



Rhode Island Department of Labor and Training

Apprenticeship



....the world's oldest formal system of learning

STANDARDS OF APPRENTICESHIP

For the Trade(s): _____ Terms: _____

FORMULATED
BY:

TRAINING PROGRAM SPONSOR: _____

ADDRESS: _____

WITH THE ASSISTANCE of
the STATE OF RHODE ISLAND APPRENTICESHIP COUNCIL

Rhode Island Department of Labor & Training
Building #70 1511 Pontiac Avenue,
POB # 20247 Cranston, RI 02920-0943

TABLE OF CONTENTS

FORWARD	ii
DEFINITIONS	1
SECTION I TERM OF APPRENTICESHIP	4
SECTION II SCHEDULE OF WORK PROCESSES	4
SECTION III RELATED INSTRUCTION	4
SECTION IVa WAGES	4
SECTION IVb HOURS OF WORK	5
SECTION V PERIODIC EVALUATION	5
SECTION VIa RATIO OF APPRENTICES	5
SECTION VIb SAC WAIVER	6
SECTION VII PROBATIONARY PERIOD	6
SECTION VIII SAFETY	6
SECTION IX APPRENTICE MINIMUM QUALIFICATION	6
SECTION X APPRENTICE AGREEMENT	6
SECTION XI CREDIT FOR PREVIOUS EXPERIENCE	6
SECTION XII CONTINUOUS EMPLOYMENT	7
SECTION XIII SUPERVISION OF APPRENTICES	7
SECTION XIV RECORDS	7
SECTION XVa EXTENSION OF ESTIMATED COMPLETION DATE	7
SECTION XVb CERTIFICATE OF COMPLETION	7
SECTION XVI REGISTRATION AGENCY	7
SECTION XVII DEREGISTRATION OF REGISTERED PROGRAM	7
SECTION XVIII REINSTATEMENT OF PROGRAM REGISTRATION	8
SECTION XIX COMPLAINTS	8
SECTION XX CHANGES IN STANDARDS	8
SECTION XXI GENERAL PROVISIONS	8
APPROVAL	9

FOREWORD

It has been recognized by this sponsor that to train a skilled workforce there must be a well developed plan of work experience supplemented with related instruction. This recognition has resulted in the development of this Apprenticeship Program in accordance with the Standards of Apprenticeship as recommended by the Rhode Island State Apprenticeship Council, Rhode Island Department of Labor & Training.

It is the desire of this sponsor to cooperate with the Rhode Island State Apprenticeship Council in the training of apprentices and to assure said apprentices that if they will diligently apply themselves to the learning of an occupation, they will be afforded an opportunity to become a skilled craftworker.

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by existing State and Federal regulations and statutes.

DEFINITIONS

APPRENTICE-shall mean a worker 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who meets the qualifications established by the Council and sponsor. The apprentice shall be employed under a registered apprenticeship agreement which will provide that he/she will receive training and experience in accordance with these Standards of Apprenticeship. The apprentice shall be registered with the Rhode Island State Apprenticeship Council, Rhode Island Department of Labor.

APPRENTICESHIP AGREEMENT-shall mean an individual written agreement between an apprentice and either his/her employer or an apprenticeship committee acting as an agent for employer(s), and approved by and filed with the Rhode Island Apprenticeship Council. The agreement will contain the terms and conditions of the employment and training of the apprentice.

APPRENTICESHIP COMMITTEE-shall mean those persons designated by the sponsor to act for it in the administration of the programs. A committee may be "jointed," i.e., it is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s) and has been established to conduct, operate, or administer an apprenticeship program and enter into apprenticeship agreements with apprentices. A committee may be unilateral or non-jointed and shall mean a program sponsor in which a bona fide collective bargaining agent is not a participant.

APPRENTICESHIP PROGRAM -shall mean a plan containing all terms and conditions for the qualifications, recruitment, selections, employment, and training of apprentices, including such matters as the requirement for a written apprenticeship agreement.

APPROVING AGENCY -shall mean the Rhode Island State Apprenticeship Council (SAC), Rhode Island Department of Labor, as recognized by the United States Department of Labor, Bureau of Apprenticeship and Training (BAT).

BUREAU -shall mean the Bureau of Apprenticeship and Training, Employment and Training Administration, United States Department of Labor.

CANCELLATION -shall mean the termination of the registration or approval status of a program at the request of the sponsor or termination of an apprenticeship agreement at the request of the apprentice.

CERTIFICATION-shall mean written approval by the Rhode Island State Apprenticeship Council of:

1. A set of apprenticeship standards developed by a national committee or organization, jointed or unilateral, for policy or guideline used by local affiliates, as substantially conforming to the Standards of Apprenticeship set forth in Section 29.5; or

2. An individual is eligible for probationary employment as an apprentice under a registered apprenticeship program.

CONTINUOUS EMPLOYMENT-the employer intends and expects to give the apprentice continuous employment and will use its best efforts to keep the apprentice employed during the full term of apprenticeship. If any apprentice is temporarily released due to business conditions, that apprentice shall be given the opportunity to be reinstated before any additional apprentice is employed in the same trade.

DIRECTOR -shall mean the Director of the Rhode Island Department of Labor.

DOCUMENTATION-records to substantiate previous training in the occupation. For SAC approval of on-the-job credit, the Council will consider letters from sponsors and wage records. Credit for related instruction shall be accompanied by diploma or certificate from a training institution accepted by the SAC. Such instructions must be related to the occupation.

EMPLOYER-shall mean any person or organization employing an apprentice whether or not such person or organization is a party to an apprenticeship agreement with the apprentice.

EXTENSION OF ESTIMATED COMPLETION DATE -the estimated completion date affixed to the apprentice agreement may be extended for a period not to exceed two (2) years. Requests for extension beyond two years will be in writing to the Council for disposition.

FEDERAL PURPOSES -includes any Federal contract, grant, agreement, or arrangement dealing with apprenticeship; and any Federal financial or other assistance, benefit, privilege, contribution, allowance, exemption, preference, or right pertaining to apprenticeship.

FIELD REPRESENTATIVE-shall mean the person designated by the Rhode Island State Apprenticeship Council or the Bureau of Apprenticeship and Training to service the program.

INDENTURE DATE-shall mean the date the agreement is signed by the sponsor and the apprentice. The agreement shall be submitted immediately after the employment to the registration agency for approval and registration.

LETTER OF INTENT -there will be a signed letter of intent for the pre-apprenticeship recognition. The pre-apprentice, upon satisfactory completion of the pre-apprentice appendix, will be registered into an apprenticeship program. (In-school/Out-of-school youth.)

OUT-OF-SCHOOL YOUTH-shall mean any youth between the ages of 16 and older who have formally left school.

PARTIES TO THE APPRENTICE AGREEMENT -shall mean the apprentice and his/her parent or guardian, if the apprentice is a minor, a duly authorized representative of the company, and the Rhode Island State Apprenticeship Council. All shall sign the agreement.

PRE-APPRENTICE - shall mean anyone who is in training within the guidelines set forth in the Standards by the Rhode Island State Apprenticeship Council evidenced by a signed letter of intent. (In-school/Out-of-school youth.)

PRE-APPRENTICESHIP PROGRAM - shall mean educational programs that prepare potential workers (youth and adults) for entry into a registered apprenticeship program. (In-school/Out-of-school youth.)

REGISTRATION AGENCY-the Rhode Island State Apprenticeship Council, Rhode Island Department of Labor, recognized and approved by the Bureau of Apprenticeship and Training.

REGISTRATION OF APPRENTICESHIP AGREEMENT-shall mean the acceptance and recording thereof by the Rhode Island State Apprenticeship Council as evidence of the participation of the apprentice in a particular registered apprenticeship program.

REGISTRATION OF APPRENTICESHIP PROGRAM - shall mean the acceptance and recording of such by the Rhode Island State Apprenticeship Council as meeting the basic standards and requirements of the United States Department of Labor for approval of such programs for Federal purposes. Approval evidenced by a certificate of registration or other written indicia.

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

SCHOOL APPRENTICESHIP LINKAGE - shall mean the combining of the formal, registered apprenticeship system with secondary or post-secondary school registration and attendance, enabling student apprentices to achieve apprenticeship accreditation while completing their education. Participating students are employed by the sponsor part time as registered apprentices and attend school courses that provide theoretical and technical education related to their on-the-job experience. School/apprenticeship linkage provides students with a coordinated sequence of classes and structured training on-the-job through which they gain credit toward school graduation and professional career standing. The hours and type of work student apprentices perform may be limited by child labor laws or agreements between the sponsor and the school. Participating schools will have a designated coordinator to work with the sponsor and the student. Upon graduation from the school, student apprentices continue their apprenticeship with the sponsor full time.

SPONSOR-shall mean any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

STANDARDS -shall mean the organized written plan embodying the terms/conditions of employment and training as defined in Title 29, Section 29.5 and Title 30, Section 30-30.3,30.4, 30.5 (22 elements) subscribed to by the sponsor and registered with the Rhode Island State Apprenticeship Council.

STATE -shall mean the State of Rhode Island.

STUDENT APPRENTICE -shall mean an apprentice who is a student and is participating in a school/apprenticeship linkage program under Rhode Island State Apprenticeship Council, Standards of Apprenticeship.

WAIVER -Request for SAC waiver shall be in writing to the Council. Completed criteria for SAC waiver shall accompany request. SAC waiver will only be applied on a "one-time" basis to a sponsor. The granted waiver will remain in effect until the completion of the apprentice. In the event that an apprentice leaves the employ of a sponsor before completion, all information regarding the cancellation/termination of the apprentice shall be forwarded to the SAC for review. Upon review of the Council that the cancellation/termination of the apprentice was in no way the cause of the sponsor, the one-time waiver shall be extended for a new applicant.

SECTION I TERM OF APPRENTICESHIP

The term of apprenticeship, not less than 2,000 hours of work experience, consistent with training requirements as established by industry practice. The term of apprenticeship in the designated trade shall be as noted on Page 1 (Cover Sheet) of these Standards, each year of which shall consist of 2000 hours of work experience and approximately 144 hours of instruction in related subjects.

SECTION II SCHEDULE OF WORK PROCESSES

The apprentice shall receive instruction and work experience in all branches of the trade as listed in the Work Process attached hereto (Appendix B). The work experiences need not be in the precise order as listed, nor do the scheduled hours on any operation need be continuous, to permit the flexibility necessary to the normal production schedule.

SECTION III RELATED INSTRUCTION

The apprentice shall be required to attend classes in related trade subjects for approximately 144 hours per year, each year of the term of apprenticeship. The recommended subjects are on the attached list (Appendix C). Such instruction may be given in a classroom or through trade, industrial, or correspondence courses of equivalent value, or other forms of self-study approved by the registration approval agency.

SECTION IV a WAGES

A progressively increasing schedule of wages to be paid the apprentice consistent with the skill acquired. The entry wage shall be not less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

Apprentices shall be paid not less than the following rates per hour:

PERIOD (Hours) (No.) _____ (Hours) _____

1st 1000 hours	
2nd 1000 hours	
3d 1000 hours	
4th 1000 hours	
5th 1000 hours	

6th 1000 hours	
7th 1000 hours	
8th 1000 hours	
9th 1000 hours	
10th 1000 hours	

Craftworker's wage rate as of _____ is _____

SECTION IV b HOURS OF WORK

Apprentices shall work the same hours and be subject to the same conditions regarding overtime as govern craftworkers in the trade employed by the company. Overtime hours worked will be credited toward completion of apprenticeship for the actual hours worked.

SECTION V PERIODIC EVALUATION

The apprentice shall be given an evaluation before each period of advancement by his/her supervisor on the apprentice's progress in job performance and related instruction. The maintenance of appropriate progress records will be kept by the sponsor (Master Record Card/Sheet).

SECTION VIa RATIO OF APPRENTICES

The generic Council ratio shall be one apprentice to every five craftworkers.

The number of apprentices to be employed shall not exceed one apprentice for every five craftworkers regularly employed, or a fraction thereof, except that the number of apprentices may be cahnged as agreed to between the employer and the approving agency, as per the regulaions for apprenticeship programs for Federal and state-financed construction.

Apprentices covered under licensed occupations shall be indentured accourding to ratios set under the Rhode Island general las for all projects of a public nature other than Federal and state-financed construction.

SECTION VI b SAC WAIVER

Request for waiver shall be in writing to the Council. Completed criteria for SAC waiver shall accompany request. SAC waiver will only be applied on a "one-time" basis to a sponsor. The granted waiver will remain in effect until the completion of the apprentice.

In the event that in apparent leaves the employ of a sponsor before completion, all information regarding the cancellation/termination of the apprentice shall be forwarded to the SAC for review. Upon review of the Council that the cancellation/termination of the apprentice was in no way the cause of the sponsor, the one-time waiver shall be extended for a new applicant.

SECTION VII PROBATIONARY PERIOD

The first 1000 hours of employment for the apprentice shall be a probationary period. During this probationary period the agreement may be canceled by either party to the agreement by notifying the other. The approving agency shall be notified of all such cancellations.

In the event either party desires to cancel the agreement after the probationary period, the approving agency shall be notified with the reasons therefore and requested to cancel the agreement.

SECTION VIII SAFETY

As an integral part of this training program, the apprenticeship supervisor and/or instructor shall provide competent training and instruction pertaining to safe work habits to keep the apprentice informed of methods necessary to perform all phases of the work in a proper and safe manner. The apprentice shall receive instructions relative to pertinent sponsor safety regulations, reporting of accidents, and availability of first aid and medical facilities. The sponsor shall at all times exercise reasonable precaution for the health and safety of the apprentice while at work and while attending related instruction.

SECTION IX APPRENTICE MINIMUM QUALIFICATIONS

To be considered for apprentice training each applicant must meet the following requirements:

- Age:** Not under 16 years of age.
- Physical:** Physically capable of performing the work of the trade.
- Education:** A graduate of a high school or its equivalent/GED.

SECTION X APPRENTICE AGREEMENT

Each apprentice, and if a minor, the parent or guardian, shall sign an apprentice agreement on the form attached to and made part of these Standards. The agreement shall also be signed by the employer and approved by and filed with the approving agency. All parties to the agreement shall receive an approved copy of the agreement. Each applicant will be given a copy of the Standards and an opportunity to read them before signing the apprentice agreement.

SECTION XI CREDIT FOR PREVIOUS EXPERIENCE

Apprentices who have previous training and/or education in the occupation may receive such credit as the sponsor decides after checking the records of such training and/or education. Apprentices granted credit shall receive the wage of the period to which the credit advances them. The maximum number of hours of credit will not exceed 50 percent of the total term of apprenticeship.

SECTION XII CONTINUOUS EMPLOYMENT

The employer intends and expects to give the apprentice continuous employment and will use its best efforts to keep the apprentice employed during the full term of apprenticeship. If any apprentice is temporarily released due to business conditions, that apprentice shall be given the opportunity to be reinstated before any additional apprentice is employed in the same occupation. If the employer is unable to fulfill his/her obligation under the apprentice agreement resulting in termination of the agreement, apprentices may re-register with a new sponsor as long as the SAC ratio is not exceeded and SAC consent is given.

SECTION XIII SUPERVISION OF APPRENTICES

The apprentice shall never be made to work unsupervised. The apprentice shall work under the direct supervision of the sponsor and/or a qualified craft worker designated by the sponsor to supervise the training of the apprentice on the job according to the work process outlined in these Standards.

SECTION XIV RECORDS

Records of the apprentice's work experience and related class instruction shall be kept by the employer. The apprentice shall submit weekly reports to the employer showing work completed and classes attended, and those shall be noted upon Master Record Cards under control of the employer.

SECTION XV a EXTENSION OF ESTIMATED COMPLETION DATES

The estimated completion date affixed to the apprentice agreement may be extended for a period not to exceed two (2) years. Requests for extension beyond two years will be in writing to the Council for disposition.

SECTION XV b CERTIFICATE OF COMPLETION

Upon satisfactory completion of the on-the-job term of apprenticeship and the required hours of related and supplemental instruction have been met, the employer shall recommend to the approval agency that a State Certificate of Completion be awarded. The sponsor will be provided with a SAC application for certification which will be accompanied by proof of related technical instruction that has been approved by the Rhode Island SAC.

SECTION XVI REGISTRATION AGENCY

The Rhode Island State Apprenticeship Council, Rhode Island Department of Labor & Training, recognized and approved by the United States Department of Labor Bureau of Apprenticeship and Training, shall be the agency of record, and the appropriate authority designated under the program to receive, process, and make disposition of controversies or differences arising out of the apprenticeship agreement. Any such controversies and differences which cannot be amicably settled by the parties may be submitted to the Council for final decision.

SECTION XVII DEREGISTRATION OF REGISTERED PROGRAM

Deregistration of a program may be effected upon the voluntary action of the sponsor by a request for cancellation of the registration.

- A. **Request by Sponsor** The Council may cancel the registration of an apprenticeship program by a written acknowledgment of such request stating, but not limited to, the following:
1. The registration is canceled at sponsor's request and giving the effective date of such cancellation; and
 2. That within 15 workdays of the date of the acknowledgment, the sponsor must notify all apprentices of such cancellation and the effective date; that such cancellation automatically deprives the apprentice of his/her individual registration.

B. Deregistration by Council

1. Deregistration proceedings may be undertaken when the apprenticeship program is not conducted, operated, or administered in accordance with the registered standards or the requirements of Title 28, Chapter 45, of the RI Labor Law
2. The Rhode Island SAC will follow the policy set forth in Title 28, Chapter 45, Section 7, for deregistration of a Council-registered program.

SECTION XVIII REINSTATEMENT OF PROGRAM REGISTRATION

Any apprenticeship program deregistered pursuant to Title 28, Chapter 45, and this regulation may be reinstated upon presentation of adequate evidence that the apprenticeship program is operating in accordance with Title 28, Chapter 45. Such evidence shall be presented to the Council, if an order of deregistration was entered pursuant to a hearing.

SECTION XIX COMPLAINTS

Any apprentice not covered under a Collective Bargaining Agreement may submit a complaint to the Rhode Island SAC. This section is not applicable to any complaint concerning discrimination or other equal opportunity matters. All such complaints shall be submitted, processed, and resolved in accordance with state or federal equal opportunity laws.

SECTION XX CHANGES IN STANDARDS

These Standards of Apprenticeship may at any time be amended by the employer provided such amendments are approved by the Rhode Island Apprenticeship Council Department of Labor. A copy of all such changes shall be furnished each apprentice.

SECTION XXI GENERAL PROVISIONS

Every apprenticeship agreement entered into under these Standards of Apprenticeship shall contain a clause making the Standards a part of the agreement with the same effect as if expressly written therein. For this reason, every applicant (and the parent or guardian, if the applicant is a minor) shall be given a copy of the Standards of Apprenticeship and an opportunity to read them before any signature is affixed thereto.

APPROVED BY:

APPROVED AND ACCEPTED:

BY: _____

TITLE: _____

DATE: _____

APPROVED BY AND FILED WITH
STATE OF RHODE ISLAND
APPRENTICESHIP COUNCIL
RHODE ISLAND DEPARTMENT OF LABOR & TRAINING

SUPERVISOR OF APPRENTICESHIP AND TRAINING (DLT/SAC)