



Registered Apprenticeship Standards

Insert Name of Sponsor(s) or Organization(s)

Occupation(s):	
O*NET-SOC Code(s):	
RAPIDS Code(s):	

Developed in cooperation with the
Vermont Department of Labor, Workforce Development Division, the Vermont State Apprenticeship Council, and the United States Department of Labor, Employment and Training Administration, Office of Apprenticeship.

Registered as part of the national apprenticeship program in accordance with the standards of apprenticeship established by the Secretary of Labor.

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SECTION I – STANDARDS OF APPRENTICESHIP

Requirements under this section are derived from 29 CFR § 29.5.

A. Responsibilities of the sponsor

(SPONSOR) 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 U. S. Department of Labor's Office of Apprenticeship (OA) and the Vermont Department of Labor. 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. Form ETA 671 may be used for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship Standards with the Vermont Department of Labor.
- Submit apprenticeship agreements within 45 calendar days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices' progress in skills and technical knowledge, and maintain appropriate progress records.
- Notify the Vermont 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 II (D) and (E).
- 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 Vermont Department of Labor (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 registration of the apprenticeship program described in these Standards of Apprenticeship 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.
- Ensure the program's Standards of Apprenticeship 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 Vermont Department of Labor or the U. S. Department of Labor's Office of Apprenticeship under 29 CFR § 29.8.

B. Minimum Apprentice Qualifications

Requirements under this subsection are derived from 29 CFR § 29.5(b)(10).

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

This program has these additional requirements:

- There is an educational requirement of _____
- There is a physical requirement of _____
- The following aptitude test(s) will be administered _____
- A valid driver's license is required.
- Other _____

C. Apprenticeship Approach and Term

Requirements under this subsection are derived from 29 CFR § 29.5(b)(2).

The apprenticeship program(s) will select an apprenticeship training approach. The approach is notated in Appendix A, Section 1. APPRENTICESHIP APPROACH.

D. Work Process Schedule and Related Instruction Outline

Requirements under this subsection are derived from 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 described in Appendix A.

E. Credit for Previous Experience

Requirements under this subsection are derived from 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.

(Sponsor) 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:

F. Probationary Period

Requirements under this subsection are derived from 29 CFR § 29.5(b)(8) & (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, Section 5. PROBATIONARY PERIOD.

G. Ratio of Apprentices to Journeyworkers

Requirements under this subsection are derived from 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, Section 3. RATIO OF APPRENTICES TO JOURNEYWORKERS.

Vermont State Apprenticeship Council Rules, §10(a), require ratio of apprentices to journey workers and masters in all apprenticeable occupations to be 1 apprenticed to 1 journey worker or master. This ratio shall apply to the sponsor's workforce, except where a labor management contract specifies another ratio. A variance may be granted upon request following the process outlined in State Apprenticeship Council rule 10(d).

H. Apprentice Wage Schedule

Requirements under this subsection are derived from 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, Section 4. APPRENTICE WAGE SCHEDULE.

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SECTION II - EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION

A. Equal Opportunity Pledge

Requirements under this subsection are derived from 29 CFR §§ 29.5(b)(21) and 30.3(c)(1).

(Sponsor) 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.

(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.

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

B. Affirmative Action Program

Requirements under this subsection are derived from 29 CFR §§ 29.5(b)(21) and 30.4-30.9.

This is 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 (5th) apprentice.

(Sponsor) acknowledges that it will adopt an affirmative action plan in accordance with 29 CFR §§ 30.4-30.9. Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the U. S. Department of Labor, Office of Apprenticeship's website.

C. Selection Procedures

Requirements under this subsection are derived from 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, Section 6. SELECTION PROCEDURES.

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D. Complaint Procedures

Requirements under this subsection are derived from 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 applicant or apprentice from pursuing any other remedy authorized under another Federal, State, or local law.

Generally, a complaint must be filed within **300** calendar days of the alleged discrimination.

Below are the methods by which apprentices may send a complaint:

1. Complaints regarding discrimination. Complaints must contain:

- the complainant's name, address,
- telephone number,
- signature,
- the identity of the person or entity that the complainant alleges is responsible for the discrimination, and
- a short description of the actions believed to be discriminatory, including the time and place.

Complaints of discrimination should be directed to:

- a. Vermont Department of Labor
Office of Apprenticeship/State Apprenticeship Director
P.O. Box 488
Montpelier, VT 05601-0488

Complaints of discrimination may also be directed to any of the following:

- a. Vermont Attorney General's Office
Civil Rights Unit
E-Mail: ago.civilrights@vermont.gov
1-888-745-9195 (toll-free) or 802-828-3657
- b. Vermont Human Rights Commission
(For employees of the State of Vermont only)
14-16 Baldwin Street
Montpelier, VT 05633
- c. U.S. Equal Employment Opportunity Commission (EEOC)
1-800-669-4000 (toll-free) or 1-800-669-6820

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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 calendar** days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within **30 calendar** days of receiving the written notification:

Name: _____
Address: _____

Telephone Number: _____
Email Address: _____

Any complaint described above that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Vermont Department of Labor using the process outlines below.

E. Registration Agency General Contact Information

Requirements under this subsection are derived from 29 CFR § 29.5(b)(17).

The Registration Agency is the Vermont Department of Labor, Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below:

Name: **State Apprenticeship Director**
Address: **5 Green Mountain Drive/P.O. Box 488**
Montpelier, VT 05601-0488
Telephone Number: **802-828-4343**
Email Address: **labor.apprenticeship@vermont.gov**

F. Reciprocity of Apprenticeship Programs

Requirements under this subsection are derived from 29 CFR § 29.13(b)(7).

Vermont Department of Labor affords 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 Vermont.

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SECTION III - 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)*

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SECTION IV – VETERANS’ EDUCATIONAL ASSISTANCE

Requirements in this section are mandated by Public Law 116-134 (134 Stat. 276) otherwise known as the “Support for Veterans in Effective Apprenticeships Act of 2019.”

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 Vermont Department of Labor, and 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 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 a 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.

For more detail on G. I. Bill and other VA-administered educational assistance programs visit the VA's website at: <https://www.va.gov/education/eligibility>.

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SECTION V - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provisions of the foregoing Apprenticeship Standards formulated and registered by [REDACTED] (**Sponsor**), on this [REDACTED] day of [REDACTED] (**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)

Signature of Sponsor (designee)

Printed Name

Printed Name

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Appendix A

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

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Appendix A
WORK PROCESS SCHEDULE
PLUMBER

O*NET-SOC CODE: 47-2152.00 RAPIDS CODE: 0432

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

1. APPRENTICESHIP APPROACH

Time-Based

2. TERM OF APPRENTICESHIP

Apprentices will receive training in the work experience as listed below. The following are the work processes the apprentice will learn and be able to perform on-the-job. The term of the occupation is based on the apprentice's demonstration of the mastery of the competencies as specified and estimated to complete in approximately 4 years.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 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: \$22.00.

Name: **Plumbing Wage Schedule**

Period	% of Journeyworker wage	Competencies	Wage (Hourly)	Description
1st	81.82%	0	\$18.00	
2nd	86.36%	0	\$19.00	
3rd	90.91%	0	\$20.00	
4th	95.45%	0	\$21.00	
End Wage	95.45%	0	\$21.00	

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5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 2000 hours .

6. SELECTION PROCEDURES

The selection procedures for this occupation are listed below: 1. Publishing and Recruiting of apprenticeship opportunities.

2. For Vermont Apprenticeship Program administrative purposes, employers will set up a Vermont Job Link account by visiting www.vermontjoblink.com & posting positions there.

3. If the Sponsoring Employer employs five or more Apprentices, the Sponsoring Employer will adopt an Affirmative Action Plan (AAP) as required under Title 29, CFR part 30. It will be attached as Appendix E and will specify additional details on the publishing of apprenticeship opportunities to maximize outreach and positive recruitment to minorities and underutilized populations.

4. If the applicant is a current or graduated student of the Central Vermont Career Center who has been educated in specific training programs and can demonstrate certain qualifications, that applicant will receive direct entry into the apprenticeship program.

5. Submission of a properly / fully filled out and signed application.

6. Once a list of qualified applicants is received, the sponsor will interview each candidate and forward its recommendations to Human Resources.

7. Review of applicant qualifications supporting documentation.

8. Whenever possible, supporting documentation should be provided with an application to validate all measurable criteria.

9. Applicant interview demonstrating desired Journey worker potentials such as professionalism, aptitudes, desire to succeed and program expectations.

10. The Human Resources Manager and the Department Manager will make the final selection based upon the occupational requirements and the needs of the company

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Vermont Department of Labor
Apprenticeship Program
P.O. Box 488 Montpelier, VT 05601-0488

Appendix A:
ON-THE-JOB LEARNING (OJL) SCHEDULE
Occupation Title: Plumber & Pipefitter
O*NET-SOC CODE: 47-2152.00
Rapids Code: 0432

The following work process is intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the Apprentice is to receive sufficient experience to make them fully competent and skilled in all work processes which are a part of the trade. The apprentice shall be fully instructed in safety and OSHA/VOSHA requirements.

Work Processes	Approximate Hours
A. Installation of Piping	1500
1. Roughing in	
2. Waste	
3. Soil	
4. Sewage	
5. Ventilation	
6. Leader lines; steam and hot water lines	
7. Hot and cold water for domestic purposes	
8. Refrigeration and air conditioning	
B. Plastic Piping	800
1. Installation of drains – waste and venting	
2. Cutting	
3. Cementing	
C. Fixtures	800
1. Assembly in position	
2. Connection	
3. Drainage	
4. Maintenance and repairs	
D. Installation	1500
1. Pipe cutting, reaming, threading, & bending	
2. Welding	
3. Maintenance and repairs	
4. Related pipefitting	

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**Vermont Department of Labor
Apprenticeship Program
P.O. Box 488 Montpelier, VT 05601-0488**

5. Installation of copper pipe, tin pipe, wiped joints, sheet lead, and solder work.

E. Pumps	800
1. Installation	
2. Servicing and repairs	
F. Appliance Installation and repairs	500
1. Water heaters	
2. Disposals	
3. Dishwashers	
4. Water softeners	
5. Water purifiers	
G. Sewage Disposal	600
1. Septic tanks	
2. Dry wells	
3. Drainage fields	
H. Heating	1000
1. Oil burners	
2. Control work	
3. Humidifiers	
4. Maintenance and repairs	
I. Tools and Equipment	500
1. Operation, maintenance and repairs	
2. Operation, maintenance of complete repair and service	
3. Safety and first aid	

Total 8000

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Vermont Department of Labor
 Apprenticeship Program
 P.O. Box 488
 Montpelier, VT 05601-0488

Appendix A:
RELATED TRAINING INSTRUCTION - OUTLINE
Occupation Title: Plumber & Pipefitter
O*NET-SOC CODE: 47-2152.00
Rapids Code: 0432

The provider of this RTI is:

VERMONT TECHNICAL COLLEGE - CEWD

The following is an outline of the related training instruction (RTI) for this occupation.

COURSE NAME	CONTENT SUMMARY	NUMBER OF HOURS
Plumbing I	This is the introductory year to the Plumbing Apprenticeship Program. This level is an introduction to the Plumbing trade in Vermont. Students learn the theory and industry standards for the processes and materials that they will be working with as they progress into the Plumbing career. Students review/learn the basic math skills that they will need for this trade. They study the basics of DWV systems and the cycle of providing potable water. Students learn about working safely and the OSHA standards that apply in the workplace.	144
Plumbing II	This is the second year, of four, in the Registered Plumbing Apprenticeship program. This level is a continuation of Plumbing Level 1 going more in depth in most areas. Safety continues as a critical part of the working trade. Code is studied more in depth and DWV moves into larger systems with more code references. Math and geometry are used for piping layout of various systems and students begin to calculate flow rates and velocity of fluids in the system. Students learn about various hydronic heating systems and the requirements for installation.	144
Plumbing III	This is the third year, of four, in the Registered Plumbing Apprenticeship program. This level further develops what was previously learned by applying the current International Plumbing Code (IPC) + the current Vermont Plumbing Rules to everyday work. This year is based on residential and light commercial applications. Noteworthy, the code + rules are written in a quasi-judicial language and are hard for students to understand. Students are instructed on how to find and understand this information in the 13 chapters of the code. This level emphasizes water regulations, sizing, engineering tables and charts, plus DWV using tables and charts.	144
Plumbing IV	This is the fourth and final year in the Registered Plumbing Apprenticeship program. This final year prepares students to successfully pass the Vermont Plumbing Journeyman's Licensure Exam by reviewing the last three years of accumulated knowledge / learning. Students fine tune how to use the current code book and Vermont Rules quickly to locate information needed. Students practice using simulated Journeyman's Exam questions and are timed in order to become comfortable with the time limit on the exam. This level incorporates all 13 Chapters in the current code book.	144

APPRENTICE AGREEMENT AND REGISTRATION - SECTION II

Effective Date: 9/9/22

PART A: APPRENTICE'S INFORMATION

1. First Name Middle Name (Optional) Address (No., Street, City, State, Zip Code) Telephone Number (Optional)	Last Name Suffix (Optional) E-mail Address (Optional) *Social Security Number	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 <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 <input type="checkbox"/> New Employee <input type="checkbox"/> 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 A.1: TO BE COMPLETED BY APPRENTICES BETWEEN THE AGES OF 18-25 WHO GRADUATED HIGH SCHOOL IN VT

1. Please indicate which Vermont high school you graduated from (see list hyperlink below).

2. Did you participate in a program at the regional technical center? Yes No

If yes, please indicate which technical center (see list below):

Current list of Vermont high schools can be found here: https://en.wikipedia.org/wiki/List_of_high_schools_in_Vermont

Current Vermont Career Technical Centers

Burlington Technical Center
 Central Vermont Career Center
 Center for Technology, Essex
 Cold Hollow Career Center
 Green Mountain Technology & Career Center

Hartford Area Career & Technology Center
 Lyndon Institute
 North Country Career Center
 Northwest Career & Technical Center
 Patricia Hannaford Career Center
 Randolph Technical Career Center

River Bend Career & Technical Center
 River Valley Technical Center
 St. Johnsbury Academy
 Southwest Tech
 Stafford Technical Center
 Windham Regional Career Center

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.)	8. Date Apprenticeship Begins a. Expected Completion Date

9. Related Instruction Provider(s) Name and Address	a. Total Length of Related Instruction
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

10. Progressive Wage Schedule:
 a. Apprentice's Entry Wage \$_____ b. Journeyworker's (i.e., Experienced Worker's) Wage \$_____

	Period	1	2	3	4	5	6	7	8	9	10
c. Wage Rate Units	Duration (If Applicable)										
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	Competencies (If Applicable)										
	Wage Rate										

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

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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.

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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.

*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.

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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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
VERMONT 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/oa>. 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).

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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).¹ 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

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¹ 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
<i>Lodging Managers</i>	<i>11-9081.00</i>	<i>3</i>	<i>6</i>	<i>1</i>	<i>0</i>	<i>10</i>	<i>20</i>

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

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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

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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>	<i>11</i>	<i>3</i>	<i>6</i>	<i>1</i>	<i>0</i>	<i>10</i>	<i>20</i>

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

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

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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 | |

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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)**² 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

² 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](#)

Eligible sponsors may complete the DAT by accessing RAPIDS:

<https://dol.appiancloud.com/suite/sites/oa>

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.

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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 DAT Report]	Goal (%) [at least equal to the corresponding figures in the DAT Report]
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.

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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)

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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:]

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- 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*_____

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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.

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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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