



# Registered Apprenticeship Standards For Programs with Collective Bargaining Agreements

Local Apprenticeship Standards

***CITY OF REPUBLIC***

*IAFF LU 152*

*213 N Main St*

*Republic, MO 65738*

**Occupation(s): FIRE FIGHTER**

**O\*NET-SOC Code(s): 33-2011.00 RAPIDS Code(s): (0195CB)**

Developed in Cooperation with the  
U.S. Department of Labor  
Office of Apprenticeship

Approved by the  
U.S. Department of Labor  
Office of Apprenticeship

Registered By: Tracy Laughery

Signature: Tracy Laughery

Title: State Director  
Office of Apprenticeship

Date: 3/7/2024

Registration Number: 2024-MO-128043

Check here if these are revised standards



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### SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

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**A. Responsibilities of the sponsor:** *City of Republic* must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document “Requirements for Apprenticeship Sponsors Reference Guide.”

**Sponsors shall:**

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these Standards and the document “Requirements for Apprenticeship Sponsors,” and that meets the requirements of 29 CFR § 29.7. Sponsors may utilize Form ETA 671 for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship Standards with the U.S. Department of Labor, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices’ progress in skills and technical knowledge, and maintain appropriate progress records.
- Notify the U.S. Department of Labor within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Make a good faith effort to obtain approval for educational assistance for a veteran or other individual eligible under chapters 30 through 36 of title 38, United States Code, and will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in the above for the purpose of avoiding making a good faith effort to obtain approval.
- Provide each apprentice with a copy of these Standards, Requirements for Apprenticeship Sponsors Reference Guide, Appendix A, and any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these Standards or any Appendices to reflect



changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated Standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.

- Adhere to Federal, State, and Local Law Requirements -- The Office of Apprenticeship's registration of the apprenticeship program described in these Standards of Apprenticeship on either a nationwide basis (under the National Program Standards of Apprenticeship) or within a particular State, and the registration of individual apprentices under the same program, does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.

The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the Office of Apprenticeship under 29 CFR § 29.8.

#### **B. Minimum Qualifications - 29 CFR §29.5(b)(10)**

An apprentice must be at least 18 years (Enter an age of at least 16 years) of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation.

*There is an educational requirement of:*

*Must be a High School graduate or equivalent.*

*There is a physical requirement of:*

*Vision defect cannot exceed 20/100 and must be corrected to 20/30 in both eyes; must be able to distinguish primary colors; must pass a post-offer medical examination including a hearing test; must be able to reach, hold and grip; must have lateral mobility; must possess the manual dexterity to use a computer and climb ladders; must be able to lift and carry a minimum of 50 pounds for a distance of at least 50 feet; must be able to drag and/or push and pull up to 165 pounds for a distance of at least 50 feet; must be able to walk, sit or stand for prolonged periods; work at heights above 100 ft or higher as required by the emergency situation; walk, crawl, run, jump, twist, climb, bend, squat, kneel.*

*Other Qualifications: Shall have current certification issued by the Missouri Division of Fire Safety in Firefighter I and II. Must currently possess Emergency Medical Technician (EMT) license or be able to obtain within six (6) month probationary period.*

*A valid driver's license is required.*

#### **C. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)**

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

#### **D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4)**

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices *will* be paid for hours spent attending related instruction classes. The Work Process Schedule and Related Instruction Outline are outlined in Appendix A.



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**E. Credit for Previous Experience - 29 CFR § 29.5(b)(12)**

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. *City of Republic* will evaluate the request for credit and make a determination during the apprentice's probationary period.

**F. Probationary Period – 29 CFR § 29.5(b)(8) and (20)**

Every applicant selected for apprenticeship will serve a probationary period, which may not exceed 25 percent of the length of the program, or 1 year whichever is shorter. The probationary period is notated in Appendix A, PROBATIONARY PERIOD.

**G. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5(b)(7)**

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journeyworkers for adequate supervision. The ratio is notated in Appendix A, RATIO OF APPRENTICES TO JOURNEYWORKERS.

**H. Apprentice Wage Schedule - 29 CFR § 29.5(b)(5)**

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. The progressive wage schedule is notated in Appendix A, APPRENTICE WAGE SCHEDULE.

**I. Equal Employment Opportunity and Affirmative Action**

**1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)**

*City of Republic* will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

*City of Republic* 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.

**2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4-30.9**

*City of Republic* acknowledges that it will adopt an affirmative action plan in accordance with Title 29 CFR §§ 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5<sup>th</sup>) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

**3. Selection Procedures - 29 CFR § 30.10**

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). The selection procedures for each occupation for which the sponsor intends to train apprentices are notated in Appendix A, SELECTION PROCEDURES.

**J. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14**



If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or Standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

For all issues covered by a Collective Bargaining Agreement (CBA), apprentices must seek resolution through the applicable procedures contained in the CBA. *(if applicable, see Requirements for Apprenticeship Sponsors Reference Guide)*

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within **300** days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

*U.S. Department of Labor, Office of Apprenticeship  
200 Constitution Ave. NW, Washington, DC 20210*

*Telephone Number: (202) 693-2614*

*Email Address: [ApprenticeshipEEOcomplaints@dol.gov](mailto:ApprenticeshipEEOcomplaints@dol.gov)*

*Point of Contact: Director, Division of Standards and Quality*

*Attn: Apprenticeship EEO Complaints*

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency.

- 2. Other General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within *15* days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within *30* days of receiving the written notification:

Name: Rachel Reich-Graef

Address: 213 N Main St

Republic, MO 65738

Telephone Number: (417) 732-3104

Email Address: humanresources@republicmo.com

Any complaint described that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency provided below in Section K.

#### **K. Registration Agency General Contact Information 29 CFR § 29.5(b)(17)**

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

Name: Jeremy Sheets

Address: DOL, Office of Apprenticeship

Springfield, Missouri, 65806

Telephone Number: 816-502-0292



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Email Address: [sheets.jeremy.m@dol.gov](mailto:sheets.jeremy.m@dol.gov)

**L. Reciprocity of Apprenticeship Programs 29 CFR § 29.13(b)(7)**

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

## **SECTION II - APPENDICES AND ATTACHMENTS**

- Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- Appendix B** – *ETA 671 - Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed after registration)*
- Appendix C** – *Affirmative Action Plan (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))*
- Appendix D** – *Employer Acceptance Agreement (For programs with multiple-employers only)*



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### **SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)**

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program Standards the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

**NOTE:** The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.



**SECTION IV PART 1 – COLLECTIVE BARGAINING PROVISIONS**

The employer or employer association must furnish to any union that is a collective bargaining agent of the employees to be trained a copy its application for registration and of these Standards, including all attachments. The *City of Republic* and *IAFF LU 152* hereby adopt these Standards of apprenticeship on this 6th day of March, 2024.

*Rachel Reich-Graef*

*Signature of Management (designee)*

\_\_\_\_\_ *Signature of Labor (designee)*

Rachel Reich-Graef

*Printed Name*

\_\_\_\_\_ *Printed Name*

\_\_\_\_\_ *Signature of Management (designee)*

\_\_\_\_\_ *Signature of Labor (designee)*

*Printed Name*

*Printed Name*

**SECTION IV PART 2 – SIGNATURES**

**OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS**

The undersigned sponsor hereby subscribes to the provisions of the foregoing Apprenticeship Standards formulated and registered by *City of Republic*, on this 6th day of March, 2024. The signatories acknowledge that they have read and understand the document titled “Requirements for Apprenticeship Sponsors Reference Guide” and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

*Rachel Reich-Graef*

*Signature of Sponsor (designee)*

\_\_\_\_\_ *Signature of Sponsor (designee)*

Rachel Reich-Graef

*Printed Name*

\_\_\_\_\_ *Printed Name*



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# Appendix A

## WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

Developed By:

City of Republic Missouri



For the Occupation of:

**FIREFIGHTER**

O\*NET-SOC CODE: 33-2011.00  
RAPIDS CODE: 0195CB

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Developed in Cooperation with:

U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP



## Appendix A

### WORK PROCESS SCHEDULE FIRE FIGHTER

O\*NET-SOC CODE: 33-2011.00 RAPIDS CODE: 0195CB

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

#### 1. APPRENTICESHIP APPROACH

Time-based                       Competency-based                       Hybrid

#### 2. TERM OF APPRENTICESHIP

The approach of Competency based dictates the term of this apprenticeship is approximately 3 years, completion/mastery of the identified competencies, and supplemented by 955 cumulative hours of related instruction.

#### 3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker(s).

#### 4. APPRENTICE WAGE SCHEDULE

The Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, as set at the time. (See Apprentice Agreement; ETA Form 671).

These rates are subject to change at the discretion of the sponsor, through its local partnerships, CBA requirements or the purpose of addressing local labor market conditions and/or desire to register and/or co-register with a local registration agency.

\*\*\*The starting hourly wage for this program will not be less than the State of Missouri minimum wage

#### 5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 39 weeks.



## 6. SELECTION PROCEDURES

Applications for apprenticeship will be accepted as positions become available. These selection procedures do not replace the company's employment hiring process, but are in addition to hiring policy. Every person requesting an application for apprenticeship will have one made available.

- a.) Each applicant will be required to review the Apprenticeship Program Standards and meet the minimum requirements as outlined in Section I., Paragraph B. A copy of this work process will be provided to individuals selected for participation.
- b.) Receipt of the properly completed apprenticeship application and documentation, along with pertinent supporting documents; (driver's license and birth certificate, or other acceptable proof of minimum age) will constitute receipt of a completed application.
- c.) **The City of Republic** will schedule interview and evaluation sessions with the applicants when job openings exist. All applicants who have active applications on file that meet the minimum qualifications and have submitted the required documents will be notified of the date, time and place to appear.
- d.) The interviewer will utilize a standardized and consistent method to interview and evaluate applicants. Standardized questions will be asked during the interview.
- e.) After completing the interview and evaluation of the applicants, the employer will make the appropriate recommendation for acceptance into the apprenticeship program based on **The City of Republic** employment policies and procedures.
- f.) Selected applicants must respond to the notice of selection within 48 hours of notice. If an applicant does not respond within 48 hours their name will be passed.
- g.) Upon selection to the registered apprenticeship program, selected applicants will be registered into the RAPIDS 2.0 system.
- h.) Individuals selected for hire must sign a copy of the ETA form 671 (Appendix B).



**WORK PROCESS SCHEDULE  
FIREFIGHTER**

O\*NET-SOC CODE: 33-2011.00    RAPIDS CODE: 0195CB

**DESCRIPTION:** Control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster assistance.

**ON-THE-JOB TRAINING:**

**Section-  
30 Day  
Goals**

Task	Completed Date	Officer's Initials
Know how to use portable and mobile radios, be able to speak clearly and orderly, understand the use of Fire Main and Ops Channels. <b>Reference SOP Policy OPR-0033 and FF 1-year task book (Communications) for further details</b>	/ /	
Don Gear and SCBA within two minutes.	/ /	
Understand how to fill out daily apparatus and medical check sheets utilizing the district I-Pad.	/ /	
Understand seat assignments and associated tasks. <b>Reference probationary firefighter task book seat assignment chart.</b>	/ /	
Understand how to use truck MCT. A. Log-in/ Out B. Self-dispatch C. Map features and functions (locate on map/map drive direction) D. Drop down tabs (on-scene, clear/available, out of service) <b>Reference FF 1-year task book (Communications) for further details</b>	/ /	
Understand procedure for two-in/two-out and lost/trapped firefighter. <b>Reference SOP (Red) policy OPR-0003 and OPR-0007</b>	/ /	



**Section-  
60 Day  
Goals**

Task	Completed Date	Officer's Initials
Know location and lengths of pre-connected hose lines on assigned apparatus.	/ /	
Start and operate rescue tools, understand limitations of such.	/ /	
Operate all power equipment on assigned apparatus (Saws, fans, lights, etc.)	/ /	
Know how to use thermal imaging device.	/ /	
Know location of all equipment on assigned apparatus.	/ /	
Operate generator and portable/scene lights on apparatus.	/ /	
Understand how to use and read CO detector on assigned apparatus	/ /	

**Section-  
90 Day  
Goals**

Task	Completed Date	Officer's Initials
Achieve performance standard 1 & 2 within time limits <b>Reference probationary firefighter task book for standard.</b>	/ /	
Understand contents of ALS drug box and be familiar with use of Zoll Cardiac Monitor, AED function and obtaining manual baseline vitals.	/ /	
Stabilize a vehicle using the following methods- A. Cribbing B. Res-Q-Jacks	/ /	
Understand basics of rope rescue equipment and Z-Rig A. Knots B. Anchors C. 3:1 Mechanical advantage	/ /	
Understand what information is required for incident reports. A. EMS call B. Motor vehicle accident C. Fire D. Carbon monoxide/ Smoke alarm	/ /	



**Section 90**  
**Day Goals**  
**Continued**

Task	Completed Date	Officer's Initials
Properly complete the following reports A. Wildfire report B. EMS charts C. Training report D. Daily log	/ /	
Perform the following task using the rescue tools A. Remove vehicle glass B. Remove vehicle door C. Remove vehicle's roof D. Displace the vehicle's dash	/ /	

**Directions-** After the probationary firefighter has successfully completed all 30/60/90-day goals. They shall begin working on their 1-year task book. This task book shall be completed on or before the probationary firefighters 1-year employment date. After successfully completing all tasks outlined in the book the probationary firefighter will be evaluated on their skills.

**Section- General knowledge**

Task	Completed Date	Officer's Initials
Know the names of all five Board of Director's	/ /	
Explain who Assistant Chief Randy Mantle and Sergeant Jay Sampietro are and what apparatus dedicated to honoring them	/ /	
Understand the different colored pages in the standard operating. policies book (SOP's)	/ /	
Review all high-risk low frequency SOP'S	/ /	
Know the location of all fire stations	/ /	
Know the location of all major highways	/ /	
Be able to recite the address of station 1, 5, and 6	/ /	



**Section- General Engine Company Knowledge**

Task	Completed Date	Officer's Initials
Understand and be able to recite the height of engine you are assigned to	/ /	
Understand and be able to recite the length of engine you are assigned to	/ /	
Understand and be able to recite the pumping capacity of the engine you are assigned to	/ /	
Understand and be able to recite all pre-connected and spare hose carried on the engine you are assigned to	/ /	
Understand and be able to recite the water tank capacity of the engine you are assigned to	/ /	
Explain each piece of equipment that is carried on the engine and what compartment it is stored in.	/ /	
Understand location of knox box keys, knox FDC key, and password1	/ /	
Start and operate all power tools located on assigned apparatus	/ /	
Understand how to use and read CO detector	/ /	
Run all scene lights and portable power equipment	/ /	

**Section- General Brush Truck Knowledge**

Task	Completed Date	Officer's Initials
Understand and be able to recite all hose carried on brush truck	/ /	
Understand and be able to recite water tank capacity on brush truck	/ /	
Explain each piece of equipment that is carried on the brush truck and what compartment it is stored in.	/ /	
Understand location of knox box keys and password	/ /	
Start and operate all power tools located on assigned apparatus	/ /	



**Section- General Truck Company Knowledge**

Task	Completed Date	Officer's Initials
Understand and be able to recite the height of ladder truck	/ /	
Understand and be able to recite the length of the ladder truck	/ /	
Understand and be able to recite the pumping capacity of the ladder truck	/ /	
Understand and be able to recite all pre-connected and spare hose carried on the ladder truck	/ /	
Understand and be able to recite the water tank capacity of the ladder truck	/ /	
Explain each piece of equipment this is carried on the ladder truck and what compartment it is stored in.	/ /	
Understand location of knox box keys, knox FDC key, and password1	/ /	
Start and operate all power tools located on assigned apparatus	/ /	
Run all scene lights and portable power equipment	/ /	
Demonstrate how to change the aerial from firefighting mode to rescue mode and understand what mode it stays in for day-to-day operations	/ /	
Demonstrate how to change the aerial to operate as an elevated master stream	/ /	
Demonstrates how to properly secure yourself to the aerial	/ /	
Understands the difference between the rear 5" intake and the passenger side 5" intake	/ /	

**Section- Communications**

Task	Completed Date	Officer's Initials
Review radio traffic SOP ( <b>OPR-0033</b> )	/ /	
Review proper etiquette for answering the department phone	/ /	
Turn the radio off and on, adjust the volume for use	/ /	
Demonstrate how to change channels and zones on portable/mobile radios	/ /	
Demonstrate how to turn on/off the scanning function on all portable, mobile, and VHF radios	/ /	
Have a clear understanding of the following channels on all portable and mobile radios- - OPS Channels - Training Channels - Private channels	/ /	
Demonstrate how to transmit a message on portable radio	/ /	





Task	Completed Date	Officer's Initials
Verbalize transmitting a mayday call	/ /	
Explain what "Emergency traffic" or "Rushed traffic" means	/ /	
Demonstrate how to place apparatus en-route, on-scene, out of service, and clear and available on the truck MDT's	/ /	
Understands the "locate on map" and "map drive direction" button on the truck MDT's	/ /	
Demonstrates how to locate city utility fire hydrants on MDT's	/ /	
Demonstrate how to log in and out of the MDT'S	/ /	
Demonstrate how to locate a fire hydrant/Pre-Plan using active 911	/ /	
Demonstrate how to locate a knox box/knox gate switch on active 911	/ /	

### Section- Scott Air Packs

Task	Completed Date	Officer's Initials
Complete full inspection of SCBA verbalizing all components	/ /	
Demonstrates how to properly sign into the SCBA using the SCOTT accountability card and explain the benefits of doing so	/ /	
Demonstrates activating PASS device and resetting	/ /	
Demonstrates changing an air bottle	/ /	
Complete morning SCBA checks (Don face piece and breath air)	/ /	
Demonstrates how to properly fill an air bottle and explain the differences. between 4500 psi bottles and 2216 psi bottles at LR	/ /	
Become familiar with SCOTT RIT bag and items carried inside.	/ /	
Understand the difference between the high pressure and low-pressure side	/ /	

### Section- Scott Air Packs Continued

Task	Completed Date	Officer's Initials
Demonstrates connecting RIT pack to a down firefighter		
High pressure side	/ /	
Buddy breather		
SCBA Mask change		
Regulator change		
Review the SCOTT SIMS system that is in the shift commander's truck.	/ /	
Understand the evacuation signal and how to knowledge on air pack		
Understand the importance of logging into your air pack each morning		



**Section- Engine Company Task**

Task	Completed Date	Officer's Initials
Demonstrate how to properly connect to a hydrant within 60sec. Note- LDH shall be loaded on apparatus and candidate will start inside the cab	/ /	
Demonstrate how to set up the engine to draft from a static source	/ /	
Demonstrate deploying a 1 ¾ pre-connect line from apparatus and pre-load door	/ /	
Demonstrate advancing a 1 ¾ hose line into a structure Take position as the nozzleman. Take position as the backup man	/ /	
Demonstrate different techniques for advancing a hose line Hip Grip Clamp Heel Crooked Lean	/ /	
Understands what hand tools are needed for the nozzleman and backup man	/ /	
Demonstrate advancing an 1 ¾ hose line above grade, below grade, and at grade		
Demonstrates re-loading the 1 ¾ pre-connect line onto the apparatus	/ /	

**Section- Engine Company Task Continued**

Task	Completed Date	Officer's Initials
Demonstrate deploying a 2 ½ pre-connect line from apparatus and pre-load door	/ /	
Demonstrate deploying a 2 ½ pre-connect line from apparatus for a defensive fire	/ /	
Demonstrate advancing a 2 ½ hose line into a structure Take position as the nozzleman Take position as the backup man	/ /	
Demonstrate different techniques for advancing a hose line Hip Grip Clamp Heel Crooked Lean	/ /	
Understands what hand tools are needed for the nozzleman and backup man	/ /	
Demonstrate advancing an 2 ½ hose line above grade, below grade, and at grade	/ /	



Demonstrates re-loading the 2 ½ pre-connect line onto the apparatus	/ /	
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### Section- Engine Company Task Continued

Task	Completed Date	Officer's Initials
<b>Master Streams-</b>		
Raise deck gun and flow water for defensive fire attack	/ /	
Demonstrate deploying a ground monitor for a defensive fire attack	/ /	
<b>Foam Streams-</b>		
Discuss the different types of foam carried on the apparatus	/ /	
Demonstrate setting up the pro-pack	/ /	
Demonstrate setting up an in-line foam inductor	/ /	
Produce a foam blanket using the following-	/ /	
Pro-Pack		
In-Line foam inductor		
Demonstrates the following techniques for applying foam	/ /	
Rain down		
Roll on		
Bank down		

### Section- Engine Company Task Continued

Task	Completed Date	Officer's Initials
<b>Mayday Procedure-</b>		
Review standard operating procedure for lost/trapped firefighter	/ /	
<b>Reference- Policy OPR-0007 (RED)</b>		
Verbalize transmitting a mayday	/ /	
Consider using the following-		
Who/What/Where-		
L.U.N.A.R- Location, Unit, Name, Assignment, Resources		
Demonstrate self-rescue techniques/guidelines when lost/trapped	/ /	
<b>Reference-Policy OPR-0007 (RED) Lost and Trapped Firefighter</b>		
Review standard operating procedure 2-In/2-Out and rapid intervention.	/ /	
<b>Reference- Policy OPR-0003 (RED) Rapid Intervention Team (RIT)</b>		
Verbalize what equipment is carried in the RIT pack	/ /	
Demonstrate how to operate the pack tracker to locate a missing firefighter	/ /	
Demonstrate rescuing a down fireman and place them on air	/ /	
Mask change		
Regulator change		
Buddy Breather hook up		



**Section- Engine Company Task Continued**

Task	Completed Date	Officer's Initials
<b>Patient Care-</b>		
Review medical clinical guidelines	/ /	
<b>Reference- Onedrive "EMS Protocols &amp; Forms"- "Clinical Guidelines"</b>		
Understand what equipment is carried on the Zoll monitor	/ /	
Demonstrate obtaining a manual blood pressure and vital signs	/ /	
Demonstrate how to obtain basic vital signs using the Zoll monitor	/ /	
Understand Zoll AED function for adult/pediatric patients	/ /	
Demonstrate how to obtain a 4 and 12 lead KED	/ /	
Participate in a mock code exercise	/ /	
Demonstrate how to properly package a patient on a backboard	/ /	
Demonstrate packaging a patient in a KED	/ /	
Understand contents carried in the ALS drug box	/ /	
Understand how to fill out monthly ALS check sheets	/ /	
Take the lead patient care roll on a medical scenario	/ /	
Take the lead patient care roll on a trauma scenario	/ /	

**Section- Truck Company Task**

Task	Completed Date	Officer's Initials
<b>Ground Ladders-</b>		
Demonstrate the procedure for inspecting a ground ladder	/ /	
Demonstrate raising and fully extending the following ladders-	/ /	
24' Extension ladder		
Roof ladder		
Demonstrate position a 24' extension ladder and ground ladder for the following-	/ /	
Rescue from a window		
Vertical ventilation III		
Demonstrate performing a vent enter isolate search (VEIS) or (VES)	/ /	
<b>Ventilation-</b>		
Demonstrate horizontal ventilation using the following methods-	/ /	
Positive pressure gas/electric fan		
Negative pressure fan		
Demonstrate vertical ventilation using the following methods-	/ /	
Axe		
Power saw/Chainsaw		



### Section- Truck Company Task Continued

Task	Completed Date	Officer's Initials
<b>Forcible Entry-</b>		
Demonstrate forcing an inward swinging door	/ /	
One firefighter method		
Two firefighter method		
Demonstrate forcing an outward swinging door	/ /	
One firefighter method		
Two firefighter method		
<b>Search-</b>		
Demonstrate the following searches-	/ /	
Right hand search		
Left hand search		
<b>Aerial Operations-</b>		
Demonstrate how to set stabilizers for operating the aerial	/ /	
Demonstrate moving the aerial device Up/Down Right/Left Extend/Retract	/ /	
Demonstrate how to give controls to the tip person	/ /	
Explain what the load tip gauge is and why it is important	/ /	
Demonstrate climbing the aerial and securing yourself	/ /	

### Section- Report Writing

Task	Completed Date	Officer's Initials
<b>Complete the following reports/daily logs-</b>		
Emergency medical call (fire programs)	/ /	
Emergency medical call (EMS charts)	/ /	
Motor vehicle accident (fire programs)	/ /	
House/Building fire (fire programs)	/ /	
Smoke detector install (Daily Log)	/ /	
Public relations event (PR) (Daily Log)	/ /	
Company training (Vector Solutions)	/ /	
Morning SCBA inspection (Vector Solutions)	/ /	
Pre-Plan (fire programs)	/ /	



### Section- Rescue Task

Task	Completed Date	Officer's Initials
Demonstrates how to properly fill out a rope log	/ /	
Understand the difference between life safety rope and utility rope	/ /	
Describe all equipment carried in rope rescue hardware bag and its use	/ /	
<b>Tie the following rope rescue knots-</b>		
Figure-8-on a bight with safety within 15 sec.	/ /	
Figure-8 follow through with safety within 45 sec.	/ /	
Butterfly knot within 15 sec.	/ /	
Clove hitch knot within 15 sec.	/ /	
Water knot in webbing within 15 sec.	/ /	
Prusik cord loop within 15 sec.	/ /	
Munter hitch within 15 sec.	/ /	
<b>Demonstrate constructing the following rope rescue anchors-</b>		
Basket anchor	/ /	
Wrap 3 pull 2 anchor	/ /	
Tensionless hitch anchor	/ /	
<b>Demonstrate the following-</b>		
Demonstrate building a 3:1 mechanical advantage system	/ /	
Demonstrate how to build a 3:1 mechanical advantage system with change in direction	/ /	
Demonstrate building a lowering system	/ /	
Demonstrate constructing a belay system	/ /	

### Section- Rescue Task Continued

Task	Completed Date	Officer's Initials
<b>Rope rescue patient packaging-</b>		
Demonstrates loading a patient into a stokes basket	/ /	
Demonstrates lashing a patient into a stokes basket	/ /	
Demonstrates preparing the stokes basket for low angle rescue	/ /	
Demonstrate placing a patient into a SKED	/ /	
Demonstrate securing a patient into a SKED	/ /	



**RELATED INSTRUCTION OUTLINE  
FIRE FIGHTER**

O\*NET-SOC CODE: 33-2011.00 RAPIDS CODE: 0195CB

**Related Technical Instruction provided by:**

Southwest MO Regional Fire Academy

OR

Individually accomplished via Alt. RTI sources per focus.

Listed below are the standard hours needed to complete the Related Training Instruction in the **Firefighter** Apprenticeship Program training courses. Instructional hours may vary depending on the apprentice's competency and learning style through The City of Republic training method. Mastery of the subject matter is monitored through successfully completing certification exams and practical demonstration of skills.

**Firefighter Fundamentals 1 & 2**

(Alt. RTI provided by IFSTA Essentials of Firefighting and Fire Department Operations)

Chapter 1	Fire Fighter Safety
Chapter 2	Communications
Chapter 5	Fire Fighter Personal Protective Equipment
Chapter 6	Portable Fire Extinguishers
Chapter 7	Ropes and Knots
Chapter 8	Ground Ladders
Chapter 9	Forcible Entry
Chapter 10	Structural Search and Rescue
Chapter 11	Tactical Ventilation
Chapter 12	Fire Hose
Chapter 13	Hose Operations and Hose Streams
Chapter 14	Fire Suppression
Chapter 15	Overhaul, Property Conservation and Scene Preservation
Chapter 17	Technical Rescue Support and Vehicle Extrication Operations
Chapter 18	Foam Fire Fighting, Liquid Fires and Gas Fires
Chapter 19	Incident Scene Operations
Chapter 20	Fire Origin and Cause Determination
Chapter 21	Maintenance and Testing Responsibilities
Chapter 22	Community Risk Reduction



### **BLS for Healthcare Providers (CPR)**

(Alt. RTI provided by American Heart Association)

Rapid Assessment and Visual Survey  
CPR/AED for Adults, Children and Infants  
Obstructed Airways  
Opioid Overdoses  
Critical Thinking, Problem Solving, Communication and Teamwork  
The Emergency Medical Services System  
Legal Considerations  
Precautions

### **Hazardous Materials Awareness/Operations**

(Alt. RTI provided by IFSTA Hazardous Materials For First Responders)

Performing Assigned Tasks  
Donning PPE  
Emergency Decontamination  
Product Control – Remote Valve Shutoff  
Product Control – Absorption/Adsorption  
Product Control – Diking, Damming and Diversion  
Product Control – Retention  
Product Control – Dilution  
Product Control – Vapor Dispersion  
Product Control – Vapor Suppression

### **Emergency Medical Technician (EMT)**

(Alt. RTI provided by Emergency Care and Transportation of the Sick and Injured)

Chapter 1	EMS Systems
Chapter 2	Workforce safety and wellness
Chapter 3	Medical, Legal, and Ethical Issues
Chapter 4	Communications and documentation
Chapter 5	Medical Terminology
Chapter 6	The human Body
Chapter 7	Life Span development
Chapter 8	Lifting and moving patients
Chapter 9	Patient assessment
Chapter 10	Airway management
Chapter 11	Principles of pharmacology
Chapter 12	Shock
Chapter 13	BLS resuscitation
Chapter 14	Medical overview





Chapter 15	Respiratory emergencies
Chapter 16	Cardiovascular emergencies
Chapter 17	Neurologic emergencies
Chapter 18	Gastrointestinal and urologic
Chapter 19	Endocrine and hematologic
Chapter 20	Immunologic emergencies
Chapter 21	Toxicology
Chapter 22	Psychiatric emergencies
Chapter 23	Gynecologic emergencies
Chapter 24	Trauma overview
Chapter 25	Bleeding
Chapter 26	Soft-tissue
Chapter 27	Face and neck injuries
Chapter 28	Head and Spine injuries
Chapter 29	Chest injuries
Chapter 30	Abdominal and genitourinary injuries
Chapter 31	Orthopedic injuries
Chapter 32	Environmental emergencies
Chapter 33	Obstetrics and neonatal care
Chapter 34	Pediatric emergencies
Chapter 35	Geriatric emergencies
Chapter 36	Patients with special challenges
Chapter 37	Transport operations
Chapter 38	Vehicle extrication and special rescue
Chapter 39	Incident management
Chapter 40	Terrorism response and disaster management
Chapter 41	A team approach to health care

**Incident management system 100 (ICS-100)**

(Alt. RTI provided by FEMA Emergency Management Institute)

**Incident management system 200 (ICS-200)**

(Alt. RTI provided by FEMA Emergency Management Institute)

**Incident management system 700 (ICS-700)**

(Alt. RTI provided by FEMA Emergency Management Institute)

**Total Hours 955**



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## **Appendix B**

**ETA-671 APPRENTICESHIP AGREEMENT**

**AND**

**U.S. DEPARTMENT OF LABOR, OFFICE OF  
APPRENTICESHIP  
APPLICATION FOR CERTIFICATION OF  
COMPLETION OF APPRENTICESHIP**

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**PART A: APPRENTICE'S INFORMATION**

1. First Name  Middle Name (Optional)  Address (No., Street, City, State, Zip Code)  Telephone Number (Optional)  *Social Security Number  - - -	Last Name  Suffix (Optional)    E-mail Address (Optional)	Answer Both 4a. and 4b. below  4. a. Ethnicity (Select One) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Participant Did Not Self-Identify  b. Race (Select One or More) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Participant Did Not Self-Identify	5. Veteran Status (Select All That Apply)  <input type="checkbox"/> Non Veteran <input type="checkbox"/> Veteran <input type="checkbox"/> Non Veteran, Other Eligible Individual <input type="checkbox"/> Veteran, Eligible <input type="checkbox"/> Participant Did Not Self-Identify
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Select One)  <input type="checkbox"/> Male <input type="checkbox"/> Female  <input type="checkbox"/> Participant Did Not Self-Identify	6. Education Level (Select One)  <input type="checkbox"/> Not High School graduate <input type="checkbox"/> High School graduate (including equivalency) <input type="checkbox"/> Some College or Associate's degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Doctorate or professional degree	
7. Employment Status of Apprentice (Select One)  <input type="checkbox"/> New Employee <input type="checkbox"/> Current Employee			
8. Did the apprentice complete a pre-apprenticeship program prior to their registration in this apprenticeship program?  <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please provide the Pre-Apprenticeship Program Name and Address:			

**PART B: PROGRAM SPONSOR'S INFORMATION**

1. Program Number  Sponsor's Name and Address (No., Street, City, State, Zip Code, County)  Telephone Number                      Cell Phone Number (Optional)  E-mail Address	2. Occupation (The work processes listed in the standards are part of this agreement.)  a.            RAPIDS Code:  b.            O*NET Code:  c.            Interim Credentials Offered (i.e., Career Lattice Occupation)?
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a. Sponsor's Principal Place of Business Address (If different from Sponsor's address above)	3. Occupation Type	4. Term Length (Hrs., Mos., Yrs.)	5. Probationary Period (Hrs. or Wks.)
b. Employer's Name and Address (If different from Sponsor's address above)	6. Credit for Previous On-the-Job Learning Experience (Hrs. Mos., Yrs.):  a. Term Remaining (Hrs., Mos., Yrs.)	7. Credit for Previous Related Instruction Experience (Hrs., Mos., Yrs.)	8. Date Apprenticeship Begins  a. Expected Completion Date

9. Related Instruction Provider(s) Name and Address	a. Total Length of Related Instruction
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b. Are Wages Paid During Related Instruction?	c. Hours When Related Instruction Is Provided
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10. Progressive Wage Schedule:

a. Apprentice's Entry Wage \$	b. Journeyworker's (i.e., Experienced Worker's) Wage \$
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c. Wage Rate Units	Period	1	2	3	4	5	6	7	8	9	10
Duration (If Applicable)											
Competencies (If Applicable)											
d. Wage Rate	Wage Rate										

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

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**PART C: AGREEMENT AND SIGNATURES**

The program sponsor’s Apprenticeship Standards, which the sponsor certifies are in conformity with the requirements for program registration contained in 29 Code of Federal Regulations (CFR) part 29, subpart A and 29 CFR part 30, are attached and are hereby incorporated into this agreement. The program sponsor and apprentice hereby agree to the terms of the Apprenticeship Standards that are incorporated as part of this agreement, as those Standards existed on the date of the agreement.

These Apprenticeship Standards may be amended during the period of this agreement with the consent of the parties to the agreement, provided that such amendments are also in conformity with the requirements for program registration contained in 29 CFR part 29, subpart A and 29 CFR part 30.

The apprentice will be accorded equal opportunity in all phases of apprenticeship employment and training by the program sponsor, without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, or disability.

This agreement may be canceled by either of the parties, citing cause(s), with written notice to the registration agency, in compliance with 29 CFR part 29, subpart A.

During the probationary period described in Part B above, this apprenticeship agreement may be cancelled by either party upon written notice to the registration agency. After the probationary period, this agreement may be cancelled at the request of the apprentice, or suspended or cancelled by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Registration Agency of the final action taken.

This apprenticeship agreement does not constitute a certification under 29 CFR part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency.

1. Signature of Apprentice	Date	2. Signature of Parent/Guardian (If minor)	Date
3. Signature of Sponsor’s Representative(s)	Date	4. Signature of Sponsor’s Representative(s)	Date
5. Signature of Employer’s Representative(s) (If Applicable)	Date	6. Signature of Employer’s Representative(s) (If Applicable)	Date

**PART D: TO BE COMPLETED BY REGISTRATION AGENCY**

1. Registration Agency and Address	2. Signature (Registration Agency)	3. Date Registered
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4. Apprentice Identification Number:

**NOTE:** The collection and maintenance of the data on ETA-671, Apprentice Agreement and Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and 29 CFR part 29, subpart A. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a), in a systems of records entitled, DOL/ETA-31, The Enterprise Business Support System (EBSS) (encompassing RAPIDS), at the U.S. Department of Labor, Office of Apprenticeship. Data may be disclosed to Federal, state, and local agencies and community-based organizations, including State Apprenticeship Agencies, to facilitate statistical research, audit, and evaluation activities necessary to ensure the success, integrity, and improvement of employment and training programs. Data may also be disclosed to these organizations to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

## Part A: Apprentice's Information

### Item 4a. Ethnicity

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

### Item 4b. Race

**American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicate their race as "American Indian or Alaska Native" or report entries such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian groups.

**Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. This includes people who reported detailed Asian responses such as: "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian" or provide other detailed Asian responses.

**Black or African American:** A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black or African American," or report entries such as African American, Kenyan, Nigerian, or Haitian.

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who reported their race as "Fijian," "Guamanian or Chamorro," "Marshallese," "Native Hawaiian," "Samoan," "Tongan," and "Other Pacific Islander" or provide other detailed Pacific Islander responses.

**White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

### Item 5. Veteran Status

A **Veteran** is a person who has served in the active military, naval, or air service of the United States, and who was discharged or released therefrom under conditions other than dishonorable.

A **Non Veteran, Other Eligible Individual** is a person who is a dependent spouse or child—or the surviving spouse or child—of a Veteran, and who is eligible for certain G.I. Bill and other VA-administered educational assistance benefits provided under Title 38 of the U.S. Code.

A **Veteran, Eligible** is a Veteran who is eligible for certain G.I. Bill and other VA-administered educational assistance benefits provided under Title 38 of the U.S. Code.

### Item 8.

**Pre-Apprenticeship:** A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s).

## Part B: Program Sponsor's Information

**Item 1.** A **Program Number** is a generated number assigned to a program sponsor when a program is registered in the Office of Apprenticeship's Registered Apprenticeship Partners Information Data System (RAPIDS).

**Item 1.** A **Sponsor Name** is any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

**Item 1b.** An **Employer** is any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

**Item 2.** An **Occupation** refers to the occupation an apprentice will be trained in, and the occupation will be listed in the sponsor's program standards.

**Item 2a.** A **RAPIDS Code** is the numeric code of the occupation in the apprenticeable occupation list.

**Item 2b.** An **Occupational Information Network (O\*NET) Code** is an 8-digit code in the O\*NET data system (<https://www.onetonline.org/>).

**Item 2c.** **Interim Credentials** (Certificate of Training) applies to career lattice occupations. These credentials are issued by the Registration Agency upon request by the program sponsor. Interim credentials provide certification of competency attainment by an apprentice, but does not necessarily indicate completion of the program.

**Item 3.** **Occupation Type** refers to the following three training approaches listed below.

**Item 3a.** A **Time-based Approach** measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

**Item 3b.** A **Competency-based Approach** measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies. An apprentice must be registered in an approved competency-based occupation for 12 calendar months of on-the-job-learning.

**Item 3c.** A **Hybrid Approach** measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

**Item 4.** A **Term Length (Hrs., Mos., Yrs.)** of the occupation is based on the program sponsor's training approach as approved by the Registration Agency.

**Item 5.** A **Probationary Period (Hrs. or Wks.)** is the number of hours or weeks of on-the-job learning during the apprentice's probationary period. A probationary period cannot exceed 25 percent of the term length of the occupation or one year, whichever is shorter.

**Item 6.** **Credit for Previous On-the-Job Learning Experience (Hrs., Mos., Yrs.)** is granted by the program sponsor based upon documented evidence provided by the apprentice. An apprentice must complete a minimum of six months on-the-job learning regardless of credits for previous experience awarded.

**Item 6a.** The **Term Remaining (Hrs., Mos., Yrs.)** is the difference between the term length of the on-the-job learning and the credits for previous experience awarded.

- Item 7. Credit for Previous Related Instruction Experience** (Hrs., Mos., Yrs.) is granted by the program sponsor based upon documented evidence provided by the apprentice.
- Item 9a. Total Length of Related Instruction** is the duration spent in related instruction in technical subjects related to the occupation, which is recommended to be not less than 144 hours per year.
- Item 10. Progressive Wage Schedule:**
- Item 10a. Apprentice's Entry Wage** (dollar amount paid): A sponsor enters this apprentice's entry wage.
- Item 10b. Journeyworker's (i.e., Experienced Worker's) Wage:** A sponsor enters the wage per unit (i.e., hourly, weekly, monthly, quarterly, semi-annually, or annually).
- Item 10c. Wage Rate Units:** A sponsor enters the apprentice schedule of pay for each advancement period based on the program sponsor's training approach (i.e., hourly, weekly, monthly, quarterly, semi-annually, annually, or competencies).
- Item 10d. Wage Rate:** Sponsor selects either percent of journeyworker (i.e., experienced worker) wage, dollar amount of wage, or both the percent of journeyworker wage and dollar amount of wage. If the sponsor selects "Both the percent of journeyworker wage and \$ amount of wage," the sponsor can enter a percentage or dollar amount for the wage in each period.
- Item 11. Complaints:** Identifies the individual or entity responsible for receiving complaints (29 CFR 29.7(k)).

**Part D: To Be Completed By Registration Agency**

- Item 4. Apprentice Identification Number, RAPIDS** encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

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\*The submission of the apprentice's social security number is requested. The apprentice's social security number will be used for program management purposes, such as verification of the apprentice's period of employment and earnings to align with Department of Labor's job training and employment program performance indicators for measuring performance outcomes. The Office of Apprenticeship will use wage records through the State Wage Interchange System needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR part 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that the apprentice is a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of the occupational classification. Failure to disclose an apprentice's social security number on this form will not affect the right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of social security numbers, which is prohibited.

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Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 U.S.C. 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room C-5321, Washington, D.C. 20210 (OMB Control Number 1205-0223).

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Voluntary Disability Disclosure

OMB No. 1205-0223 Expiration Date: 06/30/2024

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Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Your name: \_\_\_\_\_

Date: \_\_\_\_\_

### **Why are you being asked to complete this form?**

Because we are a sponsor of a registered apprenticeship program and participate in the National Registered Apprenticeship System that is regulated by the U.S. Department of Labor, we must reach out to, enroll, and provide equal opportunity in apprenticeship to qualified people with disabilities.<sup>[1]</sup> To help us learn how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for apprenticeship, any answer you give will be kept private and will not be used against you in any way.

If you already are an apprentice within our registered apprenticeship program, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our apprentices at the time of enrollment, and then remind them yearly, that they may update their information. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

### **How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to: blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV/AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, impairments requiring the use of a wheelchair, and intellectual disability (previously called mental retardation).

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<sup>[1]</sup> Part 30 – Equal Employment Opportunity in Apprenticeship. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Apprenticeship website at <https://www.doleta.gov/OA/eoo/>.



**U.S. DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP**

APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP  
*(If Required please type or print all information, attach additional apprentices on separate sheet)*  
*(This Application is optional, for Sponsor utilizing Electronic Registration)*

**Sponsor Information**

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

**Apprentice Information**

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

**Related Instruction Certification**

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

**Request for Certificate**

On behalf of the above-named sponsor, I hereby certify that the apprentice named in the application has satisfactorily completed and is working at the Journeyworker Level of his/her apprenticeship program as registered with the Office of Apprenticeship and hereby recommend the issuance of the **Certificate of Completion of Apprenticeship**

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Office of Apprentice use only:**

Date Entered in RAPIDS (if required): _____
Date Certificate Sent: _____



## U.S. DEPARTMENT OF LABOR OFFICE OF APPRENTICESHIP

### APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP

*(If Required please type or print all information, attach additional apprentices on separate sheet)  
(This Application is optional, for Sponsor utilizing Electronic Registration)*

#### **Authentication of Requests for Certificate of Completion of Apprenticeship**

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

#### **General Guidance**

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

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

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

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

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

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

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

#### **Issuance of Replacement OA Certificate of Completion of Apprenticeship**

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

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



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# Requirements for Apprenticeship Sponsors Reference Guide

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This document accompanies and supplements the “Apprenticeship Standards” developed by the U.S. Department of Labor Office, Employment and Training Administration, Office of Apprenticeship. Sponsors are required to comply with the requirements in Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30 at all times, and part 29, subpart A and part 30 shall control in the event of conflict or ambiguity with this document. In addition to the requirements listed in the Apprenticeship Standards, sponsors should be aware of and must comply with the additional requirements listed in this document. There are two types of Boilerplate Standards, one for the programs jointly operated with a union, and one for those programs operating without a union.

**Page 1 of the Boilerplate Standards is for Government usage and left blank. The OA Administrator registers the National Apprenticeship Standards and certifies National Guidelines for Apprenticeship Standards. Regional or State Director register local standards.**



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## SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

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### A. **RESPONSIBILITIES OF THE SPONSOR:**

**Apprenticeship Agreement:** Prior to signing the apprenticeship agreement, each selected applicant must be given an opportunity to read and review the sponsor’s Apprenticeship Standards approved by the Office of Apprenticeship, the sponsor’s written rules and policies, the apprenticeship agreement, and the sections of any collective bargaining agreement (CBA) that pertain to apprenticeship. After selection of an applicant for apprenticeship, but before employment as an apprentice or enrollment in related instruction, the apprentice must be covered by a written apprenticeship agreement, which must be submitted to the Office of Apprenticeship. Such submission can be done electronically through the Registered Apprenticeship Partner Information Data System (“RAPIDS”), using the Apprentice Electronic Registration process, or on ETA Form 671. Sponsors will receive their username and login information for RAPIDS upon registration. The Sponsor must advise the Registration Agency within 45 days of the execution of each new apprenticeship agreement. The sponsor also must provide a copy of the completed apprenticeship agreement to the apprentice, the employer, and the union, if any. The sponsor must provide the Office of Apprenticeship a signed copy of ETA Form 671 indicating that the employer (if not the sponsor), the union (if applicable), and the apprentice have received the completed apprenticeship agreement. If the apprentice is a Veteran, the sponsor must provide an additional copy to a veteran’s state approving agency, for any veteran apprentice desiring access to benefits to which they are entitled.

**Safety and Health Training:** All apprentices must receive instruction in safe and healthful work practices. Both on the job and related instruction are to comply with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., or State standards that have been found to be at least as effective as the Federal standards.

**Maintenance of Records:** Program sponsors are responsible for maintaining, at a minimum, the following records: summary of the qualifications of each applicant; basis for evaluation and for selection or rejection of each applicant, including applications, tests, and test results; records pertaining to interviews; the invitation to self-identify as an individual with a disability; records of each apprentice’s On-the-Job Learning (“OJL”); related instruction reviews and evaluations; progress evaluations; record of job assignments, including job assignments in components of the occupation; records pertaining to the promotion, demotion, transfer, layoff, termination, rates of pay, other forms of compensation, conditions of work, hours of work, hours of training provided, and any personnel records relevant to equal employment opportunity (“EEO”) complaints filed with the Office of Apprenticeship or with other enforcement agencies. The sponsor must maintain all records related to compliance with EEO standards required by 29 CFR § 30.3. Program sponsors must also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the sponsor’s outreach, recruitment, interview, and selection process. Sponsors must also retain records related to reasonable accommodations.

All records retained pursuant to part 30 must clearly identify the race, sex, ethnicity (Hispanic or Latino/non-Hispanic or Latino), and when known, disability status of each apprentice, and where possible, the race, sex, ethnicity, and disability status of each applicant for apprenticeship. Each sponsor required under 29 CFR § 30.4 to develop and maintain an affirmative action program must retain both the written affirmative action plan and



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documentation of its component elements set forth in 29 CFR §§ 30.5, 30.6, 30.7, 30.8, 30.9, and 30.11. All such records are the property of the sponsor and must be maintained for a period of five (5) years from the date of the making of the record or the personnel action involved, whichever occurs later. Records must be made available to the Office of Apprenticeship upon request in such form as the Office of Apprenticeship may determine is necessary to ascertain whether the sponsor has complied or is complying with its obligations.

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

(1) The transferring apprentice must be provided a transcript of related instruction and OJL by the committee or program sponsor; (2) Transfer must be to the same occupation; and (3) A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors. The apprentice must receive credit from the new sponsor for the training already satisfactorily completed.

**Registration, Cancellation, Suspension, and Deregistration:** The Office of Apprenticeship may initiate deregistration of a sponsor's standards upon request of the sponsor or for failure of the sponsor to abide by the provisions herein and those contained in its Apprenticeship Standards. Such deregistration actions will be in accordance with the Office of Apprenticeship's applicable regulations and procedures.

The sponsor must notify each apprentice of the cancellation of the program and its effect on active apprentices. If the Registration Agency requests the deregistration of the apprenticeship program, the sponsor will notify active apprentice(s) within 15 days of the effective date of the deregistration. The sponsor's notification to its apprentices must specify (1) the effective date of deregistration; (2) that such cancellation automatically deprives apprentices of individual registration; (3) that the deregistration removes the apprentice from coverage for Federal purposes, and; (4) that all apprentices may contact the Office of Apprenticeship for information regarding potential transfer to other registered apprenticeship programs.

Where the Office of Apprenticeship, as a result of a compliance review, complaint investigation, or other reason, determines that the sponsor is not operating its apprenticeship program in accordance with part 30, the Office of Apprenticeship must notify the sponsor in writing of the specific violation and offer technical assistance or suspend the sponsor's right to register new apprentices if the sponsor fails to implement a compliance action to correct the specific violation.

**Amendments and Modifications:** A sponsor must submit a request to its Office of Apprenticeship to amend its Apprenticeship Standards or an apprenticeship agreement. Amendments may be requested by contacting the Office of Apprenticeship using its preferred contact information as listed in Section K of the Apprenticeship Standards and must be agreed upon by all parties to the original Standards (i.e., the employer, committee, and union—note that individual apprentices are not parties to the Standards). Amendments and modification may include notice of transfers, suspensions, and cancellations of apprenticeship agreements and a statement of the reasons therefore. A copy of each amendment or modification adopted must be furnished by the sponsor to each apprentice, the Office of Apprenticeship, union (if applicable), and the apprentice to whom the amendment or modification applies.



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**Compliance with Federal Law:** The sponsor and all entities must comply with all applicable Federal law and regulations in operating the apprenticeship program.

**B. MINIMUM QUALIFICATIONS:**

An apprentice must be at least 16 years old unless applicable law requires a higher age. Sponsors may note additional minimum qualifications in Section B of their apprenticeship standards where appropriate. Sponsors are prohibited from using discriminatory minimum qualifications.

**C. APPRENTICESHIP APPROACH AND TERM:**

The term of the occupation will be stated in Appendix A of the work process schedule and standards as time-based, hybrid, or competency-based with an OJL attainment of either hours or years, as applicable, supplemented by the required hours of related instruction. Sponsors that wish to register multiple occupations should attach a completed Appendix A for each occupation.

**Requests for Certificate of Completion of Apprenticeship:** The sponsor must certify the completion to OA and request a Certificate of Completion of Apprenticeship for the completing apprentice(s). Such requests are completed either electronically or in writing using the Application for Certification of Completion of Apprenticeship Form in Appendix B.

**Request for a Certificate of Training:** A Certificate of Training (Interim Credential) may be requested from OA, only for a registered apprentice who has been certified by the sponsor as having successfully met the requirements to receive an interim credential as identified in the sponsor's standards. OA requires that a record of completed OJL and related instruction for the apprentice accompany such requests. Insert interim credentials in Work Process Schedule and Related Instruction Outline at Appendix A.

**D. WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE:**

- 1. Work Process Schedule.** As part of Appendix A, all sponsors must include a statement setting forth a schedule of the work processes in the occupation or industry divisions in which the apprentice is to be trained and the approximate time to be spent at each process. Sponsor(s) with multiple occupations must complete an Appendix A for each occupation. The sponsor may modify the work processes to meet local needs prior to submitting these Standards to the Office of Apprenticeship for approval. For free technical assistance in compiling a work process schedule, including numerous templates and examples, visit: [www.apprenticeship.gov](http://www.apprenticeship.gov).
- 2. Related Instruction Outline.** As part of Appendix A, all sponsors must include an outline of 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. A minimum of 144 hours for each year of apprenticeship is recommended. This instruction may be accomplished through media such as classroom, occupational or industry courses, electronic media, or other instruction. Generally, a Related Instruction Outline should include a list of the anticipated courses, the learning objectives, and the estimated number of hours that each course will last. For free technical assistance with compiling a Related Instruction Outline, visit: [www.apprenticeship.gov](http://www.apprenticeship.gov).



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In addition to the OJL, during the apprenticeship, the apprentice must receive related instruction in all phases of the occupation necessary to develop the skill and proficiency of a journeyworker. Every apprentice is required to participate in related instruction in technical subjects related to the job as outlined as in Appendix A of the Apprenticeship Standards. Sponsors are not obligated to compensate apprentices for time spent in related instruction. Sponsors must specify in Section D of the Standards whether related instruction will be compensated. Sponsor's payment or agreement to pay apprentices for time spent in related instruction must comply with all applicable Federal, State, and local laws and regulations related to apprentice wages.

The sponsor must secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns, or areas having no vocational schools or other schools that can furnish related instruction, the sponsor may require apprentices to complete the related instruction requirement through electronic media or other instruction approved by the Office of Apprenticeship. The sponsor must inform each apprentice of the availability of college credit, if applicable.

To the extent possible, related instruction should be closely correlated with the practical experience and training received on the job. The sponsor must monitor and document the apprentice's progress in related instruction classes. The sponsor must ensure that related instruction providers meet the State Department of Education's requirements for a vocational-technical instructor in the State of registration, or be a subject matter expert, such as a journeyworker. All related instruction providers must have training in teaching techniques and adult learning styles which may occur before or after the apprenticeship instructor has started to provide the related technical instruction.

**E. CREDIT FOR PREVIOUS EXPERIENCE:**

Sponsors that provide apprentice applicants seeking credit for previous experience gained outside the supervision of the sponsor must accept the request at the time of application and request appropriate records and documentation to substantiate the claim. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period. An apprentice granted credit must be advanced to the wage rate designated for the period to which such credit accrues. The sponsor may grant credit toward the term of apprenticeship to new apprentices. The Office of Apprenticeship must be advised of any credit granted and the wage rate to which the apprentice is advanced within 45 days. Such notifications can be made in RAPIDS. The granting of advanced standing must apply to all applicants equally. If the sponsor plans to establish specific requirements for an apprentice to receive advanced standing, the sponsor should use the additional lines in Section E of the Apprenticeship Standards.

**F. PROBATIONARY PERIOD:**

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 sponsor will keep the records for each probationary apprentice. 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 must be given full credit



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for the probationary period and continue in the program.

When notified that an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the sponsor will determine whether the apprentice should continue in a probationary status and may require the apprentice to repeat a process or series of processes before advancing to the next wage classification.

After the probationary period, the apprenticeship agreement may be cancelled at the request of the apprentice or may be suspended or cancelled by the sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. For all cancellations, the sponsor must provide written notice to the apprentice and, within 45 days, notice to the Office of Apprenticeship of the action taken.

**G. RATIO OF APPRENTICES TO JOURNEYWORKERS:**

In Appendix A, the prospective sponsor must establish a ratio of apprentice(s) to one or more journeyworker(s), except where such ratios are expressly prohibited by a CBA. The sponsor must comply with the registered ratio at all times.

**H. APPRENTICE WAGE SCHEDULE:**

Apprentices must 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. The progressive wage schedule, which may include fringe benefits, will be an increasing percentage of the fully proficient or journeyworker wage rate as provided for in Section H and Appendix A of the Apprenticeship Standards. The journeyworker wage rate will serve as the terminal wage that an apprentice will receive upon completion of the apprenticeship program. The entry wage must not be less than the minimum wage set by the Fair Labor Standards Act (including overtime), where applicable, unless a higher wage is required by other Federal or State law or regulation, or by collective bargaining agreement. The number of steps in the progressive wage scale, as depicted in Appendix A, may vary based on the length and complexity of the registered apprenticeship. The schedule of wages must increase consistent with the skills acquired by the apprentice.

**I. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM:**

- 1. Equal Employment Opportunity Affirmative Obligations.** Sponsors are required to comply with the equal opportunity pledge in Section I and II of the Apprenticeship Standards. Sponsors with five or more registered apprentices must develop an affirmative action plan within two years of registration as required by 29 CFR § 30.4 and update the plan upon the completion of workforce analyses required by 29 CFR §§30.5(b) and 30.7(d)(2), unless it is exempt from doing so under § 30.4(d)(2). In particular, Federal agencies and Federal contractors should consult with OA to see if they qualify for an exemption or if their current Affirmative Action Plans are applicable under the part 30 requirements.

All sponsors have a duty to take affirmative steps to provide equal opportunity in apprenticeship according to 29 CFR § 30.3(b). The sponsor will designate an individual or individuals responsible for overseeing the sponsor's commitment to equal opportunity in registered apprenticeship, for monitoring apprenticeship activity to ensure compliance with EEO requirements, to maintain required records, and to generate reports. In addition to providing apprentices with the Equal Opportunity





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Pledge contained in Section 1., sponsors must: post the pledge so that it is accessible to all apprentices and applicants, including posting through electronic media; conduct orientation and periodic information sessions (including anti-harassment training) for individuals involved in the apprenticeship program, including apprentices and journeyworkers who regularly work with apprentices; and maintain records to demonstrate compliance. Sponsors must engage in universal outreach and recruitment, including developing and updating an annual list of recruitment sources that will generate referrals from all demographic groups within the relevant recruitment area, identify a contact person, mailing address, telephone number, and email address for each recruitment source, and provide recruitment sources with advanced notice of apprenticeship openings. Sponsors must maintain apprenticeship programs free from harassment, intimidation and retaliation, including providing required anti-harassment training and addresses the right of apprentices to file a harassment complaint under 29 CFR § 30.14. Sponsors must make all facilities and apprenticeship activities available without regard to race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability except that if the sponsor provides restrooms or changing facilities, the sponsor must provide separate or single-user restrooms and changing facilities to assure privacy between the sexes. Sponsors must establish and implement procedures for handling and resolving complaints about harassment and intimidation. Sponsors must comply with Federal and State EEO laws.

- 2. Discrimination/Retaliation Prohibited.** It is unlawful for a sponsor of a registered apprenticeship program to discriminate against an apprentice or applicant for apprenticeship on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability with regard to: recruitment, outreach and selection procedures, hiring and/or placement, upgrading, periodic advancement, promotion, demotion, transfer, layoff, termination, right of return from layoff, and rehiring. Additionally, sponsors are prohibited from discrimination in rotation among work processes; imposition of penalties or other disciplinary action; rates of pay or any other form of compensation and changes in compensation; conditions of work; hours of work and hours of training provided; job assignments; leaves of absence, sick leave, or any other leave; and any other benefit, term, condition, or privilege associated with apprenticeship. The Office of Apprenticeship will look to the legal standards and defenses applied under the Federal laws listed at 29 CFR § 30.3(a)(2) in determining whether a sponsor has engaged in an unlawful discriminatory practice.

It is also unlawful to intimidate, threaten, coerce, retaliate against, or discriminate against a participant in an apprenticeship program because the individual has: (1) filed a complaint alleging a violation of 29 CFR part 30; (2) opposed a practice prohibited by the provisions of 29 CFR part 30 or any other Federal or State equal opportunity law; (3) furnished information to, or assisted or participated in any manner, in any investigation, compliance review, proceeding, or hearing under 29 CFR part 30 or any Federal or State equal opportunity law; or (4) otherwise exercised any rights and privileges under the provisions of 29 CFR part 30.

- 3. Selection Procedures.** Sponsors are prohibited from using discriminatory selection procedures. The Office of Apprenticeship will review the selection procedures provided in Section I to ensure compliance with 29 CFR § 30.10. Selection Procedures



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are required no matter how many apprentices are registered in the program. In sum, selection procedures must: (1) comply with the Uniform Guidelines on Employee Selection Procedures, including the requirements to evaluate the impact of the selection procedure on race, sex, and ethnic groups and, if any selection procedure results in an adverse impact against one of those groups, demonstrating that the procedure is job related and consistent with business necessity; (2) be uniformly and consistently applied to all applicants and apprentices within each selection procedure utilized; (3) comply with title I of the ADA and the EEOC's implementing regulations at part 1630, which includes that procedures must not screen out or tend to screen out individual(s) with disabilities unless the selection criteria is job related and consistent with business necessity; and (4) be facially neutral in terms of any protected category under part 30.

## **J. COMPLAINT PROCEDURES:**

Section J of the Apprenticeship Standards addresses four types of complaints; complaints covered by a CBA, complaints not covered by a CBA, complaints to the appropriate Office of Apprenticeship, and complaints alleging discrimination. Space is provided for the sponsor to fill-in the appropriate contact information for the contact person the sponsor wishes to designate to resolve disputes not governed by a CBA. The Office of Apprenticeship is responsible for resolving complaints that allege discrimination, or, that could not be resolved by the sponsor and do not involve a matter covered by a CBA. Space is provided for the Office of Apprenticeship to fill-in its preferred contact information. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law.

**EEO Complaint Procedures (29 CFR § 30.14).** An apprentice, applicant for apprenticeship, or authorized representative of an apprentice or applicant may file a complaint with the Registration Agency if the apprentice or applicant believes that:

- The apprentice or applicant has been discriminated against or harassed on the basis of race, color, religion, national origin, age (40 or older), genetic information, disability, sex, or sexual orientation with regard to apprenticeship.
- The apprentice or applicant has been retaliated against for the following:
  - Filing a complaint alleging a violation of 29 CFR part 30;
  - Opposing a practice prohibited by 29 CFR part 30 or federal or state equal opportunity law;
  - Furnishing information to, or assisting or participating in, an investigation or proceeding under 29 CFR part 30 or federal or state equal opportunity law;
  - Exercising any rights and privileges under 29 CFR part 30; or
  - Equal opportunity standards with respect to the apprentice's selection or any other benefit, term, condition, or privilege associated with apprenticeship have not been followed in the operation of an apprenticeship program.

**Complaints regarding discrimination.** Sponsors must provide written notice to all applicants for apprenticeship and all apprentices of their right to file a discrimination complaint and the procedures for doing so. The notice must include the address, phone number, and other contact information for the Registration Agency that will receive and investigate complaints filed under this part. The notice must be provided in the application



for apprenticeship and must be displayed in a prominent, publicly available location where all apprentices will see the notice. The notice must contain the specific wording set forth at 29 CFR §30.14(b).

**Other general complaints.** J.2 addresses complaints concerning issues covered by the apprenticeship agreement or standards, but not covered by a CBA or concerning discrimination or other equal opportunity matter. The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within the timeframe described in J.2. 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.

Such complaints must be in writing, signed by the complainant or the authorized representative, and must be submitted within 60 days of any final sponsor decision. The complaint must set forth the specific matter(s) complained of and state the relevant facts and circumstances. Copies of any pertinent documentation must accompany the complaint.

**K. OFFICE OF APPRENTICESHIP GENERAL CONTACT INFORMATION:**

The Registration Agency is either the National Office of Apprenticeship or the local OA representative in which the standards are registered. General Contact information will be provided as part of the registration process.

**SECTION II – APPENDICES AND ATTACHMENTS**

*Appendix A - Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures and Probationary Period: See Sections D, F, G, H, and I of this Reference Guide. Sponsor(s) with multiple occupations must complete an Appendix A for each occupation.*

*Appendix B (ETA Form 671 – Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship: May be completed in RAPIDS after program registration.*

*Appendix C (Affirmative Action Plan (AAP): Sponsors are required to develop an AAP within two years of registration for programs with (5) five or more registered apprentices. Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship’s website.*

*Appendix D (Employer Acceptance Agreement): A sample agreement has been provided for employers who choose to sign on under the sponsor’s approved standards. Please use Appendix D when developing standards for multiple employers.*

**SECTION II PART 1 – COLLECTIVE BARGAINING PROVISIONS (IF APPLICABLE)**

Section II Part 1 is for sponsors registering a program where the apprentices will be covered by a CBA. Such sponsors must furnish to the appropriate union a copy of its completed Apprenticeship Standards as well as all attachments. Normally, the appropriate union officials should sign in the designated spaces. However, if the union elects not to participate in the registration process, the Office of Apprenticeship will allow 45 days to receive union comments



before registering the program.

### **SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)**

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), Registered Apprenticeship program sponsors are required to provide a written assurance that the sponsor: (1) is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program; (2) will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and (3) will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

This requirement applies to “any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act” (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to this requirement.

### **SECTION IV – SIGNATURES**

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

### **SECTION V – DISCLOSURE AGREEMENT *(Optional)***

Program Sponsors may indicate their preference and authorization for OA staff to share the Work Process Schedule and Related Instruction Outline in Appendix A with other entities seeking to establish Apprenticeship Programs.

### **GLOSSARY OF TERMS**

1. **APPRENTICE:** Means a worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation as provided in §29.4 under standards of apprenticeship fulfilling the requirements of §29.5.
2. **APPRENTICESHIP AGREEMENT:** Means a written agreement, complying with §29.7, between an apprentice and either the apprentice’s program sponsor, or an apprenticeship committee acting as agent for the program sponsor(s), which contains the terms and conditions of the employment and training of the apprentice.
3. **APPRENTICESHIP APPROACHES:**
  - a. **COMPETENCY-BASED APPROACH:** Measures skill acquisition through the individual apprentice’s successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program



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standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies.

- b. **HYBRID APPROACH:** Measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.
  - c. **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.
4. **CERTIFICATE OF COMPLETION OF APPRENTICESHIP:** The credential issued by the Office of Apprenticeship to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.
  5. **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.
  6. **EMPLOYER ACCEPTANCE AGREEMENT:** Means an agreement between the sponsor and an undersigned participating employer, which agrees to carry out the intent, purpose, rules and decisions of the sponsor established under an approved set of Registered Apprenticeship Standards.
  7. **JOURNEYWORKER:** Means 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.)
  8. **TRAINING REQUIREMENTS:**
    - a. **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.
    - b. **RELATED INSTRUCTION:** Means 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 Office of Apprenticeship.
    - c. **WORK PROCESS SCHEDULE:** An outline of the tasks in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate amount of time to be spent in each major process.
  9. **REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS):** A Federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.
  10. **SPONSOR:** Means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.