

**PENNSYLVANIA GROUP
STANDARDS OF REGISTERED APPRENTICESHIP**

DEVELOPED BY

**(INSERT PROGRAM SPONSORS' NAMES OR PROGRAM SPONSOR
GROUP NAME OR ASSOCIATION OR ORGANIZATION)**

FEIN: _____

INSERT INDUSTRY

(OCCUPATION(S) SHALL BE LISTED IN APPENDIX A)

NAICS CODE: _____

O*NET-SOC CODE: _____

**APPROVED BY THE APPRENTICESHIP AND TRAINING COUNCIL
FOR THE COMMONWEALTH OF PENNSYLVANIA**

These model guidelines for registered apprenticeship standards are an example of how to develop registered apprenticeship standards that will comply with 34 Pa. Code § 81 and 34 Pa. Code § 83 when tailored to a program sponsor's registered apprenticeship program. Every effort has been made to ensure that the information in the model registered apprenticeship standards is accurate and up-to-date. (DELETE AFTER READING)

These standards comply with 34 Pa. Code § 81 and 34 Pa. Code § 83 and are tailored to this program sponsor's registered apprenticeship program. These standards do not create new legal requirements or change current legal requirements. The legal requirements related to registered apprenticeship that apply to registered apprenticeship programs are contained 34 Pa. Code § 81 and 34 Pa. Code § 83.

**IN COOPERATION WITH THE NATIONAL APPRENTICESHIP PROGRAM
IN ACCORDANCE WITH THE BASIC STANDARDS OF APPRENTICESHIP
ESTABLISHED BY THE SECRETARY OF LABOR**

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SECTION 01 – PROGRAM ADMINISTRATION/SKILLED OCCUPATION 34 Pa. Code § 81.11; 34 Pa. Code §§ 81.61-81.64; 34 Pa. Code § 83.5(b)(1)

These **(insert program sponsor's name)** and **(if applicable, insert union or labor organization's name)** registered apprenticeship standards have as their objective the training of **[insert industry]** skilled in all phases of the industry. The program sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job training (OJT) combined with related technical instruction (RTI).

This recognition has resulted in the development of these standards of registered apprenticeship. They were developed in accordance with the basic standards recommended by the Pennsylvania Apprenticeship and Training Council (PATC) as a basis from which the program sponsor can work to establish an apprenticeship training program that meets the specific needs of an area.

A one-year initial provisional approval will be issued for 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 PATC, as provided for in 34 Pa. Code §§ 81.61- 81.64.

Program sponsors are responsible for the administration of all aspects of the registered apprenticeship program. Program sponsor means any person, association, committee, or organization operating a registered apprenticeship program and in whose name the program is (or is to be) approved and registered.

For employers with employees represented by a bona fide collective bargaining agent(s), the sponsor will establish a Joint Apprenticeship Training Committee (JATC) to carry out the responsibilities and duties required of a program sponsor as described in these standards of registered apprenticeship.

For the JATC that is established by the program sponsor, a list of the membership and the areas of expertise they represent must be provided to the Department of Labor & Industry's Apprenticeship and Training Office (ATO).

For employers that do not have a bona fide collective bargaining agent, program sponsors, at their discretion, may establish an Apprenticeship and Training Committee (ATC) to carry out the responsibilities and duties required of a program sponsor as described in these standards of registered apprenticeship.

If an ATC is established by the program sponsor, a list of the membership and the areas of expertise they represent must be provided to the Department of Labor & Industry's Apprenticeship and Training Office (ATO). While ATO recommends that program sponsors that do not have employers with a bona fide collective bargaining agent utilize the services of an ATC, a program sponsor may also elect to administer the program without the services of an ATC.

Responsibilities of the program sponsor:

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that all apprentices are under written apprenticeship agreements.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish the minimum standards of education and experience required of apprentices.
- E. Register the local apprenticeship standards with PATC.
- F. Hear and resolve all complaints of violations of apprenticeship agreements.
- G. Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.
- H. Maintain records of all apprentices, showing their education, experience, and progress in learning the occupation.
- I. Certify to ATO that apprentices have successfully completed their registered apprenticeship program.

- J. Notify, within 45 days, ATO of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes.
- K. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed. Cooperate with public and private agencies, which can be of assistance in obtaining publicity to develop public support of apprenticeship. Keep in contact with all parties concerned, including apprentices, employers, and journeyworkers.
- L. Provide each apprentice with a copy of these standards, along with any applicable written rules and policies. Require the apprentice to sign an acknowledgment receipt of same. Follow this procedure whenever revisions or modifications are made to the rules and policies.
- M. When notified that an apprentice's instruction or on-the-job progress is found to be unsatisfactory, the program sponsor will determine whether the apprentice should continue in a probationary status and may require the apprentice to repeat a process or series of processes before advancing to the next wage classification. Should it be found in the course of this determination that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the program sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement, as provided in 34 Pa. Code §§ 83.6(8)(9).
- N. The program sponsor will provide each apprentice with continuous employment sufficient to provide the opportunity for completion of his or her registered apprenticeship program. If the program sponsor is unable to fulfill its training and/or employment obligation in conformance with these standards, the program sponsor will, per Section 13 of these standards and with the apprentice's consent, make a good-faith effort to facilitate a transfer of the apprentice to another program sponsor for completion of a registered apprenticeship.

If conditions of business make it necessary to temporarily suspend the period of the registered apprenticeship, apprentices suspended for this reason will be given the opportunity to resume their active registered apprenticeships before any additional apprentices are employed. The suspension and reinstatement of apprentices shall be done in relation to retention of the most advanced apprentice and in accordance with the company policy for breaks in seniority.

Structure of the Joint Apprenticeship and Training Committee (JATC) - Required for JOINT employers only!

A JATC is required for employers with employees represented by a bona fide collective bargaining agent(s). The sponsor will establish a JATC to carry out the responsibilities and duties required of a program sponsor as described in these standards of registered apprenticeship.

- A. Members of the JATC will be selected by the groups they represent.
- B. Membership will be composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).

Required JATC Administrative Procedures

- A. The JATC will select a chairperson and a secretary and will determine the time and place of regular meetings. Meetings will be held as frequently as needed to effectively manage the program. Written minutes of the meetings will be kept.
- B. The chairperson and secretary will have the power to vote on all questions affecting apprenticeship.
- C. The offices of chairperson and secretary will rotate **(insert frequency)** among members of the sponsor.

Suggested Structure of the Apprenticeship and Training Committee (ATC)- *Optional for NON-JOINT employers.*

An ATC is recommended for employers that do not have a bona fide collective bargaining agent, program sponsors, at their discretion, may establish an ATC to carry out the responsibilities and duties required of a program sponsor as described in these standards of registered apprenticeship.

- A. Members of the ATC will be selected by the groups they represent.
- B. Membership will be composed of an equal number of representatives of the employer(s) and of the employees represented but does not have a bona fide collective bargaining agent(s).

Suggested ATC Administrative Procedures

- A. The ATC will elect a chairperson and a secretary and will determine the time and place of regular meetings. Meetings will be held as frequently as needed to effectively manage the program. Written minutes of the meetings will be kept.
- B. The chairperson and secretary will have the power to vote on all questions affecting the registered apprenticeship.
- C. The offices of chairperson and secretary will rotate **(insert frequency)** among members of the ATC.

SECTION 2 - TERM OF APPRENTICESHIP – 34 Pa. Code § 83.5(b)(2)

The term of apprenticeship, not less than one year or 2,000 OJT hours, consistent with training requirement as established by industry practice will be **time-based, hybrid, or competency-based** with an OJT attainment of **hours** supplemented by the minimum required 144 hours per year of RTI as stated on the work process schedule and RTI outline **(APPENDIX A)**. The program sponsor may utilize a career lattice as a pathway for apprentices to move upward in the organization, which may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship **(insert career lattice requirements, if applicable)**.

SECTION 3 - WORK PROCESS – 34 Pa. Code § 83.5(b)(3)

During the apprenticeship, the apprentice will receive OJT and RTI in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJT will be under the direction and guidance of the apprentice’s supervisor. The work process schedule is included in **(APPENDIX A)**.

SECTION 4 – RELATED TECHNICAL INSTRUCTION (RTI) – 34 Pa. Code § 83.5(b)(4)

Every apprentice is required to participate in coursework related to the job as outlined in Appendix A. A minimum of 144 hours of RTI for each year of the registered apprenticeship program is recommended. Apprentices agree to take such courses as the program sponsor deems advisable. Such instruction may be given in a classroom, through trade, industrial or approved correspondence courses of equivalent value. The program sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns, or areas having no vocational schools or other schools that can furnish RTI, the program sponsor may require apprentices to complete the RTI requirement through electronic media or other instruction approved by PATC.

Apprentices **“will” or “will not”** be paid for hours spent attending RTI classes. The program sponsor will inform each apprentice of the availability of college credit (if applicable). This designation should be determined on the Apprentice Agreement **(APPENDIX B)**.

Any apprentice who is absent from RTI will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding RTI without due

cause, the program sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, RTI will be closely correlated with the practical experience and training received on the job. The program sponsor will monitor and document the apprentice's progress in RTI classes.

The program sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The program sponsor may require the instructors to attend instructor training to meet the requirements of 34 Pa. Code § 83.5(b)(4).

SECTION 5 - APPRENTICE WAGE PROGRESSION - 34 Pa. Code §§ 83.5(b)(5)(i-v)

Apprentices will be paid a progressively increasing schedule of wages and fringe benefits during their registered apprenticeship based on the acquisition of increased skill and competence on the job and in instruction. Before an apprentice is advanced to the next segment of training or to fully proficient or journeyworker status, the program sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJT and RTI courses. In determining whether satisfactory progress has been made, the program sponsor will be guided by the work experience and instruction records and reports.

The progressive wage schedule and fringe benefits will be an increasing percentage of the fully proficient or journeyworker wage rate. The progressively increasing schedule of apprentice wage rates shall be expressed in terms of percentages of the journeyworker hourly rate. Such rates shall represent the minimum for each incremental period of registered apprenticeship. The hourly rate for a journeyworker for each trade included in a registered program shall be the average journeyworker hourly rate applicable to the employer and shall be stated in terms of dollars and cents.

The entry wage shall not be less than the state minimum wage, where applicable, unless a higher wage is required by other applicable federal law, state law or respective regulations. Modification of wage progression or journeyworker wage shall be promptly reported to ATO. The percentages that will be applied to the applicable fully proficient or journeyworker rate are shown on the attached Employer Acceptance Agreement (Appendix E). In no case, will the starting wages of apprentices be less than that required by any minimum wage law that may be applicable.

SECTION 6 - PERIODIC REVIEW - 34 Pa. Code § 83.5(b)(6)

The ATO will conduct periodic reviews and evaluations of the program and apprentice's performance on the job and related instruction, and appropriate progress records shall be maintained.

SECTION 7 - RATIO - 34 Pa. Code § 83.5(b)(7)

The ratio of apprentices to journeyworkers for **JOINT EMPLOYERS** should be consistent with proper supervision, training, safety, continuity of employment, and applicable provisions in CBAs, except where such ratios are expressly prohibited by the CBAs.

The standard PATC ratio for **NON-JOINT EMPLOYERS** shall be one apprentice employed for the first, second, third and fourth journeyworkers regularly employed; two apprentices for the fifth, sixth, seventh, eighth and ninth journeyworkers regularly employed, three apprentices for the tenth, eleventh, twelfth, thirteenth and fourteenth journeyworkers regularly employed, and so on in units of five journeyworkers regularly employed. Exemptions to the PATC's standard ratios may be granted upon written request and approved of the Council.

The ratio language must be specific and clearly described as to its application to the jobsite, workforce, department, or plant. The ratio of apprentices to journeyworkers will be as noted in **(APPENDIX A)**.

SECTION 8 - PROBATIONARY PERIOD – 34 Pa. Code § 83.5(b)(8)

Every applicant selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25 percent of the length of the program or one year, whichever is shorter. The probationary period for each occupation shall be listed in **(APPENDIX A)**.

During the probationary period, either the apprentice or the program sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJT and RTI, and any disciplinary action taken during the probationary period. Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

SECTION 9 - SAFETY AND HEALTH TRAINING – 34 Pa. Code § 83.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices both on the job and in instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, or state standards that have been found to be at least as effective as the federal standards.

SECTION 10 - QUALIFICATIONS FOR APPRENTICESHIP – 34 Pa. Code § 83.5(b)(10)

Applicants will meet the following minimum qualifications. These qualification standards and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the registered apprenticeship program:

A. Age

Minimum qualifications required by the program sponsor for persons entering the registered apprenticeship program, with an eligible starting age not less than 16 years.

B. Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required. Applicant must provide an official transcript(s) for high school and any post-high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable.

C. Physical

Applicants will be physically capable of performing the essential functions of the registered apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants will pass a **[insert physical agility test, fitness test, or screen for the current illegal use of drugs (select all, some, or none, if applicable)]** on acceptance into the program and prior to being employed.

D. Aptitude Test

All applicants must pass each section of **(insert test if applicable)**.

SECTION 11 - APPRENTICESHIP AGREEMENT – 34 Pa. Code § 83.5(b)(11); 34 Pa. Code § 83.6

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in instruction, the apprentice will be covered by a written Apprenticeship Agreement (Appendix B) which can be submitted electronically through the Registered Apprenticeship Partners Information Data System (RAPIDS), using the Apprentice Electronic Registration (AER) process by the program sponsor and the apprentice and approved by and registered with PATC. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. The program sponsor shall provide a copy of the apprenticeship agreement to the apprentice, ATO, the employer and if applicable, the union. An additional copy will be provided to the veteran's state approving agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these standards, the program sponsor's written rules and policies, and the apprenticeship agreement and if applicable, the sections of the collective bargaining agreement (CBA) that pertain to the apprenticeship. ATO will be advised within 45 days of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

SECTION 12 - CREDIT FOR PREVIOUS EXPERIENCE – 34 Pa. Code § 83.5(b)(12)

The program sponsor may grant credit toward the term of apprenticeship to new apprentices. Credit will be based on demonstration of previous skills or knowledge equivalent to those identified in these standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the program sponsor must submit the request at the time of application and furnish such records, affidavits, and other forms of proof to substantiate the claim. An applicant who is a veteran and who wishes to receive consideration for military training and/or experience must submit a DD-214. Applicants requesting credit for previous experience who are selected into the registered apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the program sponsor during the probationary period, when actual on-the-job and instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. ATO will be advised of any credit granted and the wage rate to which the apprentice is advanced. The granting of advanced standing will be uniformly applied to all apprentices.

SECTION 13 - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – 34 Pa. Code § 83.5(b)(13)

The transfer of an apprentice between registered apprenticeship programs and within a registered apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of RTI and OJT by the committee or program sponsor;
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

The apprentice must receive credit from the new program sponsor for the training already satisfactorily completed.

SECTION 14 – SUPERVISION OF APPRENTICES – 34 Pa. Code § 83.5(b)(14)

No apprentice shall work without proper or adequate supervision of the journeyworker.

For the purpose of these registered apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyworker or supervisor at all times who is responsible for making work assignments, providing OJT, and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

SECTION 15 - CERTIFICATE OF COMPLETION OF APPRENTICESHIP - 34 Pa. Code § 83.5(b)(15)

Upon satisfactory completion of the requirements of the registered apprenticeship program as established in these standards, the program sponsor will so certify to ATO and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using RAPIDS or in writing accompanied by the appropriate documentation for both OJT and the RTI as may be required by ATO.

SECTION 16 - COMPETENCY-BASED OR HYBRID APPROACH

Program standards that utilize the competency-based or hybrid approach for progression through a registered apprenticeship and that choose to issue interim credentials must clearly identify the interim credentials, demonstrate how these credentials link to the components of the apprenticeable occupation, and establish the process for assessing an individual apprentice's demonstration of competency associated with the particular interim credential. Further, interim credentials must only be issued for recognized components of an apprenticeable occupation, thereby linking interim credentials specifically to the knowledge, skills, and abilities associated with those components of the apprenticeable occupation.

SECTION 17 - REGISTRATION AGENCY - 34 Pa. Code § 83.5(b)(16)

The Registration Agency for these program standards is the Pennsylvania Apprenticeship and Training Council (PATC).

SECTION 18 - REGISTRATION, CANCELLATION, DEREGISTRATION, AMENDMENTS AND MODIFICATIONS - 34 Pa. Code § 83.5(b)(17); 34 Pa. Code § 81.82; 34 Pa. Code § 83.7

These standards will, upon adoption by the program sponsor, be submitted to PATC for approval. Such approval will be acquired before implementation of the program. If the program is approved, PATC will authorize the ATO Director to register the program and issue a Certificate of Registration as evidence of registration.

The program sponsor reserves the right to discontinue at any time the registered apprenticeship program set forth herein. The program sponsor will notify ATO within 45 days in writing of any decision to cancel the program.

PATC and ATO may initiate deregistration of these standards for failure of the program sponsor to abide by the provisions herein. Such deregistration will be in accordance with PATC's regulations and ATO's procedures.

The program sponsor will notify each apprentice of the cancellation of the program and the effect of same. If the registered apprenticeship program is cancelled at the program sponsor's request, the program sponsor will notify the apprentice(s) within 15 days of the date of ATO's acknowledgment of the program sponsor's request. If PATC or ATO orders the deregistration of the registered apprenticeship program, the program sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements 34 Pa. Code § 83.5(b)(17); 34 Pa. Code § 81.82; 34 Pa. Code § 83.7.

These standards may be amended or modified at any time by the program sponsor provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to ATO Director for PATC approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION 19 - NOTICE TO STATE AGENCY - 34 Pa. Code § 83.5(b)(18)

ATO will be notified within 45 days of any apprentice action - e.g., registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons therefore.

SECTION 20 - TERMINATION OF APPRENTICESHIP AGREEMENT - 34 Pa. Code § 83.5(b)(19)

During the probationary period, either the apprentice or the program sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJT and RTI, and any disciplinary action taken during the probationary period.

After the probationary period, the apprenticeship agreement may be cancelled at the request of the apprentice or may be suspended or cancelled by the program sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the program sponsor will provide written notice to the apprentice and to ATO of the final action taken.

SECTION 21 - EQUAL OPPORTUNITY PLEDGE - 34 Pa. Code § 81.11; 34 Pa. Code § 83.5(b)(20); Title 29 CFR 29.5(b)(21) and 30.3

(Insert name of sponsor) will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. **(Insert name of sponsor)** will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30 and equal employment opportunity regulations of the Commonwealth of Pennsylvania.

SECTION 22 - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES - 34 Pa. Code § 81.15; Pa. Code §§ 81.21-81.26; 34 Pa. Code §§ 81.31 - 81.35; Title 29 CFR 29.5(b)(21) and 30.4-30.19

Employers with five or more registered apprentices are required to adopt an affirmative action plan (Appendix C) and selection procedures (Appendix D), which will become part of these standards of registered apprenticeship. For programs where employers have fewer than five apprentices, these plans are not required, and the employer may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.

A program sponsor is exempt from the requirements of this section if the program sponsor both submits to PATC satisfactory evidence that it is in compliance with an equal employment opportunity program providing for affirmative action in apprenticeship, including the use of goals for any underrepresented group or groups of individuals, which has been approved as meeting the requirements of either title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000e *et seq.*) and agrees to extend such program to include individuals with disabilities, or if the program sponsor submits to PATC satisfactory evidence that it is in compliance with an equal employment opportunity program providing for affirmative action in apprenticeship, including the use of goals for any underrepresented group or groups of individuals, which has been approved as meeting the requirements of both Executive Order 11246, as amended, and section 503 of the Rehabilitation Act, as amended (29 U.S.C. 793), and their implementing regulations at title 41 of the Code of Federal Regulations, Chapter 60. Provided that programs

approved, modified or renewed subsequent to the effective date of this amendment will qualify for this exception only if the goals for any underrepresented group for the selection of apprentices provided for in such programs are likely to be equal to or greater than the goals required under this part.

SECTION 23 - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE – 34 Pa. Code § 83.5(b)(21); 34 Pa. Code § 81.71; 34 Pa. Code § 83.10

The program sponsor will have full authority to enforce these standards. Its decision will be final and binding on the employer, the program sponsor, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the registered apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

The program sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards for which written notification is received within 15 days of the alleged violations. The program sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with ATO for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate authority to receive, process, and dispose of complaints is **(insert applicable contact information here; include name, address, telephone number and e-mail address)**.

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, and disability. with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of a registered apprenticeship program may, personally or through an authorized representative, file a complaint with PATC or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

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

The complaint must be filed no later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to PATC must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by ATO for good cause shown.

Complaints of discrimination and failure to follow equal opportunity standards in the registered apprenticeship program may be filed and processed under 34 Pa. Code § 83.5(b)(21); 34 Pa. Code §81.71; 34 Pa. Code § 83.10 and the procedures set forth above. The program sponsor shall provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION 24 - MAINTENANCE OF RECORDS – 34 Pa. Code § 83.5(b)(22); 34 Pa. Code §§ 81.51-81.54; Title 29 CFR 30.12

Program sponsors are responsible for maintaining, at a minimum, the following records:

- summary of the qualifications of each applicant;

- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice's OJT;
- RTI reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship.

Program sponsors will also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the program sponsor's outreach, recruitment, interview, and selection process. Such records will clearly identify the race, sex and ethnicity (Hispanic or Latino/non-Hispanic or Latino) and when known, disability status of each apprentice and where possible, also identified for each apprenticeship applicant and must include, among other things, the basis for evaluation and for selection or rejection of each applicant.

All such records are the property of the program sponsor and will be maintained for a period of five years from the date of last action. They will be made available to ATO or PATC upon request.

SECTION 25 - HOURS OF WORK

Apprentices will generally work the same hours as fully proficient workers (journeyworkers), except that no apprentice will be allowed to work overtime if it interferes with attendance in RTI classes. Apprentices who do not complete the required hours of OJT during a given segment will have the term of that segment extended until they have accrued the required number of hours of training.

SECTION 26- RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these standards formulated by the program sponsor, agree to all the terms and conditions contained herein and agree to abide by the program sponsor's rules and policies, including any amendments, and to serve such time, perform such manual training, and study such subjects as the program sponsor may deem necessary to become a skilled journeyworker.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the registered apprenticeship program:

- A. Maintain and make available such records of work experience and training received on the job and in instruction as may be required by the program sponsor.
- B. Develop and practice safe working habits and work in such a manner as to ensure his/her personal safety and that of fellow workers.
- C. Work for the employer to whom the apprentice is assigned for the duration of the apprenticeship, unless the apprentice is reassigned to another employer or the apprenticeship agreement is terminated by the program sponsor.

SECTION 27 - TECHNICAL ASSISTANCE

Technical assistance, such as that from ATO, the U.S. Department of Labor's Office of Apprenticeship, and vocational schools, may be requested to advise the program sponsor.

The program sponsor is encouraged to invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

SECTION 28 - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS

No section of these standards of registered apprenticeship shall be construed as permitting violation of any federal law or regulation.

SECTION 29 - COLLECTIVE BARGAINING AGREEMENTS – FOR JOINT EMPLOYERS ONLY

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- (a) Any apprenticeship provision in any CBA between employers and employees establishing higher apprenticeship standards; or
- (b) Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, executive order, or authorized regulation.

SECTION 30 - DEFINITIONS

Some of these definitions may not apply to all registered apprenticeship programs – sponsors/employers may add or delete definitions depending on their needs. (MODIFY AS NECESSARY AND DELETE AFTER READING.)

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.

COLLECTIVE BARGAINING UNIT: The negotiated agreement between the signatory union and signatory employer(s) that sets forth the terms and conditions of employment.

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 evidence 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.

UNION: The signatory union and any of its affiliated local unions party to a labor agreement with the signatory employer(s).

SECTION 31 - OFFICIAL ADOPTION OF REGISTERED APPRENTICESHIP STANDARDS

The **(insert program sponsor's name or program sponsor group name or association or organization)** hereby adopts these standards of registered apprenticeship on this **(insert day of next council meeting)** of **(insert month/year of next council meeting)**.

Program sponsor(s) may designate the appropriate person(s) to sign the standards on their behalf.

Signature of Program Sponsor (designee)

Signature of Labor (designee)

Printed Name

Printed Name

PROGRAM SPONSOR INFORMATION	
Name of Contact:	
Address:	
Email:	
Phone:	
Fax:	

REGISTERED WITH PENNSYLVANIA APPRENTICESHIP AND TRAINING COUNCIL

Chairman

Secretary