

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

Circuit Electric, Inc
1376 108th St SW Suite A
Byron Center, MI 49315

FOR THE OCCUPATION OF

Occupation
Electrician

RAPIDS Code
0159

O*NET/SOC Code
49-2095.00

Approved by the
United States Department of Labor
Office of Apprenticeship



Registered as part of the National Apprenticeship Program in accordance
with the basic Standards of Apprenticeship established
by the Secretary of Labor

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FOREWORD

These Circuit Electric, Inc. Apprenticeship Standards have as their objective, the training of Electricians skilled in all phases of the industry. The Sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these Standards of Apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the Sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

DEFINITIONS

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with Circuit Electric, Inc. for training and related instruction under these Standards, and who is registered with the Registration Agency.

APPRENTICE ELECTRONIC REGISTRATION (AER): Is 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.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

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

EMPLOYER: Means any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

JOB CORPS CENTERS: Any of the Federally-funded Job Corps Centers throughout the U.S. and Puerto Rico. Job Corps annually serves approximately 65,000 youth and young adults between 16-24 years of age. Sponsors who wish to hire Job Corps graduates trained in any occupation covered under these Standards, and who meets the minimum qualifications for apprenticeship, may do so via the Direct Entry provision described in Appendix D Selection Procedures.

JOURNEYWORKER: A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of 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.

PROGRAM SPONSOR: The Sponsor in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

PROVISIONAL REGISTRATION: Means 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 the criteria describe in §29.3 (g) and (h).

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

REGISTRATION AGENCY: Means the U.S. Department of Labor, Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments.

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

STANDARDS OF APPRENTICESHIP: This entire document including all appendices and attachments hereto, and any future modifications or 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: The 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.

TRANSFER: A shift of apprenticeship agreement 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 program sponsor.

YOUTHBUILD U.S.A.: YouthBuild is a youth and community development program that simultaneously 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 GED or high school diploma, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society.

SECTION I – PROGRAM ADMINISTRATION

Circuit Electric, Inc. recognizes this need for continuous training to maintain the high level of skill and competence demanded by this industry. Further, recognizing that the responsibility for training rests with those in industry who are the benefactors of a skilled workforce, Circuit Electric will administer the apprenticeship program with the following responsibilities:

The main objective of this apprentice program is to help develop skillful electricians, by expanding their knowledge and improving the skills that will be needed for the future. This Apprentice Program will, as a minimum, follow current nationally recognized electrician apprenticeship programs. However, this program will also include additional subjects and material that will address local, regional, and other location specific needs that will help develop a skilled and competitive workforce regardless of the location.

This program includes: On-the-job training (OJT), supplemented by Related Technical Instruction (RTI). The RTI will consist of classroom and technology-based learning. A “hybrid” approach consisting of a minimum number of both OJT and RTI hours with required demonstration of competency in many subjects will be used. On-the-job training will be directly supervised by a Licensed Journeyman Electrician or Master Electrician using On-the-job tasks, Related Electrical Trade Material, National Electrical Code topics, and Safety related material. The program quality and performance will be reviewed annually. The program quality will be rated by the rate of successful passing of the Michigan State Journeyman Electrician Test, and reduction of safety incidents or violations.

The apprenticeship program is divided into eight levels (See Appendix A1 and A2.1-A2.8), each consisting of one thousand (1,000) working hours including both OJT and an average of 90 related training (RTI) hours. An evaluation and review will take place before entering into the next level. A monetary increase in pay rate will be given upon successful completion of a level (Appendix A3). Unsuccessful completion of each level will require a “probation” period. Ninety days after the “probation” period an additional evaluation will take place to determine successful completion.

Each Training level will consist of two major areas of competency. They are: On-the-Job tasks and Related Electrical Trade Material. See attached outline for each level (1-8) related electrical trade material (Appendix A2.1-A2.8).

Responsibilities of the Program Sponsor:

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that apprentices are under written Apprenticeship Agreements and register the local apprenticeship standards and agreements with the appropriate Registration Agency.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish the minimum standards of education and experience required of apprentices.
- E. Meet with the apprentice at least every 6 month(s) to review records and progress in training and recommend improvement or modification in training schedules, schooling and other training activities.
- F. Determine the quality and quantity of experience on the job which apprentices should have and to make every effort toward their obtaining it.
- G. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- H. Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- I. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.
- J. Determine the physical fitness of qualified applicants to perform the work of the occupation that may require a medical examination prior to their employment as apprentices.
- K. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- L. Certify that apprentices have successfully completed their apprenticeship program.
- M. Notify the appropriate Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.
- N. 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 by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned; apprentices, employers and journeyworkers.
- O. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

SECTION II - EQUAL OPPORTUNITY PLEDGE – Title 29 CFR 29.5(b) (21) and 30.3(b)

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 under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended.

SECTION III - AFFIRMATIVE ACTION PLAN – Title 29 CFR 29.5(b) (21) and 30.4

If the Sponsor employs five or more apprentices, the Sponsor will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR part 30. It will be attached as Appendix C.

SECTION IV- QUALIFICATIONS FOR APPRENTICESHIP – Title 29 CFR 29.5(b) (10)

Applicants will meet the following minimum qualifications:

A. Age

Apprentices must not be less than 18 years of age.

B. Education

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

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

Applicants will be required to pass a screen for illegal use of drugs at any time of their employment. Applicants must be able to lift 25 lbs without assistance.

SECTION V - SELECTION OF APPRENTICES – Title 29 CFR 30.5

Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these Standards (Appendix D).

SECTION VI - APPRENTICESHIP AGREEMENT – Title 29 CFR 29.3(d) and (e) and 29.5(b) (11)

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) signed 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. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the Sponsor, the Registration Agency, and the employer. 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 forty-five (45) days of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

SECTION VII - RATIO OF APPRENTICES TO JOURNEYWORKERS – Title 29 CFR 29.5(b) (7)

A numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers will be One (1) apprentice to One (1) journeyworker. Residential single family dwelling or multifamily dwellings not exceeding 8 units per building shall maintain an apprentice ratio of not more than Two (2) registered apprentices to One (1) journeyworker on a jobsite basis in accordance with the following provisions:

(a) One apprentice may be in any period of training in their apprenticeship, and will be under the direct supervision of a journeyperson.

(b) A second apprentice who has successfully completed a minimum of 5,000 hours of OJL and the appropriate period of related and supplemental instruction may be permitted to perform work under the indirect supervision of the same journeyperson. Indirect supervision must meet the requirements of Section XVI of these apprenticeship standards.

(c) Any work assigned to an apprentice eligible under (b) of this provision, must be reasonable and prudent in relation to the individual apprentice's knowledge, skills and ability, consistent with their progress in apprenticeship.

The Program Sponsor agrees that only such number of apprentices will be employed as

can be given proper and thorough training and supervision, as well as a reasonable opportunity for employment in the trade after completion.

This provision for increased apprentice to journeyman ratio will provide local area Program Sponsors with expanded opportunity to increase female and/or minority participation in the construction industry.

For purposes of this section, a job site is considered to be the physical location where apprentices report for their work assignments. All other physical locations where workers report for work are each to be considered a single, separate job site.

The above ratio language and permission to work apprentices without direct supervision will be permitted for a trial period of not more than two (2) years, from the date of approval by the administrator. The program sponsor will provide at least annually, information relative to accidents, injuries and deaths of any apprentices who were employed under the conditions of this trial ratio. These reports will be due in the OA Administrator's Office on the thirty-first day of March of each new calendar year. The Office of Apprenticeship reserves the right to rescind this trial ratio upon receipt of sufficient evidence that this trial ratio may not be in the best interest or protect the welfare of the apprentice.

During the entire term of the apprenticeship, the apprentice shall be under the jurisdiction of the Program Sponsor. The Program Sponsor shall have the authority and responsibility to instruct, direct, discipline and protect the welfare of the apprentice.

Each employer shall designate a staff member to be responsible for supervision of the apprentice's OJL. The supervisor shall document the apprentice's job record and shall grade the quality of performance on-the-job. The supervisor shall assure that the apprentice is assigned to a journeyman, and that work is rotated so as to insure training in all phases of the work of the trade.

The employer, supervisor of apprentices and/or journeyman shall ensure that workplace safety shall be maintained in accordance with applicable requirements of the U.S. Occupational Safety and Health Administration (OSHA).

An apprentice is to be under the supervision of a journeyman at all times. This does not imply that the apprentice must always be in-sight-of the journeyman in occupations listed in these standards, or are journeyman required to constantly observe an apprentice. Supervision shall not be of such a nature that prevents the development of responsibility and initiative. Work may be laid-out by the employer's designated supervisor or journeyman based on their evaluation of the apprentice's skills and ability to perform job tasks. Apprentices shall be permitted to perform job tasks in order to develop job skills and training competencies. Journeymen are permitted to leave the immediate work area without being accompanied by the apprentice.

SECTION VIII - TERM OF APPRENTICESHIP – Title 29 CFR 29.5(b) (2)

The term of the occupation will be 4 years with an (OJL) attainment of 8,000 hours supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outline (Appendix A1). Full credit will be given for the probationary period.

SECTION IX - PROBATIONARY PERIOD – Title 29 CFR 29.5(b) (8), (b) (20)

All applicants selected for apprenticeship will serve a probationary period of 1,000 hours of on-the-job learning.

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 canceled at the request of the apprentice, or may be suspended or canceled 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 X - HOURS OF WORK

Apprentices will generally work the same hours as journeyworkers, except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

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

SECTION XI - APPRENTICE WAGE PROGRESSION – Title 29 CFR 29.5(b) (5)

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 journeyworker status, the Sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their 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 journeyworker wage rate. The percentages that will be applied to the applicable journeyworker rate are shown on the attached Sample Work Process Schedule and Related Instruction Outline (Appendix A1, A2.1-A2.8, and A3). In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

SECTION XII - CREDIT FOR PREVIOUS EXPERIENCE – Title 29 CFR 29.5(b) (12) and 30.4(c) (8)

The Sponsor may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under 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 letters from past employers listing hours worked and job functions performed in detail to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the Sponsor during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period (1,000 hours), the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period (Appendix F).

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 XIII - WORK EXPERIENCE – Title 29 CFR 29.5(b) (3) and 30.8

During the apprenticeship the apprentice will receive such 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 supervisor of the apprentice(s).

SECTION XIV - RELATED INSTRUCTION – Title 29 CFR 29.5(b) (4)

During each segment of training each apprentice is required to participate in coursework related to the job as outlined in Appendix A1. This apprenticeship will include no less than 90 hours of related instruction for the electrician for each level of the apprenticeship (8 levels). Apprentices agree to take such courses as the Sponsor deems advisable. The Sponsor will secure the instructional aides and equipment it deems necessary to provide quality instruction.

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

Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJL) 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.

Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJL) 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.

SECTION XV - SAFETY AND HEALTH TRAINING – Title 29 CFR 29.5(b) (9)

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 Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or State Standards that have been found to be at least as effective as the Federal Standards

Apprentices will be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

SECTION XVI - SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b) (14)

The Sponsor will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the Sponsor and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of apprentice(s) designated by the employer will be responsible for the apprentice's work assignments, and will ensure the apprentice is working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the Sponsor.

No apprentice will be allowed to work without direct journeyworker supervision.

SECTION XVII - RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b) (6)

Each apprentice may be responsible for maintaining a record of his/her work experience/training on-the-job and in related instruction and for having this record verified by his/her supervisor at the end of each week or other reasonable time period. The apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the Sponsor. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by and will be the property of the Sponsor. This record will be included in each apprentice's record file maintained by the Sponsor.

Before each period of advancement, or at any other time when conditions warrant, the Sponsor will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the Sponsor may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the Sponsor will initiate a performance improvement plan with the apprentice.

Should it be found 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.

SECTION XVIII - MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b) (23)

The Sponsor will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request to the Registration Agency.

SECTION XIX - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 29 CFR 29.5(b) (15)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

SECTION XX - NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.3(2) (d) and (e) and 29.5(b) (19)

The Registration Agency will be notified within forty-five (45) days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

SECTION XXI - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b) (18)

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.

Circuit Electric reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by the Registration Agency 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.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the Sponsor will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.7.

SECTION XXII - AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b) (18)

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 XXIII - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – Title 29
CFR 29.5(b) (22) and 30(11)**

The Sponsor will have full authority to supervise the enforcement of 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, relief may be sought through one or more of the following avenues, based on the nature of the issue:

Title 29 CFR 29.7(k)

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 fifteen (15) days of violations. The Sponsor will make such rulings as it deems necessary in each individual case and within thirty (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 make disposition of complaints is:

Dan Cunningham
Circuit Electric, Inc
1376 108th St SW Suite A
Byron Center, MI 49315

Title 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, national origin, or sex, 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 will be in writing and will 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 equal opportunity standards.

The complaint must be filed not later than one hundred eighty (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 thirty (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 in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.

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

SECTION XXIV - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – Title 29 CFR 29.5(13)

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 program sponsors, and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the 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.

SECTION XXV - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these Standards formulated by the Sponsor and signed an Apprenticeship Agreement with the Sponsor agree to all the terms and conditions contained therein and agree to abide by the Sponsor's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Sponsor may deem necessary to become a skilled Electrician.

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

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the Sponsor and the employer in accordance with the provisions of these Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer.
- C. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Standards.
- D. 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.

- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other fellow workers.
- F. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the Sponsor.

SECTION XXVI - TECHNICAL ASSISTANCE

Technical Assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools—may be requested to advise the Sponsor.

The Sponsor is encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of their training program.

SECTION XXVII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

Circuit Electric, Inc. hereby adopts these Standards of Apprenticeship on this 21st Day of July, 2010.

Signature of Sponsor

Printed Name

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

Appendix A1

OCCUPATION SCHEDULE FOR: Electrician

O*NET/SOC CODE: 47-2111.00

RAPIDS CODE: 0159

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

1. TERM OF APPRENTICESHIP

The term of the occupation will be 4 years with an (OJL) attainment of 8,000 hours supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

A numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers will be One (1) apprentice to One (1) journeyworker. *(Note: An optional National Demonstration Program Ratio of two (2) apprentices to one (1) journeyworker in accordance with the provisions stated in section VII of this manual may also be utilized.)*

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate.

1 st	1,000 hours = <u>55%</u>	5 th	1,000 hours = <u>75%</u>
2 nd	1,000 hours = <u>60%</u>	6 th	1,000 hours = <u>80%</u>
3 rd	1,000 hours = <u>65%</u>	7 th	1,000 hours = <u>85%</u>
4 th	1,000 hours = <u>70%</u>	8 th	1,000 hours = <u>90%</u>

Current Journeyworker Wage Rate: _____

4. SCHEDULE OF WORK EXPERIENCE (See attached Work Process Schedule)

The Sponsor may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

5. SCHEDULE OF RELATED INSTRUCTION (See attached Related Instruction Outline)

Appendix A2.1

7/20/10

Apprentice Program for Electricians

Level #1 1000 hours OJT 90 (avg.) hours RTI
(First Year 1st half)

	HOURS	TOPIC REF. #
Safety Related Material:		
Industry Orientation (MI Rules)	10	6
CE Safety Manual	(2)	
MSDS Hazard Communication	(4)	
General Electrical Safety – including hearing protection	(4)	
Hilo Training	2	22
Lift Training	4	23
	(16)	
Related Electrical Trade Material:		
Math for Construction Trades	8	8
Electrical Math for Circuits	12	8
Parts Identification and Parts trailer organization	8	7
Electricity Book 1 Chapters 1-10		
<i>Chapters</i>		
1 & 2 Electron Theory and Ohm's Law	4	3
3,4 & 5 Series and Parallel Circuits	8	3
6 Energy and Power	2	3
7 Batteries	2	3
8 Conductor and Wire Sizes	4	3
9 Voltage Drops	4	3
Conduit Bending – Ideal	4	16
Basic Residential Wiring	16	20
	(72)	
National Electrical Code Topics:		
NEC Purpose and Scope	4	11
NEC Definitions Art. 100	4	11
	(8)	

Total 96

Appendix A2.2

7/20/10

Apprentice Program for Electricians

Level #2 1000 hours OJT 90 (avg.) hours RTI
(First Year 2nd half)

	HOURS	TOPIC REF. #
Safety Related Material:		
Lock-Out-Tag-Out (LOTO)	2	24
Power Cords & Tools	2	6
Job Site Safety (MI rules)	4	6
	(8)	
Related Electrical Trade Material:		
Math for Electricians	12	8
Electrical Print Reading General Part 1	4	2
Electricity Book 1 Chapters 11-20		
<i>Chapters</i>		
11 Magnets and Magnetic Fields	2	3
12 Electromagnetism	2	3
13 Generation on Electromotive Force	2	3
14 Direct Current Motor Principles	2	3
16 Typical Bell Circuits	4	18
17 Switch Controls of Lighting Circuits	8	19
18 Wiring Materials	8	11
19 Remote Control Systems for Lighting	4	18
Residential Wiring	20	20
	(68)	
National Electrical Code Topics:		
<u>Understanding the NEC vol. 1</u> by Mike Holt	12	11
Art. 90-110		
NEC Art. 310.16 – Ampacity etc.	8	11
	(20)	

Total 96

Appendix A2.3

7/20/10

Apprentice Program for Electricians

Level #3 1000 hours OJT 90 (avg.) hours RTI
(Second Year 1st half)

	HOURS	TOPIC REF. #
Safety Related Material:		
Respirator Training	4	25
Confined Space Training	4	26
Asbestos Recognition Training	4	27
	(12)	
Related Electrical Trade Material:		
Branch Circuit Distribution	20	1
Electricity Book 2 Chapters 1-10		
<i>Chapters</i>		
1 AC Principles	4	3
2 Inductance and Inductive Reactance	2	3
3 Capacitance and Capacitance Reactance	2	3
4 Series Circuits: Resistance & Inductance	2	3
5 Series Circuits: Resistance & Capacitance	4	3
6 Series Circuits: Resistance/Inductance/Capacitance	4	3
7 AC Parallel Circuits Containing Inductance	2	3
8 AC Parallel Circuits Containing Inductance/Capacitance	4	3
9 AC Power, Power Factor, and Power Factor Correction	8	3
Advance Conduit bending	8	16
	(60)	
National Electrical Code Topics:		
<u>Understanding the NEC vol. 1</u> by Mike Holt Art. 200-285	20	11
NEC Race-way and box fill tables	4	11
	(24)	
Total	96	

Appendix A2.4

7/20/10

Apprentice Program for Electricians

Level #4 1000 hours OJT 90 (avg.) hours RTI
(Second Year 2nd half)

	HOURS	TOPIC REF. #
<i>Safety Related Material:</i>		
Safety Audit Training	4	12
Blood-borne Pathogens Training	4	28
	(8)	
<i>Related Electrical Trade Material:</i>		
Branch Circuit Distribution (Service requirements)	8	1
<u>Electricity Book 2 Chapters 11-16</u>		
<i>Chapters</i>		
11 Installation for a Single Family Dwelling	8	1
12 Installation for an Apartment Building	4	1
13 Installation of Three Phase, Three Wire	8	1
14 Introduction of Fluorescent Lighting	2	29
15 Installation of Fluorescent Lighting	2	29
Grounding & Bonding Part 1	16	4
Multi-Meter Operation and Usage	8	30
	(56)	
<i>National Electrical Code Topics:</i>		
<u>Understanding the NEC vol. 1</u> by Mike Holt Art. 300-384	20	11
Planning a Service – Circuit Distribution	8	1
	(28)	

Total 92

Appendix A2.5

7/20/10

Apprentice Program for Electricians

Level #5 1000 hours OJT 90 (avg.) hours RTI
(Third Year 1st half)

	HOURS	TOPIC REF. #
Safety Related Material:		
First Aid and CPR Training	8	31
Dangers of High Voltage	4	21
	(12)	
Related Electrical Trade Material:		
<u>Electricity Book 3</u> Chapters 1-15		
<i>Chapters</i>		
1&2 DC Generators	2	32
3 Self-Excited Shunt Generator	2	32
4 Compound-Wound DC Generator	2	32
6 Single Phase AC Generator	2	32
7 Introduction to Polyphase	2	15
8 The Three Phase Wye Connection	4	15
9 The Three Phase Delta Connection	4	15
11 Physical & Electrical Three Phase Alternators	2	3
12 Engine Driven Generating Sets	2	3
13 Alternative Power Sources	2	3
14 Parallel Operation of Three Phase Alternators	2	3
15 Wiring for Alternators	2	3
Electrical Prints Part 2		
Electrical Prints - Construction	8	2.2
Motor Controls	12	9.1
	(48)	
National Electrical Code Topics:		
Over-current Motor Protection	16	13
<u>Understanding the NEC vol. 1</u> by Mike Holt	16	11
Art. 400-461		
	(32)	

Total 92

Michigan
 Phone: 616.878.4343
 Fax: 616.878.4318

Iowa
 Phone: 319.989.2300
 Fax: 319.989.2299

Florida
 Phone: 386.752.5488
 Fax: 386.752.3737

Appendix A2.6

7/20/10

Apprentice Program for Electricians

Level #6 1000 hours OJT 90 (avg.) hours RTI
(Third Year 2nd half)

	HOURS	TOPIC REF. #
<i>Safety Related Material:</i>		
ARC Flash Training/High Voltage Safety Training	12	21
	(12)	
<i>Related Electrical Trade Material:</i>		
<u>Electricity Book 3 Chapters 17-26</u>		
<i>Chapters</i>		
17 Basic Principles of Transformers	2	15
18 Single Phase Transformers	2	15
19 The Single Phase, Three Wire Secondary System	2	15
20 Single Phase, Connected in Delta	2	15
21 Single Phase, Connected in Wye	2	15
22 Wye and Delta Connections of Single Phase	2	15
23 Instrument Transformers	2	15
24 Three Phase Transformers	4	15
25 NEC Requirements for Transformer Installation	4	15
Electrical Prints Part 3 – Schematics	8	2.3
Motor Controls	12	9.1
Grounding and Bonding Part 1	16	4
	(58)	
<i>National Electrical Code Topics:</i>		
<u>Understanding the NEC vol. 2</u> by Mike Holt	16	11
Art. 500-		
Overload Sizing	2	13
Disconnect Sizing	2	13
OCPD Sizing	2	13
	(22)	

Total 92

Appendix A2.7

7/20/10

Apprentice Program for Electricians

Level #7 1000 hours OJT 90 (avg.) hours RTI
(Fourth Year 1st half)

	HOURS	TOPIC REF. #
Safety Related Material:		
Rough Terrain Fork Lift Training	4	23
	(4)	
Related Electrical Trade Material:		
<u>Electricity Book 4 Chapters 1--12</u>		
<i>Chapters</i>		
1&2 DC Series and Shunt Motors	2	10.1 (DC)
3 DC Compound Motors	2	10.1 (DC)
5&6 Manual and Electrical DC Motor Starting	4	10.1 (DC)
7 Basic Principles of Automatic Motor Control	4	9.1
8&9 DC CEMF and Variable Speed Drives	4	9.1
10&11 DC Series Lockout & Dynamic Braking	4	10.1 (DC)
Fire Alarms Wiring and Panels	16	5
Security Alarms Wiring and Panels	8	17
Grounding and Bonding Part 2	16	4
	(60)	
National Electrical Code Topics:		
<u>Understanding the NEC vol. 2</u> by Mike Holt	12	11
Art. 6 & 7		
NEC Tables Art. 9	4	11
Over-current Motor Protection	12	13
	(28)	
Total	92	

Appendix A2.8

7/20/10

Apprentice Program for Electricians

Level #8 1000 hours OJT 90 (avg.) hours RTI
(Fourth Year 2nd half)

	HOURS	TOPIC REF. #
Safety Related Material:		
OSHA 10 Safety Training	14	12
	(14)	
Related Electrical Trade Material:		
<u>Electricity Book 4 Chapters 13-27</u>		
<i>Chapters</i>		
13 Electro-mechanical and Solid-State Relays and Timers	4	9.1
14&15 Three Phase Squire Cage Motors	8	10.2 (AC)
16 Controllers for Three Phase Motors	8	9.1
17 Three Phase Wound-Rotor	2	10.2 (AC)
18 Solid State Starters and Controls	4	9.1
20&21 They Synchronous Motor & 3-Phase Installation	2	10.2 (AC)
22&23 Single Phase & Energy Efficient Motors	4	10.2 (AC)
24 AC Series and Repulsion Motors	2	10.2 (AC)
25&26 Selsyn Units & Motor Maintenance	2	10.2 (AC)
Programmable Logic Controls	16	14
AC Variable Speed Drives	16	9.2
	(66)	
National Electrical Code Topics:		
<u>Electrical NEC Exam Preparation</u> by Mike Holt	16	11
	(16)	
Total	96	

Appendix A3

7/20/10

Apprentice Program for Electricians *Specific Related On-the-Job Tasks and Training:*

Level #1 1000 hours OJT (First Year 1st half)

- Parts trailer organization
- Parts Identification
- Personal tools Identification & Requirements
- Conduit Bending Part 1
- Threading Equipment
- Voltage Testing (present or not)
- Common Residential Wiring

Level #2 1000 hours OJT (First year 2nd half)

- Running EMT and Rigid Conduit
- Underground Conduit
- Pulling wire in Conduit
- Ampacity of Conductors
- Raceway Identification and applications
- Additional Personal Tools Identification & Requirements
- Conduit Attachments Techniques
- Conduit Fittings Identification and applications
- LOTO
- Residential Wiring
- Identify the different types of Electrical Prints

Level #3 1000 hours OJT (Second year 1st half)

- Conduit Bending (large sizes) Part 2
- Branch Circuit Distribution
- Terminations of Conductors
- Hydraulic Conduit Benders
- Running Larger size Conduit
- Determining sizes and types of conduit required
- Installing and terminating lights and fixtures
- Determine Box Fill capacity

Level #4 1000 hours OJT (Second year 2nd half)

- Multi-Meter operation and usage
- Mounting Service Equipment
- Calculate Service Requirements
- Layout Branch Circuit Distribution
- Underground work Sizing
- Conduit Bending Part 3
- Define Bonding and Grounding and give applications

Page 1 of 2

Level #5 1000 hours OJT (Third year 1st half)

- Layout Conduits
- Electrical Print Reading (Construction)
- Determine Over-current Protection for Motors
- Motor Control Service
- Low Voltage systems
- Three Phase Systems

Level #6 1000 hours OJT (Third year 2nd half)

- Motor Control Sizing & Installations
- Trouble Shooting Motor Control
- Making a Bill of Material
- Reading Prints Schematics/controls
- Lights and Signs Service
- Schematic Print Reading
- OCPD Sizing
- Transformer Connections
- Wire F/R AC Motor Starter

Level #7 1000 hours OJT (Fourth year 1st half)

- Identification of Motors
- Wiring Motors
- Trouble Shooting and Testing of all Electrical systems
- Conduit and Wiring Layouts
- Project Management – Group Leader skills
- Meggar testing
- High Voltage Connections
- High Voltage Testing
- Estimating Part 1

Level #8 1000 hours OJT (Fourth year 2nd half)

- Estimating Part 2
- Programmable Logic Controllers Trouble shooting
- AC Variable Speed Drive Applications
- Clarify any NEC Related Issues
- Project Organization & Management

Item 4.a. Definitions:

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:

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 7. Instructions:

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry apply. Enter "Incumbent Worker" if the individual before becoming an apprentice was currently employed full-time by the sponsor or entities participating in the apprenticeship program (Military). Career linkage includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration (U.S. DOL/ETA) to states and local communities.

Adult. Also includes individuals participating in Native American Programs, and/or Migrant and Seasonal Farmworker Programs.

Youth. Includes Youth ages 16-21 years, and other concentrated Youth programs in designated areas.

Dislocated Worker. Includes an individual that has been terminated or laid off and is unlikely to return to the industry or occupation. It also includes a displaced homemaker who has been providing unpaid services to family members in the home, is no longer supported, and is unemployed or underemployed.

Trade Adjustment Assistance. Includes trade-affected workers who have become unemployed as a result of increased imports or shifts in production out of the United States.

Job Corps. Youth ages 16-24 years usually receiving services in a residential setting.

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.

YouthBuild. Program transferred from the U.S. Department of Housing and Urban Development (HUD) to U.S. DOL/ETA in September 2006. It assists youth ages 16-24 to obtain education and skill training and advance toward post-secondary education and career pathways in construction and other high growth, high demand occupations while building affordable housing in their communities.

HUD/STEP-UP. Developed in conjunction with the U.S. Department of Housing and Urban Development (HUD). The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

Direct Entry. A graduate from an accredited technical training school, Job Corps training program, Youth Build Program, or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, fill in the name of the program.

Item 18. Wage Instructions:

18a. Pre-Apprentice hourly wage, sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

18b. Journeyworker's wage, sponsor enters wage per hour.

18c. Apprentice's entry hourly wage, (hourly dollar amount paid), sponsor enters this apprentice's entry hourly wage.

18d. Term, sponsor enters in each box the apprentice schedule of pay for each advancement period.

18e. Percent or dollar amount, sponsor marks one.

Note: 18b. 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 18e. of this agreement.

18d. 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 on-the-job learning and the related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

18e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

Example - 3 YEAR APPRENTICESHIP PROGRAM

Term	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
hrs., mos., yrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.
%	55	60	65	70	80	90

Example - 4 YEAR APPRENTICESHIP PROGRAM

Term	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
hrs., mos., yrs.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.
%	50	55	60	65	70	75	80	90

Item 21. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.6(k)).

Item 25. Definition: The Registered Apprenticeship Partners Information Data System (RAPIDS), formerly known as the Registered Apprenticeship Information System (RAIS), 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 Program Assessment Rating Tool (2005) of 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 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, Employment Standards Administration, 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, Apprenticeship Information Management System (AIMS), which is now known as (RAPIDS) at the Office of Apprenticeship, U.S. Department of Labor. Data may be disclosed to a State Apprenticeship Council to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

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 estimate 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 1205-0223).

Appendix C

**(SAMPLE)
AFFIRMATIVE ACTION PLAN**

ADOPTED BY

(INSERT NAME OF SPONSOR)

**AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30
AMENDED MAY 12, 1978**

**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

BY: _____
*Glenn Bivins, Michigan State Director
Office of Apprenticeship
UNITED STATES DEPARTMENT OF LABOR*

BY: _____
*Dean Guido, Regional Director
Office of Apprenticeship
UNITED STATES DEPARTMENT OF LABOR*

SECTION I - INTRODUCTION

The Sponsor enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The Sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The Sponsor hereby adopts the following nondiscriminatory pledge and the Plan.

This Plan is a supplement to the Apprenticeship Standards. Any changes made by the sponsor will become part of this written Plan, once approved by the Registration Agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE

The Sponsor commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, will 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 under Title 29 of the Code of Federal Regulations, Part 30.”

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the Sponsor pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women’s labor force in the Sponsor’s labor market area. Once the labor force is determined, the Sponsor can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. (See attached Affirmative Action Plan Analysis Worksheet)

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The Sponsor’s AAP includes the following “checked” outreach and positive recruitment efforts that would reasonably be expected to increase minority and women’s participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. **Once those efforts have been checked, the Sponsor will set forth the specific steps they intend to take under each identified effort.** The Sponsor will identify a **significant number of activities** in order to enable it to meet its obligation under Title 29 CFR, Part 30.4(c).

- A. An announcement of specific apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the following agencies/organizations:
- Registration Agency
 - Women's Organizations/Centers
 - Local Schools
 - Employment Service Centers
 - One Stop Centers
 - Vocational Education Schools
 - Other Organizations/Centers (which can effectively reach minorities and women)
 - Newspapers (which are circulated in the minority community and among women)

The announcement will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the Sponsor's equal opportunity policy. The period for accepting applications as established by the Sponsor is: _____

- B. Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
- C. Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D. Internal communication of the Sponsor's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the Sponsor various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29 CFR, Part 30.
- E. Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pre-testing experience and training. In initiating and conducting these programs, the Sponsor may be required to work with other sponsors and appropriate community organizations. The Sponsor will also initiate programs to prepare women and encourage women to enter traditionally male programs.
- F. Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The

Sponsor will make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

- G. Utilizing journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.
- H. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and women apprentices and journeyworkers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

(Identify Action:)

FOR EACH ITEM CHECKED IN SECTION IV, LIST EACH SPECIFIC STEP THAT THE SPONSOR WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP

(add additional pages as necessary)

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The Sponsor will make an annual review of its current Plan and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the Sponsor for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and affect that result from their affirmative action measures. The Sponsor will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the Plan must be submitted to the Registration Agency for approval. The Sponsor will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.

SECTION VI - OFFICIAL ADOPTION

The ***(Insert Name of Sponsor)*** hereby officially adopts this Affirmative Action Plan on this _____ day of _____, **(INSERT YEAR)**.

SIGNATURE OF SPONSOR

PRINTED NAME

(INSERT OCCUPATION HERE)

(SPONSOR MUST COMPLETE A WORKSHEET FOR EACH REGISTERED OCCUPATION)

AFFIRMATIVE ACTION PLAN
ANALYSIS WORKSHEET

Occupational Title: _____ RAIS Code: _____

Sponsor: _____ DOT Code: _____

Address: _____ O*NET Code: _____

City: _____ State: _____ Zip: _____

Phone: _____ Type of selection method used: _____

Labor Market Area: _____

LABOR MARKET AREA DATA

Total Labor Force in Labor Market Area: _____

Number Women: _____ (%) of Labor Force

Number Minority: _____ (%) of Labor Force

Working Age Population in Labor Market Area: _____

Number Women: _____ (%) of working age population

Number Minority: _____ (%) of working age population

The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship.

Number Women: _____

Number Minority: _____

SPONSOR'S WORKFORCE DATA

Journeyworkers: _____

Number Women: _____ (%) of Journeyworkers

Number Minority: _____ (%) of Journeyworkers

Apprentices: _____

Number Women: _____ (%) of Apprentices

Number Minority: _____ (%) of Apprentices

DETERMINATION OF UTILIZATION

Minority Underutilization:	Yes	No	_____	_____
Female Underutilization:	Yes	No	_____	_____

(Note: all factors need not be weighted equally.)

SPONSOR'S GOALS:

The sponsor agrees to make good faith efforts to attain the goal of selecting ____ % minorities and ____ % women during the next year or hiring period. These goals shall not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

Estimated Number of new apprentices to be hired during the next year:

Sponsor's Signature

Approved by Agency

Title

Title

Date

Date

Appendix D

(*SAMPLE*) QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY

(INSERT NAME OF SPONSOR)

DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP

BY: _____
Glenn Bivins, Michigan State Director
Office of Apprenticeship
UNITED STATES DEPARTMENT OF LABOR

BY: _____
Dean Guido, Regional Director
Office of Apprenticeship
UNITED STATES DEPARTMENT OF LABOR

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR, Part 60-3) or Title 29 CFR, Part 30.

SECTION I. - MINIMUM QUALIFICATIONS (EXAMPLES)

Applicants will meet the following minimum qualifications:

A. Age

The Sponsor will establish qualifications regarding minimum age limits. *(Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.)* Apprentices must not be less than 16 years of age.

B. Education

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

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.

Applicants may be subject to a physical agility or fitness test, or screened for the current illegal use of drugs or both on acceptance into the program and prior to being employed.

D. Aptitude Test

All applicants must pass each section of **(INSERT TEST IF APPLICABLE).**

SECTION II. - APPLICATION PROCEDURES (SAMPLE LANGUAGE)

- A. Applicants will be accepted (*throughout the year or as specified*). All persons requesting an application will have one made available upon signing the applicant log.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Sponsor.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview (if applicable).

SECTION III. - SELECTION PROCEDURES (EXAMPLE)

- A. The Sponsor will schedule the interview (if applicable) and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.

- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application and required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his/her judgment of the applicant derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the Sponsor informed of their current mailing address and telephone number.
- F. Selected applicants must respond to the notice of selection within **(INSERT HOURS)** hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period that were on the ranking list, will be required to reapply.
- H. During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

- I. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The Sponsor will evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex. **(Note: This is a method of direct entry into the apprenticeship program.)**
- J. Veterans who completed military technical training school and participated in a registered apprenticeship program while in the military may be given direct entry into the apprenticeship program. The Sponsor will evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The Sponsor will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of veterans will be done without regard to race, color, religion, national origin, or sex.

SECTION IV. - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he /she has been discriminated against on the basis of race, color, religion, national origin, or sex, 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 Sponsor (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. 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 bodies designated by the 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.

- D. Complaints of harassment in the apprenticeship program may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.
- E. The Sponsor will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION V. - MAINTENANCE OF RECORDS

The Sponsor will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at 29 CFR Part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each Sponsor must retain a statement of its Affirmative Action Plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of 29 CFR 30.4. Each Sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records will be maintained for 5 years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VI. - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The **(INSERT NAME OF SPONSOR)** hereby officially adopts these Selection Procedures on this _____ day of _____, **(INSERT YEAR)**.

SIGNATURE OF **(SPONSOR)**

PRINTED NAME

Circuit Electric Apprenticeship

Topics of Instruction

6/20/2010

MI

Listed	LEVEL	LEVEL	LEVEL	LEVEL	LEVEL	LEVEL	LEVEL	LEVEL	LEVEL	CE	CE
Hours	1	2	3	4	5	6	7	8	Total	Diff.	

MI Core Topics

Listed	LEVEL	LEVEL	LEVEL	LEVEL	LEVEL	LEVEL	LEVEL	LEVEL	LEVEL	CE	CE
Hours	1	2	3	4	5	6	7	8	Total	Diff.	
1	Branch Circuit Distribution	45		20	36					56	+11
2	2.1 General Blueprint Reading(10)	10	4							4	
	2.2 Construction Print Reading					8				8	
	2.3 Electrical Schematics Reading						8			8	+10
3	Electrical Theory	60	24	8	32	10				74	+14
4	Electrical Grounding	30			16		16	16		48	+18
5	Fire Alarm Systems	15					16			16	+1
6	Industry Orientation (MI rules)	15	10	6						16	+1
7	Material Identification	10	8	8						16	+6
8	Mathematics	30	20	12						32	+2
9	9.1 Motor Controls (60)	44				12	12	8	12	44	
	9.2 Motor Controls (VFDs)	16							18	18	+2
10	10.1 Motors (DC) (30)	15						12		12	
	10.2 Motors (AC)	15							20	20	+2
11	National Electric Code	60	8	20	24	20	16	16	16	136	+76
12	OHSA/Safety Awareness	10			4				14	18	+8
13	Overcurrent Protection	30				16	6	12		34	+4
14	Programmable Controllers	15							16	16	+1
15	Transformers	30				10	22			32	+2
	Total	450								608	+158
	MI Other Listed Topics										
16	Conduit Fabrication		4	8						12	
17	Low Voltage (Security) Systems							8		8	
18	Remote Control Wiring		8							8	
19	Residential Control Systems		8							8	
20	Residential Electrical		16	20						36	
	Total									72	
	Safety Topics										
21	High Voltage & Arc Flash Safety					4	12			16	
22	Hilo Training		2							2	
23	Lift Training		4					4		8	
24	LOTO			2						2	
25	Respirator Training			4						4	
26	Confined Space			4						4	
27	Asbestos Recognition Training			4						4	
28	Blood - Borne Pathogens				4					4	
	Total									44	
	Additional Topics										
29	Lighting				4					4	
30	Meters and Their Uses				8					8	
31	1st Aid and CPR					8				8	
32	Generators					8				8	
	Total									28	
	Grand Total RTI Hours		96	96	96	92	92	92	92	96	

Minimum required 576 hours Circuit Electric 752 hours

U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP

**VOUCHER
CREDIT FOR PREVIOUS EXPERIENCE**



APPRENTICE'S NAME _____ SS# _____ TRADE _____

COMPANY HRS. CREDITED TOWARDS
ON-THE-JOB TRAINING

1. _____
 COMPANY'S NAME EXACT TITLE OF JOB

 ADDRESS CITY STATE FROM - TO

 CONTACT PERSON TELEPHONE HRS. GRANTED

2. _____
 COMPANY'S NAME EXACT TITLE OF JOB

 ADDRESS CITY STATE FROM - TO

 CONTACT PERSON TELEPHONE HRS. GRANTED

_____ TERM OF OJT _____ HRS. CREDITED _____ HRS. REMAINING

 RELATED INSTRUCTION TRAINING
 (PLEASE ATTACH COPIES OF TRANSCRIPTS, CERTIFICATES, DIPLOMAS, ECT.)

REQUIRED RTI: _____ HRS. CREDITED: _____
 REMAINING RTI HRS TO COMPLETE: _____

APPRENTICE'S SIGNATURE _____ DATE
 EMPLOYERS'S SIGNATURE _____ DATE

REGISTERED AND ENDORSED BY THE:
 US DEPARTMENT OF LABOR
 OFFICE OF APPRENTICESHIP

BY: _____ DATE _____
 INFORMATION SUBJECTED TO VERIFICATION