



APPRENTICESHIP STANDARDS

DEVELOPED BY

FOR THE OCCUPATION(S) OF

O*NET-SOC: _____

RAPIDS CODE: _____

APPROVED AND CERTIFIED BY THE
The Rhode Island Department of Labor & Training
OFFICE OF APPRENTICESHIP

Richard Palmiere, SUPERVISOR OF APPRENTICESHIP

REGISTRATION DATE: _____

RAPIDS REGISTRATION NUMBER: _____

These standards are based on the "model" national guidelines for apprenticeship standards. These model standards do not create new legal requirements or change current legal requirements. The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and 29 CFR §§ 29 and 30 and Rhode Island General Laws Chapter 28 Section 45.

DLT is an equal opportunity employer/program - auxiliary aids and services available upon request. TTY via RI Relay: 711

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Appendices REQUIRED in all STANDARDS

Appendix A - Work Process Schedule and Related Instruction Outline

Appendix B - Apprenticeship Agreement

Appendices applicable to some programs. ***Please check which ones are included***

___ Appendix C - Affirmative Action Plan (Required for programs with 5 or more apprentices)

___ Appendix D - Qualifications and Selection Procedures

___ Appendix E – Employer Acceptance Agreement (only for multi-employer programs)

FOREWORD

These Apprenticeship Standards have as their objective the training of _____ (occupation) with the skills needed to add value in _____ Industry. The sponsor recognizes that in order to accomplish this, there must be well-structured on-the-job learning combined with related instruction.

In furtherance of this objective, _____ (Insert Sponsor Name) has established these Standards of Apprenticeship outlining all the terms and conditions for the qualification, recruitment, selection, employment and training of apprentices. These Standards of Apprenticeship were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship in conjunction with the State of Rhode Island Department of Labor and Training and Apprenticeship Rhode Island.

SECTION I – PROGRAM ADMINISTRATION

Program Sponsor Primary Contact

Name, Title _____
Mailing address _____
Physical Address (if different) _____

Phone _____
Email _____

Union Affiliation (if applicable)

Bargaining Agency Name _____
Contact Person Name, Title _____
Mailing Address _____

Phone _____
Email _____

Do You Have an Apprenticeship Program Registered in Another State? Yes No

Primary Location for Apprenticeship On-the-Job Training

Primary Locations for Apprenticeship Related Technical Instruction

Workforce Data from Employer / Sponsor

_____ Number of people sponsor employs in Rhode Island (all occupations)
_____ Number of fully-proficient workers the sponsor employs in this occupation in Rhode Island,
and of that total, how many are women, minorities, or youth?
_____ Women,
_____ Minorities,
_____ Youth Age (16-24)

Industry NAICS

FEIN (Federal Employer Identification Number)

Program Sponsors are responsible for the administration of all aspects of a Registered Apprenticeship program. Sponsor means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. *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 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 Registration Agency. While the Office of Apprenticeship recommends that Program Sponsors utilize the services of an ATC, a Sponsor may also elect to administer the program without the services of an ATC.

Choose either

_____ *No ATC Option:*

The Program Sponsors, at their discretion, has elected not to 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 Apprenticeship, and has elected to administer the program without the services of an ATC.

_____ *ATC Option:*

The Program Sponsors, at their discretion, has elected to 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 Apprenticeship.

Please replace the general description of an ATC in this template with the specific approach the Sponsor will be using to administer this apprenticeship program.

Responsibilities of the 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 the Rhode Island Department of Labor & Training Office of Apprenticeship (the Registration Agency).
- 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 the Registration Agency that apprentices have successfully completed their apprenticeship program.
- J. Notify, within 45 days, the Registration Agency 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 related instruction or on-the-job progress is found to be unsatisfactory, the 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 sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement, as provided in 29 CFR § 29.7(h)(1)(2)(i) and (ii).
- N. The sponsor will provide each registered apprentice with continuous employment sufficient to provide the opportunity for completion of his or her apprenticeship program. If the sponsor is unable to fulfill its training and/or employment obligation in conformance with these standards, the sponsor will, per Section XXIII of these standards and with the apprentice’s consent, make a good-faith effort to facilitate a transfer of the apprentice to another registered sponsor for completion of the apprenticeship.

If conditions of business make it necessary to temporarily suspend the period of apprenticeship, apprentices suspended for this reason will be given the opportunity to resume their active 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 Apprenticeship and Training Committee (ATC) – This section is only applicable if you are using an ATC

- 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).

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 apprenticeship.
 - C. The offices of chairperson and secretary will rotate _____ (insert frequency) among members of the ATC.

SECTION II - EQUAL OPPORTUNITY PLEDGE –

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. The programs shall be conducted to encourage the fullest development of the interests, aptitudes, skills, and capacities of all participants. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under 29 CFR § 30 and RIGL Title 28. (See 29 CFR §§ 29.5(b)(21); 30.3(b); RIGL 28-5.1-8).

SECTION III - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES – 29 CFR §§ 29.5(b)(21), 30.4, and 30.5; RIGL 28-45-14.

The Office of Apprenticeship encourages the development of an affirmative action plan (Appendix C) and selection procedures (Appendix D) as part of the Standards of Apprenticeship. These plans are required for Sponsors with 5 or more registered apprentices. For programs with fewer than 5 apprentices, these plans are not required, and the sponsor may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.

SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP – 29 CFR § 29.5(b)(10); RIGL 28-45-9

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 apprenticeship program:

A. Age

_____ *Apprentices may be no less than 18 years old.*

_____ Apprentices may be no less than 18 years old, with the exception of secondary students 16 years of age or older that are concurrently enrolled in apprenticeship and a career and technical education program which lead to obtaining a high school diploma or equivalency certification.

B. Education

Specify minimum level of educational attainment and/or minimum level of basic skills required and appropriate documentation.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others. *Please specify any physical agility test, fitness test, or other screen, if applicable on acceptance into the program and prior to being employed.*

D. Aptitude Test

Describe any aptitude testing requirements, if applicable.

E. Others

As applicable. If the occupational license or your company human resources policy requires other entry requirements, please specify requirements here.

SECTION V - APPRENTICESHIP AGREEMENT – 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(11); RIGL 28-45-9.

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related 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 process by the sponsor and the apprentice and approved by and registered with the Registration Agency. 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 sponsor shall provide a copy of the apprenticeship agreement to the apprentice and the Registration Agency. 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 sponsor's written rules and policies, and the apprenticeship agreement.

The Registration Agency 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 (preferably via RAPIDS).

SECTION VI – SUPERVISION OF APPRENTICES AND RATIOS – 29 CFR § 29.5(b)(14); 29 CFR § 29.5(b)(7); RIGL 28-45-9(2)(vii)

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

For the purpose of these 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 OJL, 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.

The sponsor shall establish a numeric ratio of apprentices to fully proficient workers (journeyworkers) consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship. 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 fully proficient workers (journeyworkers) will be as noted in Appendix A.

SECTION VII - TERM OF APPRENTICESHIP – 29 CFR § 29.5(b)(2); RIGL 28-45-13 (4) and (5)

The term of the occupation is stated on the Work Process Schedule and Related Instruction Outline (Appendix A). The sponsor may utilize a career lattice as a pathway for apprentices to move upward in the organization, which may or may not include interim credential leading to the Certificate of Completion of Apprenticeship.

SECTION VIII - PROBATIONARY PERIOD – 29 CFR §§ 29.5(b)(8); 29.5(b)(20); RIGL 28-45-9(2)(viii)

Every applicant selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25 percent of the length of the program or 1 year, whichever is shorter. The probationary period shall be specified in Appendix A. *Please note that the time limit to the probationary period applies to all programs including competency-based and hybrid programs.*

During the probationary period, either the apprentice or the 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 OJL and related instruction, 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.

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

SECTION IX - 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 related instruction classes. The regular work day or work week for apprentices shall not be greater than those of the journeymen.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until they have accrued the required number of hours of training.

SECTION X - APPRENTICE WAGE PROGRESSION – 29 CFR § 29.5(b)(5); RIGL 28-45-9(2)(v)

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction.

Before an apprentice is advanced to the next segment of training or to fully proficient or journeyworker status, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in related instruction courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the fully proficient or journeyworker wage rate. The percentages that will be applied to the applicable fully proficient or journeyworker rate are shown on the attached Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law that may be applicable.

SECTION XI - CREDIT FOR PREVIOUS EXPERIENCE – 29 CFR §§ 29.5(b)(12); 30.4(c)(8); RIGL 28-45-9(2)(xii)

The sponsor may provide credit toward the term of apprenticeship to new apprentices by granting advanced standing upon completion of the probationary period. 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 sponsor must submit the request at the time of application and furnish such records, affidavits, and other

_____ (insert any requirements) 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 apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated during the probationary period, when actual on-the-job and related instruction performance can be examined and a determination will be made by the sponsor no later than the completion of the probationary period. The previous work, training and education experience of the apprentice may be an additional factor in determining the credit which may be granted to the apprentices, beyond the 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. The Registration Agency 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 XII - WORK EXPERIENCE – 29 CFR § 29.5(b)(3); RIGL 28-45-9(2)(iii)

During the apprenticeship, the apprentice will receive OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the apprentice's supervisor.

SECTION XIII - RELATED INSTRUCTION – 29 CFR § 29.5(b)(4); RIGL 28-45-9(2)(iv)

Every apprentice is required to participate in coursework related to the job as outlined in Appendix A. A minimum of 144 hours of related instruction is recommended for each year of the apprenticeship. Apprentices agree to take such courses as the sponsor deems advisable. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. The sponsor may require apprentices to complete the related instruction requirement through electronic media or other instruction approved by the Registration Agency.

Apprentices **will** or **will not** be paid for hours spent attending related instruction classes.

The sponsor will inform each apprentice of the availability of college credit that may be available for the satisfactory completion of related instruction classes.

Any apprentice who is absent from related instruction 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 related instruction without due cause, the 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, related instruction will be closely correlated with the practical experience and training received on the job. The sponsor will monitor and document the apprentice's progress in related instruction classes.

The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The sponsor may require the instructors to attend instructor training to meet the requirements of 29 CFR § 29.5(b)(4)(i)(ii) or state regulations.

SECTION XIV - SAFETY AND HEALTH TRAINING – 29 CFR § 29.5(b)(9); RIGL 28-45-9(2)(ix)

All apprentices will receive instruction in safe and healthful work practices both on the job and in related 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 XV - MAINTENANCE OF RECORDS – 29 CFR §§ 29.5(b)(6), 29.5(b)(23), 30.8; RIGL 28-45-9(2)(xxiii)

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 OJL;
- related instruction 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 sponsor’s outreach, recruitment, interview, and selection process. Such records will clearly identify minority and female (minority and nonminority) applicants and must include, among other things, the basis for evaluation and for selection or rejection of each applicant. For a complete list of records that each sponsor is required to maintain under 29 CFR § 30, please refer to 29 CFR § 30.8.

All such records are the property of the sponsor and will be maintained for a period of 5 years from the date of last action. They will be made available to the Registration Agency upon request.

SECTION XVI - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – 29 CFR § 29.5(b)(15); Circular 2015-02; RIGL 28-45-9(2)(xv)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using the Registered Apprenticeship Partners Information Data System (RAPIDS) or in writing using the supplied U. S. Department of Labor, ETA, Office of Apprenticeship, Application for Certification of

Completion of Apprenticeship Form in (Appendix B), accompanied by the appropriate documentation for both on-the-job learning and the related instruction as may be required by the Registration Agency.

Certificate of Training (Interim Credential)

A Certificate of Training may be requested from and issued by the Registration Agency, only for a registered apprentice who has been certified by the sponsor as having successfully met the requirements to receive an interim credential as identified in these standards. The Registration Agency may require that a record of completed OJL and related instruction for the apprentice accompany such requests.

SECTION XVII - NOTICE TO REGISTRATION AGENCY – 29 CFR §§ 29.3(d), 29.3(e), 29.5(b)(19); RIGL 28-45-9(2)(xix)

The Registration Agency must be notified (preferably via RAPIDS) 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 therefor.

SECTION XVIII - REGISTRATION, CANCELLATION, AND DEREGISTRATION – 29 CFR §§ 29.5(b)(18), 29.8(a)(2), 29.8(b)(8); RIGL 28-45-15

These standards will, upon adoption by the sponsor, be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

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

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

The sponsor will notify each apprentice of the cancellation of the program and the effect of same. If the apprenticeship program is cancelled at the sponsor's request, the sponsor will notify the apprentice(s) within 15 days of the date of the Registration Agency's acknowledgment of the sponsor's request. If the Registration Agency orders deregistration of the apprenticeship program, the sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements of 29 CFR § 29.8.

SECTION XIX - AMENDMENTS AND MODIFICATIONS – 29 CFR § 29.5(b)(18); RIGL 28-45-9(2)(xix)

These standards may be amended or modified at any time by the 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 the Registration Agency for 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 XX - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE – 29 CFR §§ 29.5(b)(22), 29.7(k), 30.11;
RIGL 28-45-9(2)(xxii)**

The sponsor will have full authority to enforce these standards. Its decision will be final and binding on the employer, the 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 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:

29 CFR § 29.7(k); RIGL 28-45-9(2)(xxii)

The 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 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 the Registration Agency 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:

Name, Title	_____
Mailing address	_____

Phone	_____
Email	_____

29 CFR § 30.11

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or 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 an apprenticeship program may, personally or through an authorized representative, file a complaint with the Registration Agency 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 provided in 29 CFR § 30.

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

Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under 29 CFR § 30 and the procedures set forth above.

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

SECTION XXI - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – 29 CFR § 29.5(13); RIGL 28-45-9(2)(xiii)

The transfer of an apprentice between apprenticeship programs and within an 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 related instruction and OJL 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 sponsor for the training already satisfactorily completed.

SECTION XXII - RESPONSIBILITIES OF THE APPRENTICE

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

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

- A. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the sponsor.
- B. Develop and practice safe working habits and work in such a manner as to assure 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 sponsor.
- D. *(Sponsor may add requirements here)* _____

SECTION XXIII - TECHNICAL ASSISTANCE

Technical assistance, such as that from Apprenticeship Rhode Island, the Rhode Island Office of Apprenticeship, the U.S. Department of Labor's Office of Apprenticeship, community colleges, and technical schools, may be requested by the sponsor related to its program. The sponsor is encouraged to invite appropriate representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

SECTION XXIV - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal or Rhode Island Law or Regulation.

SECTION XXV - DEFINITIONS

Some of these definitions may not apply to all registered apprenticeship programs – employers may add or delete definitions depending on their needs.

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

APPRENTICE ELECTRONIC REGISTRATION (AER): An electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides program sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the 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 the Registration Agency.

APPRENTICESHIP COMMITTEE (COMMITTEE): Those persons designated by the sponsor to act as agents for the 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.

CAREER LATTICE: Career lattice 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: The credential issued by the Registration Agency to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.

CERTIFICATE OF TRAINING: see "Interim Credential."

COMPETENCY-BASED OCCUPATION: An occupation using an apprenticeship approach that requires the attainment of manual, mechanical, or technical skills and knowledge, as specified by an occupation standard and demonstrated by an appropriate written and hands-on proficiency measurement.

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 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 an apprenticeship approach that measures the individual apprentice's skill acquisition through a combination of a specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

INTERIM CREDENTIAL: A credential that may be issued by the Registration Agency to those registered apprentices whom the sponsor has certified to the Registration Agency as having successfully met the requirements to receive an interim credential.

JOB CORPS CENTER: Any of the federally funded Job Corps centers throughout the U.S. and Puerto Rico. Job Corps serves youths and young adults 16-24 years of age. Sponsors that wish to hire Job Corps graduates who are trained in any occupation covered under these standards and who meet the minimum qualifications for apprenticeship may do so via the direct entry provision described in Appendix D: Qualifications and Selection Procedures.

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.

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 LEARNING (OJL): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

PROVISIONAL REGISTRATION: The 1-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 Registration Agency, as provided for in 29 CFR §§ 29.3(g) and (h).

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 apprenticeship programs. The Rhode Island Office of Apprenticeship has elected to use the RAPIDS system.

REGISTRATION AGENCY: The Rhode Island Department of Labor and Training, Office of Apprenticeship is the recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with RIGL 28-45, and conducting quality assurance assessments.

Richard Palmiere
Supervisor of Apprenticeship Training Programs
richard.palmiere@dlt.ri.gov
(401) 462-8536

RELATED INSTRUCTION: 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 online courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

SPONSOR: Any person, association, committee, or organization that operates an apprenticeship program and in whose name the program is registered. That assumes the full responsibility for administration and operation of the apprenticeship program.

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

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

TIME-BASED OCCUPATION: An occupation using an apprenticeship approach that 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.

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.

YOUTHBUILD: A youth and community development program that addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their high school diploma or General Educational Development (GED) equivalency, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society. Sponsors that wish to hire YouthBuild students who are trained in any occupation covered under these standards and who meet the minimum qualifications for apprenticeship may do so via the direct entry provision described in Appendix D: Selection Procedures.

SECTION XXVI - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The Sponsor, _____ hereby adopts these Standards of Apprenticeship on this ____ day of _____ / _____ (Month/Year).

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

Signature of Sponsor (*designee*)

Printed Name



Appendix A

WORK PROCESS SCHEDULE and RELATED INSTRUCTION OUTLINE

Occupation Title _____

O*NET-SOC: _____ RAPIDS CODE: _____

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

1. TYPE OF OCCUPATION

Time-based
 Competency-based
 Hybrid

2. TERM OF APPRENTICESHIP and PROBATIONARY PERIOD

3. The term of the occupation is _____ years with an OJL attainment of _____ hours, supplemented by the minimum required _____ hours of related instruction. The probationary period shall be defined as _____ hours on the job.

Clearly indicate all competency based milestones that apprentices must achieve to earn their certificate of completion.

4. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: _____ Apprentice(s) to _____ Journeyworker(s).
 This ratio applies to _____ the jobsite, _____ workforce, _____ department or _____ plant.

5. 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: \$____.____.
 Note: time spent in each role will vary based on demonstration of competencies.

Please indicate the milestones for each wage step, which can be hours for time-based programs or competency assessments or course completions for competency-based programs.

<i>Occupational Step</i>	<i>Percent of End Wage</i>	<i>Wage</i>	<i>Milestone</i>
Step 1 Title	____%	\$____.	Entry Apprenticeship Wage
Step 2 Title	____%	\$____.	Upon completion of _____
Occupational Title	100%	\$____.	Completion. This is awarded after ...

WORK PROCESS SCHEDULE

Occupation Title _____
O*NET-SOC: _____ RAPIDS CODE: _____

**APPROXIMATE
HOURS**

PLEASE PROVIDE THE WORK PROCESSES,

ATTACH ADDITIONAL PAGES AS NEEDED

TOTAL MINIMUM HOURS _____

RELATED INSTRUCTION OUTLINE

Occupation Title _____
O*NET-SOC: _____ RAPIDS CODE: _____

Method of delivery: Please specify how the instruction will be delivered (instructor-led classroom, instructor-led web course, computer-based instructional modules, etc). Where will the instruction be delivered (at the worksite, college campus, anywhere the apprentice has a computer with Internet access).

Instruction providers

The Sponsor may elect to provide the training in house or use a community college or instruction vendor. Please list all of the providers who the sponsor had determined can provide the outlined training. Additional providers can be added later with the approval of the Registration Agency.

Instruction Content

Outline the content to be covered by the instruction. For programs with multiple levels, organize the content for each level. Please specify the approximate hours for each major instructional component as well as the total minimum hours.

PLEASE ATTACH ADDITIONAL PAGES AS NEEDED



Appendix B

APPRENTICESHIP AGREEMENT & APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP

The sample Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship are included to demonstrate the sponsor's understanding of these two essential documents.

The easiest way for sponsors to prepare these forms will be to use the online Apprenticeship Management System (RAPIDS). Once your program Standards are registered, the RI Office of Apprenticeship can give you an account. With your online account, you enter the information on each apprentice and print out the Apprenticeship Agreement Form for signatures. You will be able report on apprentice advancement, cancelations, and completions all online.

Program Registration and
Apprenticeship Agreement

Rhode Island
Department of Employment and Training

APPRENTICE REGISTRATION – SECTION II

Warning: This agreement does not constitute a certification under Title 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 shown below. (Item 24)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

<p>1 Name (Last, First, Middle)</p> <p>Address (No., Street, City, State, Zip Code)</p> <p>Telephone Number</p> <p>*Social Security Number</p> <p>2. Date of Birth (Mo., Day, Yr.)</p>	<p>Answer Both A and B (Voluntary)</p> <p>4. a. Ethnic Group (Mark one)</p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Not Hispanic or Latino</p> <p>b. Race (Mark one or more)</p> <p><input type="checkbox"/> American Indian or Alaska native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or other Pacific Islander</p> <p><input type="checkbox"/> White</p>	<p>5. Veteran Status (Mark one)</p> <p><input type="checkbox"/> Non-Veteran</p> <p><input type="checkbox"/> Veteran</p> <p>6. Education Level (Mark one)</p> <p><input type="checkbox"/> 8th grade or less</p> <p><input type="checkbox"/> 9th to 12th grade</p> <p><input type="checkbox"/> High School Equivalency (GED)</p> <p><input type="checkbox"/> High School Graduate</p> <p><input type="checkbox"/> Post-Secondary or Technical Training</p>
<p>3. Sex (Mark one)</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p>	<p>7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee</p> <p>7b. Career Connection (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans</p> <p><input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Career Center Referral <input type="checkbox"/> School-to-Registered Apprenticeship</p>	
<p>8. Signature of Apprentice</p> <p style="text-align: right;">Date</p>	<p>9. Signature of Parent/Guardian (if minor)</p> <p style="text-align: right;">Date</p>	

PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

<p>1. Sponsor Program No.</p> <p>Sponsor Name and Address</p>	<p>2a Occupation (The work processes listed in the standards are part of this agreement).</p>	<p>2b Occupation Code:</p> <p>2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3. Occupation Training Approach (Mark one)</p> <p>3a. <input type="checkbox"/> Time-Based</p> <p>3b. <input type="checkbox"/> Competency-Based</p> <p>3c. <input type="checkbox"/> Hybrid</p>	<p>4. Term (Hrs., Mos., Yrs.)</p>	<p>5. Probationary Period (Hrs., Mos., Yrs.)</p>
<p>6. Credit for Previous Experience (Hrs., Mos., Yrs.)</p>	<p>7. Term Remaining (Hrs., Mos., Yrs.)</p>	<p>8. Date Apprenticeship Begins</p>

<p>9a. Related Instruction</p> <p>144 of Hours Per Year Min</p>	<p>9b. Apprentice Wages for Related Instruction</p> <p><input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid</p>	<p>9c. Related Training Instruction Source</p>
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10. Wages: (Instructions on reverse)

10a. Pre-Apprenticeship Hourly Wage \$ _____ 10b. Apprentice's Entry Hourly Wage \$ _____ 10c. Journeyworker's Hourly Wage \$ _____

<p>Check Box</p> <p>10d. Term</p> <p><input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.</p>	Period 1	2	3	4	5	6	7	8	9	10
<p>10e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/></p>										

<p>11. Signature of Sponsor's Representative(s)</p> <p style="text-align: right;">Date Signed</p>	<p>13. Name and Address of Sponsor Designee to Receive Complaints</p>
<p>12. Signature of Sponsor's Representative(s)</p> <p style="text-align: right;">Date Signed</p>	

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

<p>11. Registration Agency : RI DLT, Office of Apprenticeship</p> <p>1151 Pontiac Ave. Bldg. 70, PO Box 20247</p> <p>Cranston, RI 02920</p>	<p>2. Signature (Registration Agency)</p>	<p>3. Date Registered</p>
<p>4. Apprentice Identification Number (Definition on reverse):</p>		<p>SAA Apprenticeship Number _____</p>

Program Definitions and/or Instructions:

Part A

Item 4.a. Definition - Ethnic Group:

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 4.b. Definitions - 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.

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.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Item 7b. Instructions:

Indicate any career connection (definitions follow). Enter "None" if no career connection applies.

Pre-Apprenticeship. A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s).

Technical Training School. Graduates trained in an occupation from a technical training school related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Military Veterans. Veterans that completed a military technical training school and/or elect to participate in the Building and Construction Trades Helmets to Hardhats Program or trained in an occupation while in the military related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Job Corps. Graduates trained in an occupation from a federally funded Job Corps center related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

YouthBuild. Graduates trained in an occupation from a federally funded YouthBuild program related to an occupation registered by the sponsor and who meet the minimum qualifications for Registered Apprenticeship.

HUD/STEP-UP. Applicants who successfully participated in the U.S. Department of Housing and Urban Development Step-Up program and received an apprenticeship experience which meets the minimum qualifications for Registered Apprenticeship.

Career Center Referral. Includes career center participants referred to the Registered Apprenticeship Program and/or apprentice(s) that receive workforce system funded services that support their participation in a Registered Apprenticeship program. This may include the use of individual training accounts and/or on-the-job training reimbursements.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

Part B

Item 2.b.1. Interim Credentials. Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

Item 3. Occupation Training Approach. The program sponsor decides which of the three training methods to use in the program as follows:

- 3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).
- 3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or
- 3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

Item 4. Term (Hrs., Mos., Yrs.). Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

Item 5. Probationary Period (Hrs. Mos., Yrs.) Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

Item 7. Term Remaining (Hrs., Mos., Yrs.). Under Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

Item 10. Wage Instructions:

10a. Pre-Apprentice hourly wage: sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

10b. Apprentice's entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice's entry hourly wage.

10c. Journeyworker's wage: sponsor enters wage per hour.

10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor's training approach. See Part B, Item 3. and is available in the terms of the Apprenticeship Standards.

10e. Percent or dollar amount: sponsor marks one.

- Note:** 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker’s wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker’s hourly wage rate that will be the basis for the progressive wage schedule identified in Item 10e, of this agreement.
- 10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.
- 10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker’s wage depending on the industry.

Example (Time-based approach) - 3 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
Hrs., Mos., Yrs.	1000 Hrs.					
%	55	60	65	70	80	90

Example (Time-based approach) - 4 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
Hrs., Mos., Yrs.	6 Mos.							
	50	55	60	65	70	75	80	90

Item 13. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

Part C.

Item 4. Definition: The Registered Apprenticeship Partners Information Data System (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 your social security number is requested. The apprentice’s social security number will only be used to verify the apprentice’s periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and 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 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. 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 system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship,. Data will be used by the State Apprenticeship Agency.

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 USC 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, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0023.)

**Rhode Island Department of Employment and Training
Office of Apprenticeship**



APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP
(Sponsor using Electronic Registration can substitute for this form. Attach additional pages if necessary)

Sponsor Information

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

Apprentice Information (Print/type name as indicated on the ETA 671 or in RAPIDS)

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

Related Instruction Certification

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

Request for Certificate

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

Office of Apprentice use only:
Date Entered in RAPIDS (if required): _____
Date Certificate Sent: _____

Rhode Island Department of Employment and Training
Office of Apprenticeship
APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP
(Sponsor using Electronic Registration can substitute for this form. Attach additional pages if necessary)



Authentication of Requests for Certificate of Completion of Apprenticeship

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

General Guidance

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

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

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

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

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

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

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

Issuance of Replacement OA Certificate of Completion of Apprenticeship

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

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