**Joint Apprenticeship and Training Committee (JATC)** acknowledges that it will adopt an affirmative action plan in accordance with Title 29 CFR §§ 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor’s registration or by two years from the date of



registration of the program's fifth (5<sup>th</sup>) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

### 3. Selection Procedures - 29 CFR § 30.10

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). The selection procedures for each occupation for which the sponsor intends to train apprentices are notated in Appendix A, SELECTION PROCEDURES.

### J. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or Standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

For all issues covered by a Collective Bargaining Agreement (CBA), apprentices must seek resolution through the applicable procedures contained in the CBA. (*if applicable, see Requirements for Apprenticeship Sponsors Reference Guide*)

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within **300** days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

***U.S. Department of Labor, Office of Apprenticeship  
200 Constitution Ave. NW, Washington, DC, 20210  
Telephone Number: (202) 693-2796  
Email: Address: ApprenticeshipEEOcomplaints@dol.gov  
Point of Contact: Director, Division of Standards and Quality  
Attn: Apprenticeship EEO Complaints***

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency.

- 2. Other General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within **15** days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within **30** days of receiving the written notification:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Any complaint described that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency provided below in Section K.

### K. Registration Agency General Contact Information 29 CFR § 29.5(b)(17)

The Registration Agency is the United States Department of Labor's Office of Apprenticeship.





General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below:

Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### **L. Reciprocity of Apprenticeship Programs 29 CFR § 29.13(b)(7)**

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

### **SECTION II - APPENDICES AND ATTACHMENTS**

- Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- Appendix B** – *ETA 671 - Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed after registration)*
- Appendix C** – *Affirmative Action Plan (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))*
- Appendix D** – *Employer Acceptance Agreement (For programs with multiple-employers only)*

### **SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)**

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program Standards the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

**NOTE:** The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.



**SECTION IV PART 1 – COLLECTIVE BARGAINING PROVISIONS**

The employer or employer association must furnish to any union that is a collective bargaining agent of the employees to be trained a copy its application for registration and of these Standards, including all attachments. The Sheet Metal & Air Conditioning Contractors’ National Association and the International Association of Sheet Metal, Air, Rail and Transportation Workers hereby adopt these Standards of apprenticeship on this 29th day of February 2024.

\_\_\_\_\_  
*Signature of Management (designee)*

Matthew Cramer  
*Printed Name*

\_\_\_\_\_  
*Signature of Labor (designee)*

Michael Coleman  
*Printed Name*

\_\_\_\_\_  
*Signature of Management (designee)*

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

\_\_\_\_\_  
*Signature of Labor (designee)*

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

**SECTION IV PART 2 – SIGNATURES**

**OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS**

The undersigned sponsor hereby subscribes to the provisions of the foregoing Apprenticeship Standards formulated and registered by Joint Apprenticeship and Training Committee (JATC), on this \_\_\_\_ day of \_\_\_\_\_. (Month Year)  
The signatories acknowledge that they have read and understand the document titled “Requirements for Apprenticeship Sponsors Reference Guide” and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

\_\_\_\_\_  
*Signature of Sponsor (designee)*

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

\_\_\_\_\_  
*Signature of Sponsor (designee)*

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





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**SECTION V - DISCLOSURE AGREEMENT—FOR NATIONAL PROGRAM STANDARDS AND LOCAL STANDARDS ONLY** *(Optional)*

OA routinely makes public *general information* relating to Registered Apprenticeship programs. General information includes the name and contact information of the sponsor, the location of the program, and the occupation(s) offered. **OA routinely publicly releases the contents of applications for National Guidelines for Apprenticeship Standards.**

In addition, sponsors submitting National Program Standards or Local Standards have the option of allowing OA to share publicly the contents of a sponsor’s application for registration to assist in building a high-quality National Apprenticeship System. This may include a copy of the Standards, Appendix A, and Appendix D (as applicable), but not completed versions of ETA Form 671 or Appendix C “Affirmative Action Plan” because those documents are submitted after a sponsor’s application is approved and the program is registered. **Please note that OA will consider a sponsor’s application as releasable to the public unless the sponsor requests non-disclosure by signing below.**

I, \_\_\_\_\_ *(Sponsor Representative)*, acting on behalf of \_\_\_\_\_ *(Sponsor)* request that OA not publicly disclose this application, other than general information about the program, as described above as it is considered confidential commercial information and steps are taken to preserve it. Further, I understand that if OA receives a request for this application pursuant to 5 U.S.C. 552, we may be contacted to support OA’s withholding of the information, including in litigation, if necessary. I understand that my request that OA not publicly disclose this application will remain in effect, including with respect to subsequent amendments to this application, unless and until I notify OA otherwise.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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



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# **Appendix A**

## **WORK PROCESS SCHEDULE**

### **AND**

## **RELATED INSTRUCTION OUTLINE**

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## Appendix A

### WORK PROCESS SCHEDULE OCCUPATION TITLE

O\*NET-SOC CODE: 47-2211.00 RAPIDS CODE: 0510HY

This schedule is attached to and a part of these Standards for the above identified occupation.

#### 1. APPRENTICESHIP APPROACH

Time-based                       Competency-based                       Hybrid

#### 2. TERM OF APPRENTICESHIP

The term of the apprenticeship is either 4 or 5 years with an OJL attainment of a minimum of 6400 hours, supplemented by the minimum required 144 hours of related instruction annually.

An Apprentice, who, because of exceptional aptitude or 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, therefore accelerating the term of their Apprenticeship.

#### 3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: # Apprentice(s) to # Journeyworker(s).

#### 4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$XX.XX.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current Journeyperson wage rate, or as per the CBA.

##### 4 Year Term Example:

1st 6 months	+ hours=	50%	5th 6 months	+ hours=	70%
2nd 6 months	+ hours=	55%	6th 6 months	+ hours=	75%
3rd 6 months	+ hours=	60%	7th 6 months	+ hours=	80%
4th 6 months	+ hours=	65%	8th 6 months	+ hours=	85%

##### 5 Year Term Example

1st 6 months	+ hours=	50%	6th 6 months	+ hours=	75%
2nd 6 months	+ hours=	55%	7th 6 months	+ hours=	80%
3rd 6 months	+ hours=	60%	8th 6 months	+ hours=	85%
4th 6 months	+ hours=	65%	9th 6 months	+ hours=	90%
5th 6 months	+ hours=	70%	10 <sup>th</sup> 6 months	+ hours=	95%



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## 5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of # weeks.

## 6. SELECTION PROCEDURES

Please see page A-8.



**Appendix A**

**ON-THE-JOB LEARNING OUTLINE**

**Sheet Metal Worker**

**O\*NET-SOC CODE: 47-2211.00 RAPIDS CODE: 0510HY**

<b>WORK PROCESS SCHEDULE</b> <b>ON-THE-JOB LEARNING OUTLINE</b> <b>Sheet Metal Worker</b> <b>O*NET-SOC CODE: 47-2211.00 RAPIDS CODE: 0510HY</b>			
<i>On-the-Job Training:</i>	<i>4 Yr. Approx. Hours</i>	<i>5 Yr. Approx. Hours</i>	<i>Initial and date when complete</i>
<b>Core Sheet metal work</b>	<b>3200- 3600</b>	<b>4000- 5000</b>	
<ul style="list-style-type: none"> <li>Upon completion of this course the apprentice will be able to identify and describe trends and technologies necessary to keep sheet metal workers at the forefront of the profession and to perform the basic skills every sheet metal worker needs to become a competent journeyman.</li> </ul>			
<b>Career Paths:</b> Choose one or more of the following career paths			
<b>Architectural Sheet metal work</b>	<b>3200</b>	<b>3600</b>	
<ul style="list-style-type: none"> <li>Upon completion of this course the Apprentice will be able to layout, fabricate, install and maintain architectural sheet metal systems and components.</li> </ul>			
<b>Residential HVAC\Service work</b>	<b>3200</b>	<b>3600</b>	
<ul style="list-style-type: none"> <li>Upon completion of this course the Apprentice will be able to layout, fabricate, install, maintain and repair residential HVAC systems.</li> </ul>			
<b>Commercial HVAC work</b> <i>(The nature of the work in this path could fulfill the "CORE" hours)</i>	<b>3200</b>	<b>3600</b>	
<ul style="list-style-type: none"> <li>Upon completion of this course the Apprentice will be able to layout, fabricate and install commercial HVAC systems and components.</li> </ul>			
<b>Industrial Sheet metal/Welding work</b> <i>(Blow pipe Cyclones, bag houses, conveyor systems, etc.)</i>	<b>3360</b>	<b>3760</b>	
<ul style="list-style-type: none"> <li>Upon completion of this course the Apprentice will be able to layout, fabricate and install industrial sheet metal systems and components.</li> </ul>			



## WORK PROCESS SCHEDULE

### ON-THE-JOB LEARNING OUTLINE

#### Sheet Metal Worker

**O\*NET-SOC CODE: 47-2211.00 RAPIDS CODE: 0510HY**

<i>On-the-Job Training:</i>	<i>4 Yr. Approx. Hours</i>	<i>5 Yr. Approx. Hours</i>	<i>Initial and date when complete</i>
<b>Testing and Balancing\Commissioning\Filtration</b>	<b>3200</b>	<b>3600</b>	
<ul style="list-style-type: none"> <li>Upon completion of this course the Apprentice will be able to test, adjust and balance building environmental systems to meet the design engineer's objectives.</li> </ul>			
<b>Sign work</b>	<b>3200</b>	<b>3600</b>	
<ul style="list-style-type: none"> <li>Upon completion of this course the Apprentice will be able to layout, fabricate and install sheet metal signs and components.</li> </ul>			
<b>Commercial-Industrial Service work</b>	<b>3200</b>	<b>3600</b>	
<ul style="list-style-type: none"> <li>Upon completion of this course the Apprentice will be able to fabricate, install maintain and repair commercial and industrial HVAC systems and components.</li> </ul>			
<b>Detailing</b> <i>(Developing coordination drawings, Field measuring, construction documents, etc. as it relates to HVAC systems)</i>	<b>3200</b>	<b>3600</b>	
<ul style="list-style-type: none"> <li>Upon completion of this course the Apprentice will be able to operate computer programs that assist with the creation of Building Information Models, working shop drawings and other construction documents.</li> </ul>			
<b>Supplemental Work (Optional)</b>			
The supplemental hours are provided in addition to the Core and Career Paths. Select any of the following to enhance the Apprentice's employability. This work is optional and is not required to meet the minimum On the Job Learning hours.			
<b>Project Management work</b>	<b>800</b>	<b>900</b>	
<ul style="list-style-type: none"> <li>Upon completion of this course the Apprentice will be able to direct a construction project for a contractor.</li> </ul>			
<b>Foreperson work</b>	<b>800</b>	<b>900</b>	
<ul style="list-style-type: none"> <li>Upon completion of this course the Apprentice will be able to practice effective principles for managing and leading others on a construction project.</li> </ul>			





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<b>Blueprint reading</b>	<b>800</b>	<b>900</b>	
<ul style="list-style-type: none"><li>Upon completion of this course the Apprentice will be able to read, understand and interpret construction plans, specifications, and related documents.</li></ul>			
<b>Welding work</b>	<b>800</b>	<b>900</b>	
<ul style="list-style-type: none"><li>Upon completion of this course the Apprentice will be able to set-up welding machines and to perform welding procedures on different metals.</li></ul>			
<b>Total Hours</b>	<b>4 Yr. 6,400- 7,200</b>	<b>5 Yr. 7600- 9000</b>	



**Appendix A**  
**RELATED INSTRUCTION OUTLINE**  
**Sheet Metal Worker**  
**O\*NET-SOC CODE: 44-2211.00 RAPIDS CODE: 0510HY**

<b>RELATED INSTRUCTION OUTLINE</b> <b>Sheet Metal Worker</b> <b>O*NET-SOC CODE: 44-2211.00 RAPIDS CODE: 0510HY</b>	
<b>Sheet Metal Curriculum(s)</b> (Choose one or more of the following career paths)	
<i>Related Instruction Topics</i>	<i>Approx. Hours</i>
Sheet Metal Core	400
Architectural	400
Residential HVAC/Service	400
HVAC	400
Industrial Sheet Metal (Includes Welding Supplemental)	560
Testing and Balancing	300
Sign Work	400
Commercial-Industrial Service Work	400
Detailing	350
<b>Supplemental Curriculum(s)</b> The supplemental curriculums are provided in addition to the Core and Career Paths. (Select any of the following to enhance the Apprentice's employability.)	
<i>Related Instruction Topics</i>	<i>Approx. Hours</i>
Project Management	250
Foreperson	250
Welding	250
Blueprint Reading (Plans and Specifications)	250



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## SELECTION PROCEDURES

### APPLICATION

A. Applicants shall be accepted throughout the year. All persons requesting an application shall have one made available upon signing the applicant log or submission via electronic means (website, email, Total Track, etc.).

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/ethnicity and sexual 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; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.

E. Completed applications will be checked for minimum qualifications. 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.

### SELECTION

A. The JATC shall 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.



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D. Applicants will be placed on the appropriate ranking list according to their chosen career path and scores during the evaluation session, with the applicant having the highest score being at the top of that 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. It shall be the responsibility of the applicant to keep the JATC informed of their current mailing address and phone number(s).

F. Selected applicants must respond to the notice of selection within 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 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 2-year period, they were on the ranking list, will be required to reapply.

H. During the 2-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.

### **DIRECT ENTRY**

JATCs who wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program, with the exception of the minimum qualifications listed for age and physical requirements in these National Guidelines for Apprenticeship Standards. Individuals selected into the apprenticeship program via direct entry shall only include those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation registered in these Standards. If no apprentice opening is available at the time that direct entry is granted by the JATC, the individual may be placed at the top of the ranking list and given the first opportunity when a position is available. The JATCs will award Credit for Previous Experience or Education in accordance with Section 1 (E) of these Standards and will pay the Apprentice(s) at the wage rate commensurate with their skill attainment. The Credit for Previous Experience or Education shall be awarded without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, genetic information, or any other class protected by federal, state, or local laws. The methods for direct entry shall include the following:

A. Military veterans who completed military technical training school and/or elect to



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participate in the Building and Construction Trades Helmets to Hardhats Program or a registered apprenticeship program or related occupation while in the military in the occupations registered in the Sheet Metal Industry, may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of Military Veterans shall be done without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, genetic information, or any other class protected by federal, state, or local laws. (Note: This is a method of direct entry into the apprenticeship program.)

B. Youth who complete a SkillsUSA training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program. The JATC will evaluate the SkillsUSA training received for granting appropriate credit on the term of apprenticeship. Entry of SkillsUSA graduates will be done without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, genetic information, or any other class protected by federal, state, or local laws. (Note: This is a method of direct entry into the apprenticeship program).

C. Youth who complete a Youth Build U.S.A. training program in any occupation covered in these Standards who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program. The JATC will evaluate the Youth Build U.S.A. training received for granting appropriate credit on the term of apprenticeship. Entry of Youth Build U.S.A. graduates will be done without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, genetic information, or any other class protected by federal, state, or local laws. (Note: This is a method of direct entry into the apprenticeship program).

D. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program. The JATC will evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, genetic information, or any other class protected by federal, state, or local laws. (Note: This is a method of direct entry into the apprenticeship program).

E. Those who graduate from a Technical Training School in any occupation covered in these Standards that has been reviewed and approved by the JATC who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program. The JATC will evaluate the technical training received for granting appropriate credit on the term of apprenticeship. Entry of Technical School graduates will be done without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy),



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national origin, age (40 or older), disability, genetic information, or any other class protected by federal, state, or local laws. (Note: This is a method of direct entry into the apprenticeship program).

F. An employee of a non-signatory employer not qualifying as a Journeyman when the employer becomes signatory, will be evaluated by the JATC in accordance with the procedures for the granting of credit for previous experience, and indentured at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, genetic information, or any other class protected by federal, state, or local laws. (Note: This is a method of direct entry into the apprenticeship program).

G. An individual who signs an authorization card during an organizing effort, wherein thirty percent (30%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a Journeyman, will be evaluated in accordance with the procedures for the granting of credit for previous experience and indentured by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, genetic information, or any other class protected by federal, state, or local laws. (Note: This is a method of direct entry into the apprenticeship program).

For such applicants to be considered they must:

1. be employed in the JATC's jurisdiction when the authorization card was signed.
2. have been employed by the employer before the organizational effort commenced.
3. have been offered the opportunity to sign authorization cards and be evaluated along with all other employees of the employer; and provide reliable documentation to the JATC to show they were an employee performing Sheet Metal work prior to signing the authorization card.

H. An individual who is or who has worked for a signatory or non-signatory employer and who solicits membership as a Journeyman and does not qualify as a Journeyman, will be evaluated in accordance with the procedures for granting of credit for previous experience and indentured by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry





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into the program through this method shall be done without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, genetic information, or any other class protected by federal, state, or local laws. (Note: This is a method of direct entry into the apprenticeship program).

I. Transfer of Apprenticeship - Direct Entry. In order to transfer an apprenticeship agreement between two Local Sheet Metal JATC's 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 Apprentice's sponsoring JATC must agree to the transfer.
3. The receiving JATC must agree to accept the transfer.
4. The two Sheet Metal Worker Unions must agree to the transfer.
5. The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring Apprentice.
6. Upon being accepted by the receiving JATC, the Apprentice's existing apprenticeship agreement shall be terminated.
7. Register proceedings shall be initiated with the receiving JATC 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.
8. Apprentices accepted for transfer will be given full credit for on-the-job learning experience and related instruction successfully completed while registered in a International Association of Sheet Metal, Air, Rail and Transportation Workers (SMART) apprenticeship program.
9. The transferring Apprentice must:
  - a) Complete an application form, accurately responding to all questions.
  - b) Provide the receiving JATC official documentation pertaining to their participation in the apprenticeship program that they are transferring from.
  - c) An official copy of all records established with the sponsoring JATC (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 JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's



permanent files.

J. Direct Entry for Skill Shortages. If there is a recognized shortage of skilled workers in a particular facet of the Sheet Metal Industry, an individual with experience in the recognized area of shortage who meets the minimum qualifications of the apprenticeship program, may be admitted directly into the program. The JATC will evaluate the individual for granting appropriate credit on the term of apprenticeship. Entry of individuals into the program based on skilled worker shortages will be done without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, genetic information, or any other class protected by federal, state, or local laws. (Note: This is a method of direct entry into the apprenticeship program).

K. Any graduate of the SMART Heroes program for service men and women will receive direct entry and credit of one year towards their term of apprenticeship. And will act as a transfer of apprenticeship from one accepted registered apprenticeship program to another. All Records, transcripts and other pertinent data will be transferred from SMART Heroes program to JATC(Sponsor) accepting said SMART Heroes graduate. (Note: This is a method of direct entry into the apprenticeship program).

L. Individuals who complete an apprenticeship readiness program (ARP) or pre-apprenticeship training program approved by the JATC in any related occupation covered in these Standards, may be admitted directly into the program. The JATC will evaluate the training received through the completed program for granting appropriate credit, if any, towards the term of apprenticeship. Entry of ARP and pre-apprenticeship graduates will be done without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, genetic information, or any other class protected by federal, state, or local laws. (Note: This is a method of direct entry into the apprenticeship program).

M. Direct Entry for Local Hire. If there is a focused project agreement by either Project Labor agreement or community-based project the JATC may admit directly into the program persons who meet the apprenticeship qualifications and are from a geographically focused area to assist in the hiring of persons from a possible local hire event to facilitate better public relations and meet local hire requirements of specific projects. (Note: This is a method of direct entry into the apprenticeship program).

## **MAINTENANCE OF RECORDS**

The 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



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of compliance with these regulations, as may be required by the Registration Agency. The records pertaining to individual applicants, selected or rejected, shall be maintained in such manner as to permit the identification of participants from underrepresented groups.

Each JATC must retain a statement of its Affirmative Action Plan (AAP) for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Each JATC also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).

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 five (5) years and made available upon request to the Department of Labor or another authorized representative.



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## **Appendix B**

**ETA-671 APPRENTICESHIP AGREEMENT**

**AND**

**U.S. DEPARTMENT OF LABOR, OFFICE OF  
APPRENTICESHIP  
APPLICATION FOR CERTIFICATION OF  
COMPLETION OF APPRENTICESHIP**

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**PART A: APPRENTICE'S INFORMATION**

1. First Name  Middle Name (Optional)  Address (No., Street, City, State, Zip Code)  Telephone Number (Optional)  *Social Security Number	Last Name  Suffix (Optional)  E-mail Address (Optional)	Answer Both 4a. and 4b. below 4. a. Ethnicity (Select One) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Participant Did Not Self-Identify b. Race (Select One or More) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Participant Did Not Self-Identify	5. Veteran Status (Select All That Apply) <input type="checkbox"/> Non Veteran <input type="checkbox"/> Veteran <input type="checkbox"/> Non Veteran, Other Eligible Individual <input type="checkbox"/> Veteran, Eligible <input type="checkbox"/> Participant Did Not Self-Identify
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Select One) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Participant Did Not Self-Identify	6. Education Level (Select One) <input type="checkbox"/> Not High School graduate <input type="checkbox"/> High School graduate (including equivalency) <input type="checkbox"/> Some College or Associate's degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Doctorate or professional degree	

7. Employment Status of Apprentice (Select One)  
 New Employee     Current Employee

8. Did the apprentice complete a pre-apprenticeship program prior to their registration in this apprenticeship program?  
 Yes     No  
 If yes, please provide the Pre-Apprenticeship Program Name and Address:

**PART B: PROGRAM SPONSOR'S INFORMATION**

1. Program Number Sponsor's Name and Address (No., Street, City, State, Zip Code, County)  Telephone Number                      Cell Phone Number (Optional)  E-mail Address	2. Occupation (The work processes listed in the standards are part of this agreement.)  a. RAPIDS Code: b. O*NET Code: c. Interim Credentials Offered (i.e., Career Lattice Occupation)? <input type="checkbox"/> Yes <input type="checkbox"/> No
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a. Sponsor's Principal Place of Business Address (If different from Sponsor's address above)	3. Occupation Type (Select One)  a. <input type="checkbox"/> Time-based b. <input type="checkbox"/> Competency-based c. <input type="checkbox"/> Hybrid	4. Term Length (Hrs., Mos., Yrs.)	5. Probationary Period (Hrs. or Wks.)
	b. Employer's Name and Address (If different from Sponsor's address above)	6. Credit for Previous On-The-Job Learning Experience (Hrs. Mos., Yrs.):  a. Term Remaining (Hrs., Mos., Yrs.)	7. Credit for Previous Related Instruction Experience (Hrs., Mos., Yrs.)

9. Related Instruction Provider(s) Name and Address	a. Total Length of Related Instruction
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b. Are Wages Paid During Related Instruction? <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Hours When Related Instruction Is Provided <input type="checkbox"/> During Work Hours <input type="checkbox"/> Not During Work Hours <input type="checkbox"/> Both During and Not During Work Hours
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10. Progressive Wage Schedule:

a. Apprentice's Entry Wage \$ \_\_\_\_\_      b. Journeyworker's (i.e., Experienced Worker's) Wage \$ \_\_\_\_\_

c. Wage Rate Units <input type="checkbox"/> hourly <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> semi-annually <input type="checkbox"/> annually <input type="checkbox"/> competencies	Period	1	2	3	4	5	6	7	8	9	10
	d. Wage Rate (Select One) <input type="checkbox"/> % of Journeyworker (i.e., Experienced Worker) wage <input type="checkbox"/> \$ amount of wage <input type="checkbox"/> Both % and \$ amount of wage	Duration (If Applicable)									
	Competencies (If Applicable)										
	Wage Rate										

11. Name and Contact Information of the Individual Designated by the Program Sponsor to Receive Complaints

Telephone Number \_\_\_\_\_ Cell Phone Number (Optional) \_\_\_\_\_

E-mail Address \_\_\_\_\_



**PART C: AGREEMENT AND SIGNATURES**

The program sponsor’s Apprenticeship Standards, which the sponsor certifies are in conformity with the requirements for program registration contained in 29 Code of Federal Regulations (CFR) part 29, subpart A and 29 CFR part 30, are attached and are hereby incorporated into this agreement. The program sponsor and apprentice hereby agree to the terms of the Apprenticeship Standards that are incorporated as part of this agreement, as those Standards existed on the date of the agreement.

These Apprenticeship Standards may be amended during the period of this agreement with the consent of the parties to the agreement, provided that such amendments are also in conformity with the requirements for program registration contained in 29 CFR part 29, subpart A and 29 CFR part 30.

The apprentice will be accorded equal opportunity in all phases of apprenticeship employment and training by the program sponsor, without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, or disability.

This agreement may be canceled by either of the parties, citing cause(s), with written notice to the registration agency, in compliance with 29 CFR part 29, subpart A.

During the probationary period described in Part B above, this apprenticeship agreement may be cancelled by either party upon written notice to the registration agency. After the probationary period, this agreement may be cancelled at the request of the apprentice, or suspended or cancelled by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Registration Agency of the final action taken.

This apprenticeship agreement does not constitute a certification under 29 CFR part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency.

1. Signature of Apprentice	Date	2. Signature of Parent/Guardian (If minor)	Date
3. Signature of Sponsor’s Representative(s)	Date	4. Signature of Sponsor’s Representative(s)	Date
5. Signature of Employer’s Representative(s) (If Applicable)	Date	6. Signature of Employer’s Representative(s) (If Applicable)	Date

**PART D: TO BE COMPLETED BY REGISTRATION AGENCY**

1. Registration Agency and Address	2. Signature (Registration Agency)	3. Date Registered
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4. Apprentice Identification Number:

**NOTE:** The collection and maintenance of the data on ETA-671, Apprentice Agreement and Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and 29 CFR part 29, subpart A. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a), in a systems of records entitled, DOL/ETA-31, The Enterprise Business Support System (EBSS) (encompassing RAPIDS), at the U.S. Department of Labor, Office of Apprenticeship. Data may be disclosed to Federal, state, and local agencies and community-based organizations, including State Apprenticeship Agencies, to facilitate statistical research, audit, and evaluation activities necessary to ensure the success, integrity, and improvement of employment and training programs. Data may also be disclosed to these organizations to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

## Definitions / Instructions

### Part A: Apprentice's Information

#### Item 4a. Ethnicity

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

#### Item 4b. Race

**American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicate their race as "American Indian or Alaska Native" or report entries such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian groups.

**Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. This includes people who reported detailed Asian responses such as: "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian" or provide other detailed Asian responses.

**Black or African American:** A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black or African American," or report entries such as African American, Kenyan, Nigerian, or Haitian.

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who reported their race as "Fijian," "Guamanian or Chamorro," "Marshallese," "Native Hawaiian," "Samoan," "Tongan," and "Other Pacific Islander" or provide other detailed Pacific Islander responses.

**White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

#### Item 5. Veteran Status

A **Veteran** is a person who has served in the active military, naval, or air service of the United States, and who was discharged or released therefrom under conditions other than dishonorable.

A **Non Veteran, Other Eligible Individual** is a person who is a dependent spouse or child—or the surviving spouse or child—of a Veteran, and who is eligible for certain G.I. Bill and other VA-administered educational assistance benefits provided under Title 38 of the U.S. Code.

A **Veteran, Eligible** is a Veteran who is eligible for certain G.I. Bill and other VA-administered educational assistance benefits provided under Title 38 of the U.S. Code.

#### Item 8.

**Pre-Apprenticeship:** A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s).

### Part B: Program Sponsor's Information

**Item 1.** A **Program Number** is a generated number assigned to a program sponsor when a program is registered in the Office of Apprenticeship's Registered Apprenticeship Partners Information Data System (RAPIDS).

**Item 1.** A **Sponsor Name** is any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

**Item 1b.** An **Employer** is any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

**Item 2.** An **Occupation** refers to the occupation an apprentice will be trained in, and the occupation will be listed in the sponsor's program standards.

**Item 2a.** A **RAPIDS Code** is the numeric code of the occupation in the apprenticeable occupation list.

**Item 2b.** An **Occupational Information Network (O\*NET) Code** is an 8-digit code in the O\*NET data system (<https://www.onetonline.org/>).

**Item 2c.** **Interim Credentials** (Certificate of Training) applies to career lattice occupations. These credentials are issued by the Registration Agency upon request by the program sponsor. Interim credentials provide certification of competency attainment by an apprentice, but does not necessarily indicate completion of the program.

**Item 3.** **Occupation Type** refers to the following three training approaches listed below.

**Item 3a.** A **Time-based Approach** measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

**Item 3b.** A **Competency-based Approach** measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies. An apprentice must be registered in an approved competency-based occupation for 12 calendar months of on-the-job-learning.

**Item 3c.** A **Hybrid Approach** measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

**Item 4.** A **Term Length (Hrs., Mos., Yrs.)** of the occupation is based on the program sponsor's training approach as approved by the Registration Agency.

**Item 5.** A **Probationary Period (Hrs. or Wks.)** is the number of hours or weeks of on-the-job learning during the apprentice's probationary period. A probationary period cannot exceed 25 percent of the term length of the occupation or one year, whichever is shorter.

**Item 6.** **Credit for Previous On-the-Job Learning Experience (Hrs., Mos., Yrs.)** is granted by the program sponsor based upon documented evidence provided by the apprentice. An apprentice must complete a minimum of six months on-the-job learning regardless of credits for previous experience awarded.

- Item 6a.** The **Term Remaining (Hrs., Mos., Yrs.)** is the difference between the term length of the on-the-job learning and the credits for previous experience awarded.
- Item 7.** **Credit for Previous Related Instruction Experience** (Hrs., Mos., Yrs.) is granted by the program sponsor based upon documented evidence provided by the apprentice.
- Item 9a.** **Total Length of Related Instruction** is the duration spent in related instruction in technical subjects related to the occupation, which is recommended to be not less than 144 hours per year.
- Item 10.** **Progressive Wage Schedule:**
- Item 10a.** **Apprentice's Entry Wage** (dollar amount paid): A sponsor enters this apprentice's entry wage.
- Item 10b.** **Journeyworker's (i.e., Experienced Worker's) Wage:** A sponsor enters the wage per unit (i.e., hourly, weekly, monthly, quarterly, semi-annually, or annually).
- Item 10c.** **Wage Rate Units:** A sponsor enters the apprentice schedule of pay for each advancement period based on the program sponsor's training approach (i.e., hourly, weekly, monthly, quarterly, semi-annually, annually, or competencies).
- Item 10d.** **Wage Rate:** Sponsor selects either percent of journeyworker (i.e., experienced worker) wage, dollar amount of wage, or both the percent of journeyworker wage and dollar amount of wage. If the sponsor selects "Both the percent of journeyworker wage and \$ amount of wage," the sponsor can enter a percentage or dollar amount for the wage in each period.
- Item 11.** **Complaints:** Identifies the individual or entity responsible for receiving complaints (29 CFR 29.7(k)).

**Part D: To Be Completed By Registration Agency**

- Item 4.** **Apprentice Identification Number:** RAPIDS encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

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\*The submission of the apprentice's social security number is requested. The apprentice's social security number will be used for program management purposes, such as verification of the apprentice's period of employment and earnings to align with Department of Labor's job training and employment program performance indicators for measuring performance outcomes. The Office of Apprenticeship will use wage records through the State Wage Interchange System needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR part 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that the apprentice is a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of the occupational classification. Failure to disclose an apprentice's social security number on this form will not affect the right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of social security numbers, which is prohibited.

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Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 U.S.C. 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room C-5321, Washington, D.C. 20210 (OMB Control Number 1205-0223).

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Please check one of the boxes below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Your name: \_\_\_\_\_

Date: \_\_\_\_\_

### **Why are you being asked to complete this form?**

Because we are a sponsor of a registered apprenticeship program and participate in the National Registered Apprenticeship System that is regulated by the U.S. Department of Labor, we must reach out to, enroll, and provide equal opportunity in apprenticeship to qualified people with disabilities.<sup>[1]</sup> To help us learn how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for apprenticeship, any answer you give will be kept private and will not be used against you in any way.

If you already are an apprentice within our registered apprenticeship program, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our apprentices at the time of enrollment, and then remind them yearly, that they may update their information. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

### **How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to: blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV/AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, impairments requiring the use of a wheelchair, and intellectual disability (previously called mental retardation).

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<sup>[1]</sup> Part 30 – Equal Employment Opportunity in Apprenticeship. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Apprenticeship website at <https://www.apprenticeship.gov/eo>.

**U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP**

APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP  
*(If Required please type or print all information, attach additional apprentices on separate sheet)*  
*(This Application is optional, for Sponsor utilizing Electronic Registration)*

**Sponsor Information**

Sponsor:	Program #:
Address:	Contact Name:
City, State, Zip:	Phone:

**Apprentice Information**

Full Name of Apprentice:
Apprentice Registration Number:
Occupation:
Term:
Registration Date:
Date of Completion:
Completion Wage:

**Related Instruction Certification**

Related Instruction Hours completed:
Related Instruction Furnished By:
Teacher(s) or Director(s) of Related Instruction Certifying to above information:  Name: _____ Address: _____

**Request for Certificate**

On behalf of the above-named sponsor, I hereby certify that the apprentice named in the application has satisfactorily completed and is working at the Journeyworker Level of his/her apprenticeship program as registered with the Office of Apprenticeship and hereby recommend the issuance of the <b>Certificate of Completion of Apprenticeship</b>  Sponsor's Signature: _____ Date: _____  Title: _____
--

**Office of Apprentice use only:**

<b>Date Entered in RAPIDS (if required):</b>
<b>Date Certificate Sent:</b>



## U.S. DEPARTMENT OF LABOR OFFICE OF APPRENTICESHIP

APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP  
*(If Required please type or print all information, attach additional apprentices on separate sheet)*  
*(This Application is optional, for Sponsor utilizing Electronic Registration)*

### Authentication of Requests for Certificate of Completion of Apprenticeship

Where the Office of Apprenticeship is the Registration Agency, issuance of a Certificate of Completion of Apprenticeship to apprentices upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the sponsor certifies to the Registration Agency and requests the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests are completed either electronically using the Registered Apprenticeship Partner Information System (RAPIDS) or in writing using this form from the sponsor to the appropriate field office.

### General Guidance

The sponsor will verify that the apprentice has completed all requirements of apprenticeship including a signed copy of transcripts from the sponsor, provider or sponsor of the related instruction. The field office representative shall have in evidence an electronic or written Application for Certification of Completion of Apprenticeship.

When a large number of apprentices are completing at the same time from the same occupation, one application form from the sponsor can be used with an attached list of pertinent information for the completing apprentices. When the sponsor has more than one occupation or more than one employer, the sponsor should complete separate forms for each occupation and employer, following the procedure above.

The occupation identified, must be the occupation title as listed in the most current List of Officially Recognized Apprenticeable Occupations. For sponsors who use a slightly different occupational title, OA staff may use the sponsor's title as long as the officially recognized occupational title is included in parenthesis under the sponsor's occupational title. Please see attached "sample" for reference.

The term "journeyman, journeyworker, journeyperson, etc." should not be included in the occupational title. These terms are used to describe a level of competency rather than an occupational title.

In rare instances where a program sponsor may utilize such a term above in their occupational title and that terminology is consistently used within their organization and training materials, OA staff may use that terminology on the sponsor's occupational title as long as the officially recognized occupational title is listed in parenthesis under the sponsor's title. The practice of using a level of competency in the occupational title should be discouraged when possible.

The sponsor's name on the Certificate of Completion of Apprenticeship shall be as it is registered and approved in their apprenticeship standards.

The date completed shall be the date of completion as indicated on the request form.

### Issuance of Replacement OA Certificate of Completion of Apprenticeship

Replacement certificate requests shall be verified with undeniable proof that an original certificate was either issued or requested by the sponsor. This shall be verified through OA's records or the program sponsor's records. In the event a field office has no proof, yet a program sponsor does, or vice versa, a copy of that proof shall be sent to the field office and included in the program folder. The term "**Replacement Certificate**" shall be printed in 12 pt. font size on the replacement certificate in the space centered between the last line of type and the U.S. Department of Labor seal.

The Certificate of Completion of Apprenticeship shall not be used for any other purpose than completion of a Registered Apprenticeship program.



# This is only a template, you must provide your JATC's approved Plan

## Appendix C

### AFFIRMATIVE ACTION PLAN

ADOPTED BY

(CLICK TO INSERT NAME OF SPONSOR(S) OR ORGANIZATION(S))

AS REQUIRED UNDER 29 CODE OF FEDERAL REGULATIONS PART 30

DEVELOPED IN COOPERATION WITH THE  
U. S. DEPARTMENT OF LABOR, OFFICE OF APPRENTICESHIP

\_\_\_\_\_  
(Registration Agency Representative Signature)

\_\_\_\_\_  
(Registration Agency Representative Typed/Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

*This Affirmative Action Plan template is provided by the U.S. Department of Labor, Office of Apprenticeship, for the convenience of apprenticeship program sponsors. Its use is recommended to promote understanding of, and compliance with, the Department's EEO in Apprenticeship rules at 29 CFR Part 30.*

*Please supply all requested information, unless otherwise directed by the form. If needed, use additional pages to complete responses.*





## AFFIRMATIVE ACTION PLAN

We, *(enter Program Sponsor)* \_\_\_\_\_, adopt this written Affirmative Action Plan (“written AAP” or “Plan”) in good faith to promote equality of opportunity in our registered apprenticeship program. This written AAP is a part of our apprenticeship Standards. We also incorporate by reference the Equal Opportunity Pledge contained in the Standards for this program.

This written AAP, which is based upon the minimum requirements for AAP contained in the equal opportunity in apprenticeship final regulation located at 29 CFR Part 30, is composed of nine key components. Each of these components requires us to examine different aspects of our apprentice workforce and document our review. At various stages of our review, we will analyze our utilization, recruitment activities, and selection, training, and assignment practices in order to ensure that all elements of our apprenticeship program are in accordance with equal employment opportunity requirements.

The key components of this AAP are as follows:

- Section I: Workforce Analysis for race, sex, and ethnicity (by occupation title and by major occupation group);
- Section II: Availability Analysis for race, sex, and ethnicity (by major occupation group);
- Section III: Utilization Analysis (comparing the workforce and availability analyses);
- Section IV: Utilization goals for race, sex, and ethnicity (if necessary);
- Section V: Utilization goals for individuals with disabilities;
- Section VI: Targeted outreach, recruitment, and retention activities (if necessary);
- Section VII: Annual review of personnel processes;
- Section VIII: Invitation to self-identify as an individual with a disability;
- Section IX: Official adoption of the written AAP.

### Abbreviations Key:

Please note that the following abbreviations denoting relevant racial and ethnic groups appear in the demographic charts contained in this written AAP (Appendix C):

*HISP* = Hispanic;  
*AA* = African American/Black;  
*AS* = Asian;  
*AIAN* = American Indian or Alaska Native;  
*NHPI* = Native Hawaiian or Other Pacific Islander.

**NOTE:** For detailed definitions of the above racial and ethnic groups, please see Attachment 1 of the Reference Guide.

**PLEASE NOTE:** To collect the demographic information on your apprentice workforce requested in Sections I through VIII below, you should consult the data supplied by your program’s apprentices in ETA Form 671. In addition, to ensure timely compliance with the AAP requirements contained in 29 CFR Part 30, you should keep a record of the date(s) on which you completed the analyses and activities described in Sections I through VIII below.





## SECTION I – WORKFORCE ANALYSIS FOR RACE, SEX, AND ETHNICITY (BY OCCUPATION TITLE AND BY MAJOR OCCUPATION GROUP)

The apprentice information needed to complete this workforce analysis section is available in the Registered Apprenticeship Partners Information Data System (RAPIDS) for all federally registered programs in the Office of Apprenticeship (OA) States, and for many state programs managed by State Apprenticeship Agencies (SAAs). Access to RAPIDS is available at: <https://dol.appiancloud.com/suite/sites/registered-apprenticeship>. Sponsors that are not required to use RAPIDS to manage their apprentices are encouraged to work with the appropriate SAA to complete their workforce analysis.

The following terms are used in this section:

- An **Occupation Title** is a specific occupation that has been assigned a 6-digit “detailed occupation” code in the U.S. Bureau of Labor Statistics’ Standard Occupational Classification and Coding Structure (SOC), <https://www.bls.gov/soc/>, and a corresponding 8-digit code in the Occupational Information Network (O\*NET), <https://www.onetonline.org/>). Detailed occupations are defined so that each includes workers who perform similar job tasks based on work performed and, in some cases, on the skills, education and/or training needed to perform the work. For the purposes of completing the workforce analysis, occupation titles are defined by the 8-digit O\*NET code. Sponsors can locate the O\*NET code associated with their registered occupations from the program occupation tab in RAPIDS.
- A **Major Occupation Group** is the highest-level classification in the SOC, which combines related occupations into major occupation groups. These Major Occupation Groups are designated by the two-digit SOC code and the two-digit prefix of the O\*NET code. (See Attachment 2, “Standard Occupational Classification and Coding Structure” in the accompanying Reference Guide for a complete list of the 23 major occupation groups and their two-digit SOC/O\*NET code designations).

**Example:** A sponsor has an apprenticeship program that offers training in four different occupation titles: Roofer (SOC/O\*NET code: 47-2181.00), Electrician (SOC/O\*NET code: 47-2111.00), Tool and Die Maker (SOC/O\*NET Code: 51-4111.00), and Machinist (SOC/O\*NET code: 51-4041.00). In completing Tables 1, 2, and 3 of the workforce analysis below, the sponsor will enter identifying characteristics for their apprenticeship workforce by utilizing the Occupation Titles and the corresponding SOC/O\*NET codes for each of those titles.

In completing Tables 4, 5, and 6 of the analysis, however, the sponsor will classify their apprentice workforce by the two Major Occupation Groups that encompass these titles: Construction (2-digit SOC/O\*NET code: 47) and Manufacturing (2-digit SOC/O\*NET code: 51).



## INSTRUCTIONS FOR COMPLETING THE WORKFORCE ANALYSIS

In completing the tables (1 through 6) contained in this Section I, sponsors should utilize the demographic identification provided by apprentices in their Program Registration and Apprenticeship Agreements (see Form 671, Section II).<sup>1</sup> If you are a RAPIDS user, the workforce analysis is available as a report in the system. As noted above, sponsors that are not required to use RAPIDS to manage their apprentices are encouraged to work with the appropriate SAA to complete their workforce analysis.

### A. Workforce Analysis by Occupation Title for Sex, Ethnicity, and Race

**NOTE:** The workforce analyses by occupation title for sex, ethnicity, and race contained in Tables 1, 2, and 3 in this Section should initially be completed by the second anniversary of the apprenticeship program's registration with a Registration Agency. Subsequent workforce analyses for sex, ethnicity, and race should be undertaken at the time of each subsequent program review (or at least once every three years if a program review does not take place).

#### Instructions:

For each **Occupation Title** in a program, please indicate the total number of **responses** received from apprentices that self-identify for sex, ethnicity, and race in the following tables:

**TABLE 1 - Occupation Titles by Sex**

Number of Responses Selecting a Sex				
Occupation Title	8-Digit O*NET Code	Female	Male	Total

**TABLE 2 - Occupation Titles by Ethnicity**

Number of Responses Selecting an Ethnicity				
Occupation Title	8-Digit O*NET Code	HISP	NON-HISP	Total

<sup>1</sup> Self-identification is the most reliable method and preferred method for compiling information about a person's sex, race, and ethnicity. Sponsors are strongly encouraged to rely on employee self-identification to obtain this information. Please note that while visual observation is an acceptable method for identifying demographic data in the absence of self-identification data, it may not be reliable in every instance, and sponsors should not guess or assume the sex, race, or ethnicity of an apprentice or applicant for apprenticeship.



**TABLE 3 – Occupation Titles by Race**

**Note:** For Table 3 below, responding apprentices may elect to choose **one or more** of the specified races. If an apprentice has identified himself or herself as more than one race, count the apprentice in each of the racial categories that he or she has identified.

**EXAMPLE:** *The sponsor of an apprenticeship program for the occupation of Lodging Manager obtained responses from 18 apprentices who identified their racial characteristics. Of these 18 individuals, 2 identified as AS only, 1 identified as both AS and AA, 4 identified as AA only, 1 identified as both AA and White, 1 identified as AIAN only, 0 identified as NHPI, and 9 identified as White only. While the number of respondents is 18, a total figure of 20 should nevertheless be entered in the “Total” responses column due to the selection by some apprentices of more than one race.*

Number of Responses Selecting One (or More) Race							
Occupation Title	8-Digit O*NET Code	AS	AA	AIAN	NHPI	White	Total
Lodging Managers	11-9081.00	3	6	1	0	10	20

Number of Responses Selecting One (or More) Race							
Occupation Title	8-Digit O*NET Code	AS	AA	AIAN	NHPI	White	Total



**B. Workforce Analysis by Major Occupation Group for Sex, Ethnicity, and Race**

**NOTE:** The workforce analysis by major occupation group for sex, ethnicity, and race contained in Tables 4, 5, and 6 in this Section should initially be completed by the second anniversary of the apprenticeship program’s registration with a Registration Agency. Subsequent workforce analyses for sex, ethnicity, and race should be undertaken at the time of each subsequent program review (or at least once every three years if a program review does not take place).

**Instructions:**

For each **Major Occupation Group** in a program, please complete the following sex, ethnicity, and race tables.

**TABLE 4 – Major Occupation Groups by Sex**

Number of Responses Selecting a Sex					
Major Occupation Group	2-Digit O*NET Code	Female	Male	Total	Female Percent of Total Responses

**TABLE 5 – Major Occupation Groups by Ethnicity**

Number of Responses Selecting an Ethnicity					
Major Occupation Group	2-Digit O*NET Code	HISP	NON- HISP	Total	HISP Percent of Total Responses



**TABLES 6.1 and 6.2 – Major Occupation Groups by Race**

**Note:** For Table 6.1 below, responding apprentices may elect to choose **one or more** of the specified races. If an apprentice has identified himself or herself as more than one race, count the apprentice in each of the race categories that he or she has identified.

For Table 6.2 below, align the Major Occupation Groups and 2-Digit O\*NET Codes with the Major Occupation Groups and 2-Digit O\*NET Codes completed in Table 6.1, and compute the percentage of total responses within a racial category by comparing the number of responses selecting a particular race to the total number of responses completed in Table 6.1.

**EXAMPLE:** Using the example above for Table 3, the program sponsor obtained responses from 18 apprentices who identified their racial characteristic. Of these 18 individuals, 2 identified as AS only, 1 identified as both AS and AA, 4 identified as AA only, 1 identified as both AA and White, 1 identified as AIAN only, 0 identified as NHPI, and 9 identified as White only. While the number of respondents is 18, a total figure of 20 should nevertheless be entered in the “Total” responses column due to the selection by some apprentices of more than one race.

Accordingly, to compute the percentage of total responses within a racial category, the sponsor would compare the number of responses selecting a particular race to the total number of responses (20). For instance, in the sample table below, the AS percentage is determined by calculating the proportion of AS responses (3) to the total number of responses (20), resulting in a figure of 15%.

(Please note that the occupation title for “Lodging Managers” that appears in Table 3 above is classified under the “Management Occupations” Major Occupation Group for purposes of this table, with a two-digit SOC/O\*NET Code of 11).

6.1 Number of Responses Selecting One (or More) Race							
Major Occupation Group	2-Digit O*NET Code	AS	AA	AIAN	NHPI	White	Total
<i>Management Occupations</i>	11	3	6	1	0	10	20

6.2 Percent of Total Responses						
Major Occupation Group	2-Digit O*NET Code	AS	AA	AIAN	NHPI	White
<i>Management Occupations</i>	11	15%	30%	5%	0%	

6.1 Number of Responses Selecting One (or More) Race							
Major Occupation Group	2-Digit O*NET Code	AS	AA	AIAN	NHPI	White	Total



**6.2** Percent of Total Responses

Major Occupation Group	2-Digit O*NET Code	AS	AA	AIAN	NHPI

**SECTION II – AVAILABILITY ANALYSIS FOR RACE, SEX, AND ETHNICITY (BY MAJOR OCCUPATION GROUP)**

**PLEASE NOTE:** You should complete this section only in connection with a program review conducted by your Registration Agency. The Registration Agency will provide you with assistance in completing this section.

**A. Minimum Educational Attainment Levels Required for Program Enrollment**

Select the minimum educational attainment qualification required to be eligible to enroll in the Major Occupation Group(s) covered by your apprenticeship program from among the options below.

**Choose One:**

- Not High School graduate
- High School graduate (including equivalency)
- Some College or Associate’s degree
- Bachelor’s degree
- Master’s degree
- Doctorate or professional degree

**NOTE:** The options listed immediately above correspond to the educational attainment categories for which the U.S. Government compiles workforce data by race, national origin, and sex. Use the same educational qualifications that are in your Standards; check all levels above that apply.

*If additional qualifications, credentials, or skills are required for program enrollment beyond those listed above, list them here (please limit the number of characters to 2,000)*

**NOTE:** These required additional qualifications must already be in the sponsor’s Standards; they cannot be added subsequently.



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## B. Designated Recruitment Area for Apprentices

Select the category below that corresponds to the **relevant recruitment area** for each Major Occupation Group represented in your program.

**Choose One:**

- External recruitment area** – the geographical area from which the sponsor usually seeks or reasonably could seek apprentices when recruiting from outside of its own current employees. An external recruitment area can be an area within a specific radius of a sponsor’s location; a county or counties; or a state or states. Please provide a brief rationale for selecting this recruitment area:

*Enter text here*

- Other recruitment area or source** – a source or geographic area *other* than an External Recruitment Area from which a sponsor seeks (or reasonably could seek) to recruit apprentices (such as from the sponsor’s existing workforce). Please describe this source or area and explain your reason(s) for selecting it:

*Enter text here*

- Combination of external recruitment area / other recruitment area or source** – If your program typically recruits apprentices from an external recruitment area AND another recruitment area or source (such as from your existing workforce), select this option, explain your reason for selecting it, and provide the estimated percentage of selectees that typically come from each source (e.g., 75% selectees from external recruitment area / 25% selectees from existing workforce):

*Enter text here*



### C. Specifying the External Recruitment Area

If you are utilizing an **External Recruitment Area**, please complete the following items:

For each Major Occupation Group, we seek (or reasonably could seek) individuals who live in the following geographical zones or jurisdiction(s) (**CHECK ONE**):

- A political jurisdiction
- A geographical zone that is a specified radius from the sponsor's program location

If you checked "political jurisdiction" above, please specify the jurisdiction:

- County (ies): *County(ies)* \_\_\_\_\_
- State(s): *State(s)* \_\_\_\_\_

**NOTE:** Definitions for these Census Bureau political jurisdiction categories are provided in Attachment 3 of the Reference Guide.

If you instead checked "a specified radius from the sponsor's program location," please CHECK ONE of the following distances:

- |                                   |                                    |                                     |
|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> 5 miles  | <input type="checkbox"/> 25 miles  | <input type="checkbox"/> 300 miles  |
| <input type="checkbox"/> 10 miles | <input type="checkbox"/> 50 miles  | <input type="checkbox"/> 500 miles  |
| <input type="checkbox"/> 15 miles | <input type="checkbox"/> 100 miles | <input type="checkbox"/> 1000 miles |
| <input type="checkbox"/> 20 miles | <input type="checkbox"/> 200 miles |                                     |





### SECTION III: UTILIZATION ANALYSIS (COMPARING THE WORKFORCE AND AVAILABILITY ANALYSES)

**NOTE:** The utilization analysis contained in this Section should initially be completed, **with the assistance of the Registration Agency**, at the first program review after the second anniversary of registration. Subsequent utilization analyses should be undertaken at the time of each subsequent program review (or at least once every three years if a program review does not take place).

#### Determining Whether the Establishment of Utilization Goals Is Necessary: Methods for Utilization Analysis

##### A. Using the Demographic Analysis Tool

OA strongly encourages you to use the electronic **Demographic Analysis Tool (DAT)**<sup>2</sup> to conduct a utilization analysis because it provides a streamlined process for conducting the analysis, and also utilizes the most accurate, up-to-date national demographic data. **You are eligible to utilize the DAT if you satisfy ALL of the following criteria:**

- If, for a Major Occupation Group, you do not require applicants to meet credentials or skills beyond those specified in the minimum educational attainment checkboxes in Section II. A (*see Section II. A above*);
- If, for a Major Occupation Group, you recruit apprentices **solely** from an **external recruitment area** (i.e., you choose to establish a recruitment area that is based on a source derived from U.S. Census Bureau data) (*see Section II. B above*), AND
- You choose to utilize either the “80% method” or the “two standard deviations method” (which are described in Section III. B below) for conducting a utilization analysis.

**PLEASE NOTE:** If you do **not** meet each of the three criteria listed above, you should contact the Registration Agency for assistance in conducting your utilization analysis.

##### B. Applicable Methodology for Utilization Analysis Review

Select the method used to evaluate whether the utilization of women, Hispanics or Latinos, or a particular racial minority group in your workforce is significantly less than would be reasonably expected given the availability of such individuals for apprenticeship:

- 80% Method** (Under the “80% method”, if utilization is less than 80% of availability, it is considered significantly less);
- Two Standard Deviations Method** (Under the “two standard deviations” method, if utilization is more than two standard deviations less than availability, it is considered significantly less. A standard deviation is a statistical test that predicts the likelihood that an outcome – in this case, the outcome that utilization is less than availability – occurs by chance). **PLEASE NOTE: The “two standard deviations” method may only be used if the program sponsor employs a total of 30 or more apprentices**, as measured in Table 1 (Occupation Titles by Sex) of this Appendix C; or
- If you choose a method **OTHER** than the 80% Method or the Two Standard Deviations Method, you must describe it in the space below (please limit the number of characters to 2,000). **Please also note that selection of such an alternative method will disqualify you from utilizing the DAT.**

*Enter text here*

<sup>2</sup> The DAT utilizes U.S. Census Bureau data derived from the [EEO Tabulation EEO-ALL07R-N1: Educational Attainment \(6\) by Younger Age Groups, Sex, and Race/Ethnicity \(Part I\) for Residence Geography, Total Population, Number](#)



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**Eligible sponsors may complete the DAT by accessing RAPIDS:**  
<https://dol.appiancloud.com/suite/sites/registered-apprenticeship>.

**After entering the data requested by the DAT, print a copy of the DAT Report, and attach it to this written AAP (Appendix C). Then proceed to Section IV below.**

Sample Template



**SECTION IV: UTILIZATION GOALS FOR RACE, SEX, AND ETHNICITY (IF NECESSARY)**

**PLEASE NOTE:** *If the results of your utilization analysis (Section III above) did not identify any significant underutilization of apprentices by sex, race, or ethnicity in a Major Occupation Group, you may skip this section and proceed to Section V.*

Completion of Table 7 below is only required in connection with a program review conducted by a Registration Agency. The Registration Agency will provide you with assistance in completing this section.

Based on the analyses summarized in the **DAT Report**, identify the sex/race/ethnic group(s) for which the proportion in your Major Occupation Group was significantly less than that group’s availability in the relevant recruitment area(s). Record the results in **Table 7** below by copying the “yes” and “no” utilization outcomes from the **DAT Report** in the second column of the Table.

Next, enter the percentage utilization goal for any race, sex, or ethnicity group in which there was significant underutilization. The goal for any such group must at least equal the corresponding availability figure in the **DAT Report**, rounded to the nearest whole number. For any row in which the response in the second column is “no,” leave the third column blank.

**TABLE 7 – Underutilization of Sex, Ethnicity, and Race**

Population Group	Significant Underutilization? (Yes/No) [from the <i>DAT Report</i> ]	Goal (%) [at least equal to the corresponding figures in the <i>DAT Report</i> ]
Women		
HISP		
AA		
AS		
AIAN		
NHPI		

**PLEASE NOTE:** *The percentage goals listed in Table 7 above are not intended and will not be used by the program sponsor to discriminate against any qualified applicant or apprentice on the basis of race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, age (40 or older), genetic information, or disability. These goals do not supersede eligibility requirements for this apprenticeship program.*

*The program sponsor will not use these goals as rigid and inflexible quotas; as either a ceiling or a floor for the selection of members of a particular group(s) as apprentices; or as a justification to extend a preference to any individual, select an individual, or adversely affect an individual’s status as an apprentice. Instead, the sponsor will use these goals as objectives or targets, applying every good faith effort to make all aspects of the entire affirmative action program work and to attain the goals.*



## SECTION V – UTILIZATION GOALS FOR INDIVIDUALS WITH DISABILITIES

**NOTE:** The workforce analysis for individuals with disabilities (IWDs) in this Section should initially be completed by the second anniversary of the apprenticeship program’s registration with a Registration Agency. Subsequent workforce analyses for individuals with disabilities should be undertaken at the time of each subsequent program review (or at least once every three years if a program review does not take place).

### A. Workforce Analysis for Individuals with Disabilities by Occupation Title

**Table 8** below shows, for each **Occupation Title** represented in the program, the numbers of apprentices in the workforce whose responses to the question “do you have a disability?” on their most recent Voluntary Disability Disclosure Form was “yes;” “no;” or “I do not wish to answer” (or who did not return the form).

**TABLE 8 - Disability Status by Occupation Title**

Number of Individuals Responding to the Question: “Do you have a disability?”					
Occupation Title	8-Digit O*NET Code	Yes	No	Did not answer or return form	Total Number of Individuals Responding Either ‘Yes’ or ‘No’

### B. Workforce Analysis for Individuals with Disabilities by Major Occupation Group

**Table 9** below shows, for each **Major Occupation Group** represented in the program, the numbers and percentages of apprentices whose responses to the question “do you have a disability?” on their most recent Voluntary Disability Disclosure Form was “yes;” “no;” or “I do not wish to answer” (or who did not return the form).

**TABLE 9 – Disability Status by Major Occupation Group**

Number of Individuals Responding to the Question: “Do you have a disability?”						
Major Occupation Group	2-Digit O*NET Code	Yes	No	Did not answer or return form	Total Number of Individuals Responding ‘Yes’ or ‘No’	Proportion of persons responding ‘yes’ to the total number of individuals that responded either ‘yes’ or ‘no’ (expressed as a percentage)



**C. Identification of Potential Impediments for Individuals with Disabilities (IWDs)**

The Major Occupation Group(s) in our program in **which the percentage of IWDs was less than seven percent** is/are listed in the **first column of Table 10 below**. For these groups, we reviewed our program to identify any impediments to equal opportunity for IWDs, with the results shown in the second column. The following are examples of impediments to achieving equal employment opportunity for apprentices with IWDs, which may be utilized in completing Table 10 below.

- Lack of effective outreach to IWDs
- Inaccessible methods for testing applicants' qualifications or readiness for progression
- Qualifications or other selection mechanisms that disfavor IWDs and are not job related
- Hostile or unwelcoming work environments for IWDs
- Different training opportunities or work assignments for IWDs than for others
- Different pay, disciplinary standards, or other working conditions for IWDs
- Failure to provide reasonable accommodations or information about reasonable accommodations
- Provisions in collective bargaining or employer acceptance agreements
- Other: (fill in the blank)

**TABLE 10 - Impediments to EEO for IWDs**

Major Occupation Groups in which the percentage of IWDs was less than 7%	Impediments to EEO for IWDs
	1. 2. 3.
	1. 2. 3.

**SECTION VI - TARGETED OUTREACH, RECRUITMENT, AND RETENTION ACTIVITIES (IF NECESSARY)**

**PLEASE NOTE:** Completion of this section is **mandatory** if you were required to adopt race, sex, or ethnicity goals (under Section IV of this written AAP) or if you found impediments to equal employment opportunity for IWDs (under Section V of this written AAP). Otherwise, completion of this section is purely optional.

In the coming year, we will undertake the outreach, recruitment, and retention activities listed below. These activities are targeted to the race/sex/ethnicity group(s) for which we adopted goals (as shown in **Section IV**) and/or to IWDs (if we found impediments to equal employment opportunity for such individuals, as shown in **Section V**).

1. We will disseminate information to organizations serving each underutilized group regarding the nature of our apprenticeship program, requirements for selection for apprenticeship, availability of apprenticeship opportunities, and our equal opportunity pledge. The Universal Outreach Tool (UOT) can help connect sponsors with local organizations who may be able to assist sponsors in meeting their outreach, recruitment, and retention goals; the UOT may be accessed at: <https://apprenticeshipusa.secure.force.com/eeoresourcetool>.) These organizations and the group(s) that each serve are listed in **Table 11:**



**TABLE 11 – Organizations Serving Underutilized Populations**

Major Occupation Group	Underutilized Population (i.e., Women, AA, HISP, AS, AIAN, NHPI, IWDs)	Organization(s) serving population to which information will be disseminated

2. We will advertise all openings for apprenticeship opportunities by publishing advertisements in the following media that have wide circulation in our relevant recruitment areas:

*Enter text here. (Please limit the number of characters to 2,000.)*

3. We will cooperate with the following local school boards and vocational education systems to develop and/or establish relationships with pre-apprenticeship programs targeting students from each underutilized group to prepare them to meet the standards and criteria required to qualify for entry into our apprenticeship programs:

*Enter text here. (Please limit the number of characters to 2,000.)*

4. We will establish linkage agreements or partnerships with the following pre-apprenticeship programs, community-based organizations, advocacy organizations, or other appropriate organizations, in recruiting qualified individuals for apprenticeship:

*Enter text here. (Please limit the number of characters to 2,000.)*

5. After every selection cycle for registering apprentices, we will evaluate and document the overall effectiveness of the above-targeted outreach and recruitment activities and refine them as needed.

*[Choose one:]*

- The documentation of the evaluations of these activities that we conducted (and any changes made to these activities in response to the evaluations) since the last review is attached to this written AAP; *or*
- We did not select or register any apprentices since the last review.

6. We *[Choose one:]*  **will** /  **will not** undertake the following optional activities:

- Enlist journeyworkers (i.e., experienced workers) from the underutilized group(s) to assist in



implementing our AAP.

- Enlist journeyworkers from the underutilized group(s) to mentor apprentices and to assist with our targeted outreach and recruitment activities.
- Conduct exit interviews of each apprentice who leaves our apprenticeship program before completion to understand better why he/she left and to help shape retention activities.
- Other:

*[Choose as many as applicable, or none.]*

*Enter text here*

## SECTION VII – ANNUAL REVIEW OF PERSONNEL PRACTICES

**PLEASE NOTE:** You should initially complete this section by the second anniversary of your program’s registration with a Registration Agency, and again on an annual basis.

We conduct a thorough, systematic, and comprehensive review at the program, industry and occupation level of our personnel processes related to the administration of the apprenticeship program annually. Such an annual review ensures that the apprenticeship program is operating free from discrimination based on race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, age (40 or older), genetic information, and disability.

Our reviews have included (but may not be limited to): the qualifications for apprenticeship, application and selection procedures, wages, outreach and recruitment activities, advancement opportunities, promotions, work assignments, job performance, rotations among all work processes of the occupation, disciplinary actions, handling of requests for reasonable accommodations, and the program’s accessibility to individuals with disabilities (including the use of information and communication technology).

As a result of our most recent annual review, which was conducted on: *(insert date)* \_\_\_\_\_, we made or will make the modifications to the program listed in **Table 12** below. Examples of modifications that may improve equal employment for apprentices may include, but not limited to:

- Developing, revising, or enhancing training or information sessions on EEO requirements, and providing a nondiscriminatory, welcoming work environment.
- Taking appropriate disciplinary actions (up to and including termination) against staff or apprentices who engage in unlawful harassment or otherwise fail to provide equal employment opportunity.
- Renegotiating or terminating collective bargaining or employer acceptance agreements to eliminate discriminatory policies or processes or otherwise allow the sponsor to address barriers or impediments to EEO.
- Taking steps to ensure that compensation in an occupational group does not vary based on any protected category.
- Revising work assignments to ensure that they do not discriminate on the basis of any protected category.
- Revising disciplinary standards to ensure that they do not discriminate on the basis of any protected category.
- Other provision of reasonable accommodations to IWDs: *Fill in the blank* \_\_\_\_\_



**TABLE 12 – Modifications of Personnel Practices**

Modification of Personnel Practices	Date Made or To Be Made

**SECTION VIII – INVITATION TO SELF-IDENTIFY AS AN INDIVIDUAL WITH A DISABILITY**

**PLEASE NOTE:** You should initially complete this section by the second anniversary of your program’s registration with a Registration Agency, and again on each occasion that you update your written AAP.

- On *(insert date)* \_\_\_\_\_, we began inviting all applicants for our program, at the time that they apply or are considered for apprenticeship, to inform us whether they believe that they are IWDs.
- We invited our then-current apprentices to self-identify on *(insert date)* \_\_\_\_\_.
- Since then, we have continued to invite all applicants to self-identify when they apply, and all accepted applicants to self-identify after acceptance into the program but before they begin their apprenticeships.
- Every year, we have reminded all current apprentices that they may update their Voluntary Disability Disclosure Form. We sent our most recent reminder on *(insert date)* \_\_\_\_\_.
- We use the Voluntary Disability Disclosure Form for these self-identification invitations.
- We keep the Voluntary Disability Disclosure Form separate from the application and the apprentice’s program files.





**SECTION IX – OFFICIAL ADOPTION OF THE WRITTEN AFFIRMATIVE ACTION PLAN**

**1. Adoption by the Sponsor**

*(where there is no labor union involvement in the sponsorship of the program)*

*(insert official name of sponsor)* \_\_\_\_\_ adopts this written Affirmative Action Plan on this *(day)* day of *(month)* 20 *(year)*.

\_\_\_\_\_  
**Signature of Sponsor’s Representative**

*(insert typed/printed name)* \_\_\_\_\_

**Typed/Printed Name**

*(insert date)* \_\_\_\_\_

**Date**

**2. Adoption by Labor and Management Representatives of the Sponsor**

*(where applicable)*

*[Complete below ONLY IF there is joint union-management sponsorship of the apprenticeship program, and where separate signatures from labor union and management representatives are required.]*

*(insert official name of sponsor)* \_\_\_\_\_ adopts this written Affirmative Action Plan on this *(day)* day of *(month)* 20 *(year)*.

\_\_\_\_\_  
**Signature of Management Representative**

*(insert typed/printed name)* \_\_\_\_\_

**Typed/Printed Name**

*(insert date)* \_\_\_\_\_

**Date**

\_\_\_\_\_  
**Signature of Labor Representative**

*(insert typed/printed name)* \_\_\_\_\_

**Typed/Printed Name**

*(insert date)* \_\_\_\_\_

**Date**



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## Appendix D

### EMPLOYER ACCEPTANCE AGREEMENT

#### ADOPTED BY

**(CLICK TO INSERT NAME OF SPONSOR(S) OR ORGANIZATION(S))**

DEVELOPED IN COOPERATION WITH THE  
U. S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP

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## Appendix D

### EMPLOYER ACCEPTANCE AGREEMENT

The undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Click to Insert name of Sponsor(s) or organization(s) and agree(s) to carry out the intent and purpose of said Standards for (Insert occupation(s)) and accompanying Appendices and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. The undersigned employer further agrees to allow the Click to Insert name of Sponsor(s) or organization(s) to access the employer's records to confirm compliance with the terms of the Apprenticeship Standards and requirements of 29 CFR Part 29, subpart A, and Part 30. (Insert Employer's name) have been furnished a copy of the Standards and have read and understood them, and request certification to train apprentices under the provisions of these Standards. On-the-job, the apprentice is hereby assured qualified training personnel and adequate supervision during the apprenticeship. The training should follow the approved Work Process Schedule and Related Instruction Outline including the rotation of tasks. The employer further agrees to follow the selection procedures per the approved Standards consistent with the requirements set forth in 29 CFR § 30.10(b). This employer acceptance agreement will remain in effect until canceled voluntarily or revoked by the Sponsor, Employer, or the Registration Agency.

Click or tap here to enter text.  
(Print Name of Employer Representative)

Click or tap here to enter text.  
(Print Name of Sponsor Representative)

**Signed:** \_\_\_\_\_  
(On Behalf of Employer)

**Signed:** \_\_\_\_\_  
(On Behalf of Sponsor)

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Employer Title: \_\_\_\_\_

Name of Company: \_\_\_\_\_

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

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

NAICS Code (Optional): Click or tap here to enter text.

Employer Identification Number (Optional): Click or tap here to enter text.

cc: Registration Agency