

REGISTERED PRE-APPRENTICESHIP DEFINITIONS

"APPROVING AGENCY" shall mean the Director, Apprenticeship and Training Office, Pennsylvania Department of Labor & Industry.

"ARTICULATED CREDIT" means credit that is provided to a student from a training facility that is transferable to another training facility through a written agreement.

"CANCELLATION" means the termination of the registration or approval status of a program at the request of the sponsor, or termination of an Apprenticeship Agreement at the request of the apprentice.

"PARTIES TO THE PRE-APPRENTICESHIP AGREEMENT" shall mean the Pre-Apprentice, his/her parent or guardian (if necessary), the Approved Pre-Apprenticeship Sponsor, and the Approving Agency, each of whom shall sign the Pre-Apprenticeship Agreement.

"PRE-APPRENTICE" means any person who is attending classes to learn an apprenticeable occupation, in an approved schedule of related instruction and who is participating in a registered pre-apprenticeship program which is registered with the Director, Apprenticeship and Training Office, Pennsylvania Department of Labor & Industry.

"PRE-APPRENTICESHIP AGREEMENT" shall mean a written agreement between the Pre-Apprentice, his/her parent or guardian (if necessary), and a Cooperating Educational Facility. Every Pre-Apprenticeship Agreement shall be approved by and filed with the Director, Apprenticeship and Training Office, Pennsylvania Department of Labor & Industry.

"PRE-APPRENTICE SPONSOR" means any registered apprenticeship sponsor, association, committee, or organization operating a pre-apprenticeship program and in whose name the program is (or is to be) registered or approved.

"PROGRAM SPONSOR" means the local Apprenticeship Sponsor in whose name these Standards will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program. The registered apprenticeship program sponsor will work with the pre-apprenticeship sponsor to ensure that there is a viable pathway to registered apprenticeship.

"REGISTRATION OF A PRE-APPRENTICESHIP PROGRAM" means the registration and/or approval by the Agency, as meeting the basic standards and requirements of the Agency, including but not limited to, a written agreement with a registered apprenticeship program.

"RELATED INSTRUCTION" indicates an organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to his/her occupation.

"SUPERVISOR OF THE PRE-APPRENTICE" shall be the person designated to perform the duties as outlined in these Standards.

"STANDARDS OF PRE-APPRENTICESHIP" shall mean this entire document including these definitions.

REGISTERED APPRENTICESHIP DEFINITIONS

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the standards of registered apprenticeship who has signed an apprenticeship agreement with the local program sponsor providing for training and instruction under these standards and who registers with the Registration Agency.

APPRENTICESHIP AND TRAINING OFFICE (ATO): Recognized state office established and operated by Pennsylvania's Department of Labor & Industry that oversees apprenticeship.

APPRENTICESHIP AND TRAINING REPRESENTATIVE (ATR): Commonwealth of Pennsylvania employee designated by ATO to service a registered apprenticeship program. The ATR provides technical assistance for developing standards and registering apprenticeship programs and apprentices with PATC. The representative also ensures local collaboration with various stakeholders such as employers, educational providers, workforce development boards, and Pennsylvania CareeLink® Offices.

APPRENTICE ELECTRONIC REGISTRATION: An electronic registration process that allows for instantaneous transmission of apprentice data into RAPIDS for efficient registration of apprentices that provides program sponsors with a faster turnaround on their submissions and access to their registered apprenticeship program data.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the program sponsor setting forth the responsibilities and obligations of all parties to the apprenticeship agreement with respect to the apprentice's employment and training under these standards. Each apprenticeship agreement must be registered with PATC.

APPRENTICESHIP COMMITTEE: Those persons designated by the program sponsor to act as agents for the program sponsor in the administration of the program. A non-joint committee, which may also be known as a unilateral committee or (if it includes workers' representatives) a group non-joint committee, has employer representatives but does not have a bona fide collective bargaining agent as a participant.

CANCELLATION: Either the deregistration by PATC of a registered apprenticeship program at the request of the program sponsor, the termination of an apprenticeship agreement at the request of an apprentice or formal deregistration proceedings by PATC resulting in the termination of an apprenticeship agreement or program.

CAREER LATTICE: Career lattice registered apprenticeship programs include occupational pathways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship credential.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: A nationally recognized credential issued by ATO to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of registered apprenticeship.

COMPETENCY-BASED OCCUPATION: An occupation using an apprenticeship approach that requires successful demonstration of acquired skills and knowledge by an apprentice, as verified by the program sponsor, with an OJT component and RTI. Program sponsors determine the most appropriate approach, subject to approval by PATC.

DIRECTOR: Authorized person legally appointed to manage ATO and supervise the activities of the Pennsylvania Apprenticeship Training Council.

ELECTRONIC MEDIA: Media that utilize electronics or electromechanical energy for the end user (audience) to access the content. Includes, but is not limited to, electronic storage media, transmission media, the Internet, extranets, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

EMPLOYER: Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this program sponsor's standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under these standards.

HYBRID OCCUPATION: An occupation using a combined competency and time-based apprenticeship approach that requires the apprentice to complete a specified minimum number of OJT hours, RTI hours and the successful demonstration of competency in the defined subject areas. Program sponsors determine the most appropriate approach, subject to approval by PATC.

INTERIM CREDENTIAL: A credential issued as certification of competency attainment by an apprentice.

JOINT APPRENTICESHIP COMMITTEE: A committee composed of an equal number of representatives of employers and employees, which has been established by an employer or group of employers and a bona fide collective bargaining agent or agents to conduct, operate or administer a registered apprenticeship program and enter into apprenticeship agreements with apprentices selected for employment under a particular registered apprenticeship program.

JOURNEYWORKER: A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. The term may also refer to a mentor, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.

NAICS CODE: The North American Industry Classification System (NAICS) classifies business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. economy. The NAICS industry codes define establishments based on the activities in which they are primarily engaged.

NON-JOINT APPRENTICESHIP PROGRAM SPONSOR: A registered apprenticeship program sponsor in which a bona fide collective bargaining agent does not participate or a union sponsored program in which the employer does not participate; it includes an individual non-agent, a registered apprenticeship program sponsored by one employer without the participation of a union; and a group non-joint sponsor, a registered apprenticeship program sponsored by two or more employers without the participation of a union.

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

ON-THE-JOB TRAINING (OJT): Tasks learned on the job in which the apprentice must become proficient before a completion certificate is awarded. The training must be through structured, supervised work experience.

PENNSYLVANIA APPRENTICESHIP AND TRAINING COUNCIL (PATC): The Council established through Pennsylvania's Apprenticeship and Training Act (43 P.S. § 90.4).

PROGRAM SPONSOR: Any person, association, committee, or organization that operates a registered apprenticeship program, irrespective of whether such entity is an employer; and in whose name the program is registered that assumes the full responsibility for administration and operation of the program.

PROVISIONAL REGISTRATION: The one-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Department of Labor & Industry, as provided for in 34 Pa. Code §§ 81.61- 81.64.

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and registered apprenticeship programs.

REGISTERED APPRENTICESHIP PROGRAM: An apprenticeship program registered with PATC and evidenced by a Certificate of Registration or other appropriate document as meeting the registered apprenticeship standards of PATC.

REGISTRATION AGENCY: PATC has responsibility for registering apprenticeship programs and apprentices, conducting reviews for compliance with 34 Pa. Code §§ 81 and 83, and conducting quality assurance assessments.

REGISTRATION OF AN APPRENTICESHIP AGREEMENT: The acceptance and recording thereof by PATC as evidence of the participation of the apprentices in a particular registered apprenticeship program.

REGISTRATION OF AN APPRENTICESHIP PROGRAM: The acceptance and recording of such program by the PATC as meeting the basic standards and requirements of PATC for approval of such program. Approval is evidenced by a Certificate of Registration.

RELATED TECHNICAL INSTRUCTION (RTI): An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by PATC. Each year of apprenticeship requires a minimum of 144 RTI hours.

STANDARDS OF REGISTERED APPRENTICESHIP: This entire document, including all appendices and attachments hereto, and any future modifications and additions approved by PATC.

SUPERVISOR OF APPRENTICE(S): An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

SUSPENSION: Layoff of an apprentice due to lack of work, military leave or extended sick leave.

TIME-BASED OCCUPATION: An occupation using a traditional, time-based apprenticeship approach that measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of OJT as described in a work process schedule and 144 RTI hours yearly. Program sponsors determine the most appropriate approach, subject to approval by PATC.

TRANSFER: A shift of apprenticeship registration from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.