

# **STANDARDS OF APPRENTICESHIP**

**DEVELOPED BY**

**ALASKA HEAT AND FROST INSULATORS  
AND ALLIED WORKERS  
JOINT APPRENTICESHIP TRAINING COMMITTEE**

**FOR THE OCCUPATION OF**

**INSULATION WORKER**

**O\*NET-SOC CODE: 47-2132.00**

**RAPIDS CODE: 0909**



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

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## **TABLE OF CONTENTS**

	Page
Foreword .....	iii
Definitions .....	iv
SECTION I            Program Administration .....	1
SECTION II          Equal Opportunity Pledge .....	3
SECTION III        Affirmative Action Plan .....	3
SECTION IV        Qualifications for Apprenticeship .....	3
SECTION V          Selection of Apprentices .....	4
SECTION VI        Apprenticeship Agreement .....	4
SECTION VII       Ratio of Apprentices to Journeyworkers .....	5
SECTION VIII      Term of Apprenticeship .....	5
SECTION IX        Probationary Period .....	5
SECTION X          Hours of Work .....	6
SECTION XI        Apprentice Wage Progression .....	6
SECTION XII       Credit for Previous Experience .....	6
SECTION XIII      Work Experience .....	7
SECTION XIV      Related Instruction .....	7
SECTION XV        Safety and Health Training .....	8
SECTION XVI       Supervision of Apprentices .....	8
SECTION XVII      Records and Examinations .....	8
SECTION XVIII     Maintenance of Records .....	9
SECTION XIX       Certificate of Completion of Apprenticeship .....	9
SECTION XX        Notice to Registration Agency .....	9
SECTION XXI       Cancellation and Deregistration .....	10
SECTION XXII      Amendments and Modifications .....	10
SECTION XXIII     Adjusting Differences/Complaint Procedure .....	10
SECTION XXIV     Collective Bargaining Agreements .....	12
SECTION XXV       Transfer of an Apprentice and Training Obligation .....	12
SECTION XXVI      Responsibilities of the Apprentice .....	13
SECTION XXVII     Technical Assistance .....	13
SECTION XXVIII    Signature Page Adopting Apprenticeship Standards .....	14
Appendix A - Work Process Schedule and Related Instruction Outline	
Appendix B - Sample Apprenticeship Agreement and AER Sponsor Manual	
Appendix C - Affirmative Action Plan	
Appendix D - Qualifications and Selection Procedures	

## **FOREWORD**

These Alaska Heat and Frost Insulators & Allied Workers Joint Apprenticeship Training Committee Apprenticeship Standards have as their objective, the training of Insulation Workers skilled in all phases of the industry. The JATC recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

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

## **DEFINITIONS**

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

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

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and the Sponsor setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

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

**COLLECTIVE BARGAINING AGREEMENT:** The negotiated agreement between the Union and signatory employers that sets forth the terms and conditions of employment.

**COORDINATOR:** Means the person designated by the local JATC to perform the duties stated in the standards of apprenticeship.

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

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

**JOINT APPRENTICESHIP & TRAINING COMMITTEE (JATC):** Joint Apprenticeship & Training Committee means those persons designated by the sponsor to act as an agent for the sponsor in the administration of the program. The joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).

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

**O\*NET-SOC CODE:** The Occupational Information Network (O\*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O\*NET classification uses an 8-digit O\*NET-SOC code. Use of the SOC classification as a basis for the O\*NET codes ensures that O\*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

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

**PROGRAM SPONSOR:** The Sponsor in whose name the Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program: Alaska Heat and Frost Insulators & Allied Workers JATC, P.O. Box 203212, Anchorage, AK 99520.

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

**REGISTRATION AGENCY:** Means the U.S. Department of Labor, Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments: U.S. Department of Labor, Office of Apprenticeship; 605 West 4<sup>th</sup> Avenue, Room G30; Anchorage, Alaska 99501.

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

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

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

**TIME-BASED OCCUPATION:** The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

**TRANSFER:** A shift of apprenticeship agreement from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committee or program sponsor.

**UNION:** Means the Heat and Frost Insulators and Allied Workers Local #97 and any of its affiliated Local Unions party to an appropriate labor agreement between the parties.

## **SECTION I – PROGRAM ADMINISTRATION**

The Local Joint Apprenticeship Committee (JATC) in whose name these Standards of Apprenticeship are registered shall be composed of an equal number of representatives appointed by the employer and the union.

### **Structure of the Joint Apprenticeship and Training Committee (JATC)**

- A. Members of the JATC will be selected by the groups they represent.
- B. Membership will be composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).
- C. Technical Assistance - such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools - may be requested to advise the JATC.

### **Administrative Procedures:**

- A. The JATC will elect a Chairperson and a Secretary, and will determine the time and place of regular meetings which will take place a minimum of every three (3) months.
- B. The Chairperson and Secretary will have the power to vote on all questions affecting apprenticeship.
- C. The Chairperson and Secretary should rotate among members of the JATC.

### **Responsibilities of the Joint Apprenticeship and Training Committee:**

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that apprentices are under written Apprenticeship Agreements and register the local apprenticeship standards and agreements with the appropriate Registration Agency.
- C. Review and recommend apprenticeship activities in accordance with this program.

- D. Establish the minimum standards of education and experience required of apprentices.
- E. Meet at least every three (3) months to review records and progress of each apprentice in training and recommend improvement or modification in training schedules, schooling and other training activities. Written minutes of the meeting will be kept.
- F. Determine the quality and quantity of experience on the job which apprentices should have and to make every effort toward their obtaining it.
- G. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- H. Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- I. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.
- J. Determine the physical fitness of qualified applicants to perform the work of the occupation that may require a medical examination prior to their employment as apprentices.
- K. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- L. Certify that apprentices have successfully completed their apprenticeship program.
- M. Notify the appropriate Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.
- N. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned; apprentices, employers and journeyworkers.
- O. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.



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

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended (insert state regulations here, if applicable).

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

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

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

Applicants will meet the following minimum qualifications:

### **A. Age**

Apprentices must not be less than eighteen (18) years of age. Applicant must provide evidence of minimum age respecting any applicable state laws or regulations.

### **B. Education**

A high school diploma or GED equivalency is required, or completion of the GED within the 1600 hour probationary period. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

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

### **C. Physical**

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

Applicants may be required to pass a physical agility test, fitness test, or screen for the current illegal use of drugs upon acceptance into the program and prior to being employed.

D. Residency

Applicant must be an Alaska resident.

E. Driver's License

Applicant must possess and maintain a valid Alaska driver's license.

**SECTION V - SELECTION OF APPRENTICES – Title 29 CFR 30.5**

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

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

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written Apprenticeship Agreement (Appendix B) signed by the JATC and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the JATC, the Registration Agency, and the employer and the Union. An additional copy will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards, the JATC's written rules and policies and the Apprenticeship Agreement and the sections of the Collective Bargaining Agreement (CBA) that pertain to apprenticeship.

The Registration Agency will be advised within forty-five (45) days of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

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

A numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant:

One (1) apprentice may be employed in each shop, and/or job site employing one (1) qualified journeyworker, and one (1) additional apprentice for each additional journeyworker regularly employed thereafter.

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

The term of the occupation will be four (4) years with an (OJL) attainment of 6,400 hours, and supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period.

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

All applicants selected for apprenticeship will serve a 1,600 hour probationary period.

During the probationary period either the apprentice or the JATC may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

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

## **SECTION X - HOURS OF WORK**

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

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

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

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on-the-job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyman status, the JATC will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the JATC will be guided by the work experience and related instruction records and reports.

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

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

The JATC may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the JATC must submit the request at the time of application and furnish such records, affidavits, and other verifiable documents to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the JATC during the probationary period when actual on-the-job and related instruction performance can be examined. 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 will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of advanced standing will be uniformly applied to all apprentices.

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

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

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

During each segment of training each apprentice is required to participate in coursework related to the job as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will include no less than 144 hours of related instruction for each year of the apprenticeship. Apprentices agree to take such courses as the JATC deems advisable. The JATC will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational school or other schools that can furnish related instruction; the apprentice may be required to take an alternate form of instruction that meets the approval of the Sponsor and the Registration Agency.

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

If applicable, the JATC will inform each apprentice of the availability of college credit through the University of Alaska, Community and Technical College.

Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJL) without due cause, the JATC will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on-the-job. The JATC will monitor and document the apprentice's progress in related instruction classes.

The JATC will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. If applicable, when possible, the JATC may require the instructors to attend training offered through their National JATC.

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

All apprentices will receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or State Standards that have been found to be at least as effective as the Federal Standards

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

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

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

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

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

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

Before each period of advancement, or at any other time when conditions warrant, the JATC will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is

found to be unsatisfactory, the JATC may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the JATC will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the JATC will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

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

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

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

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

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

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

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

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

The Alaska Heat and Frost Insulators & Allied Workers JATC reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by the Registration Agency for failure of the JATC to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

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

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

These Standards may be amended or modified at any time by joint agreement between participating employers and the union, provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the JATC for approval and will then be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

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

The JATC will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the sponsor, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:



### **Title 29 CFR 29.7(k)**

For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable Grievance and Arbitration procedures contained in the Articles of the CBA.

The JATC will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The JATC will make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is:

Apprenticeship Coordinator  
Alaska Heat and Frost Insulators & Allied Workers JATC  
P.O. Box 203212  
Anchorage, AK 99520

### **Title 29 CFR 30.11**

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the Program Sponsor (if applicable).

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

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

Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.

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

#### **SECTION XXIV. - COLLECTIVE BARGAINING AGREEMENTS - Title 29 CFR 29.11**

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- (a) Any apprenticeship provision in any collective bargaining agreement between employers and employees establishing higher apprenticeship standards; or
- (b) Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, Executive Order, or authorized regulation.

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

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

- i. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the committee or program sponsor:
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

If the Sponsor is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Standards the Sponsor will make every effort to refer the apprentice with his/her consent to another employer, Registration Agency or One Stop for placement into another registered apprenticeship program. This will provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program. The apprentice must receive credit from the new employer for the training already satisfactorily completed.

## **SECTION XXVI - RESPONSIBILITIES OF THE APPRENTICE**

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

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

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the JATC and the employer in accordance with the provisions of these Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer, union and the JATC.
- C. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Standards.
- D. Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by the Sponsor.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- F. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the JATC.

## **SECTION XXVII - TECHNICAL ASSISTANCE**

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

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

## **SECTION XXVIII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS**

The Alaska Heat and Frost Insulators & Allied Workers JATC hereby adopt these Standards of Apprenticeship on this \_\_\_\_\_ Day of \_\_\_\_\_, 2016.

### **EMPLOYER REPRESENTATIVES**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

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

### **UNION REPRESENTATIVES**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

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

## **REGISTRATION**

Registered as by U.S. Department of Labor's Office of Apprenticeship as required by Title 29 of the Federal Code of Regulations, parts 29 and 30.

On behalf of U.S. Department of Labor, Office of Apprenticeship:

\_\_\_\_\_  
John P. Hakala  
Alaska State Director

**SECTION XXVIII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS**

The Alaska Heat and Frost Insulators & Allied Workers JATC hereby adopt these Standards of Apprenticeship on this 25<sup>th</sup> Day of JANUARY, 2016.

**EMPLOYER REPRESENTATIVES**

M. Devenport  
Signature

Mike Devenport  
Printed Name

Harold Belk  
Signature

Harold Belk  
Printed Name

\_\_\_\_\_  
Signature

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

**UNION REPRESENTATIVES**

Peyton Lee Dunham  
Signature

Peyton Lee Dunham  
Printed Name

Nolan Olson  
Signature

Nolan Olson  
Printed Name

\_\_\_\_\_  
Signature

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

**REGISTRATION**

Registered as by U.S. Department of Labor's Office of Apprenticeship as required by Title 29 of the Federal Code of Regulations, parts 29 and 30.

On behalf of U.S. Department of Labor, Office of Apprenticeship:

John P. Hakala  
John P. Hakala  
Alaska State Director

**SECTION VI. – OFFICIAL ADOPTION**

The Alaska Heat & Frost Insulators & Allied Workers JATC officially adopts this Affirmative Action Plan on this 25<sup>th</sup> day of JANUARY, 2016.

REPRESENTING THE ALASKA HEAT & FROST INSULATORS & ALLIED WORKERS JATC:

  
Signature of JATC Chair

  
Signature of JATC Secretary


HAROLD BELK  
Printed Name

John Olson  
Printed Name

**REGISTRATION**

Registered as by U.S. Department of Labor's Office of Apprenticeship as required by Title 29 of the Federal Code of Regulations, parts 29 and 30.

On behalf of U.S. Department of Labor, Office of Apprenticeship:

  
John P. Hakala  
Alaska State Director

1-25-16  
Date

**D. SPONSOR'S WORKFORCE DATA**

D-1 Total Number of Journey/Craft Workers Employed:	46	
Number of Women:	2	4% of work force
Number of Minorities:	8	17% of work force
D-2 Total Number of Apprentices: 22		
Numerical percentage of Women apprentices	2	9%
Numerical percentage of Minority apprentices	12	55%

**E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS**

Source	Minority rate of participation	Female rate of participation
Registered Apprenticeship Partners Information Data System (RAPIDS): *	N/A	N/A
EEOC Occupational Employment Data: **	N/A	N/A

\* Data available from Registration Agency

\*\* <http://www.eeoc.gov/stats/jobpat/jobpat.html>

**F. DETERMINATION OF UTILIZATION**

Analysis	Yes	No
Minority Underutilization:		X
Female Underutilization:	X	

**G. SPONSOR'S GOALS:**

The program sponsor proposes and agrees to make a good faith effort to attain the goal of selecting 20% minorities and 20% women during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be: 6-8

**H. REGISTRATION AGENCY APPROVAL:**

Sponsor

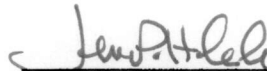


Howard Wills  
Apprenticeship Coordinator

1/25/16

Date Signed

Registration Agency



John P. Hakala  
Alaska State Director

1-25-16

Date Signed

**SECTION VII. – OFFICIAL ADOPTION OF SELECTION PROCEDURES**

The Alaska Heat & Frost Insulators & Allied Workers JATC officially adopts these Selection Procedures on this 25 day of JANUARY, 2016.

REPRESENTING THE ALASKA HEAT & FROST INSULATORS & ALLIED WORKERS JATC:

Harold Belk  
Signature of JATC Chair

HAROLD BELK  
Printed Name

W. Olson  
Signature of JATC Secretary

Walter Olson  
Printed Name

**REGISTRATION**

Registered as by U.S. Department of Labor's Office of Apprenticeship as required by Title 29 of the Federal Code of Regulations, parts 29 and 30.

On behalf of U.S. Department of Labor, Office of Apprenticeship:

John P. Hakala  
John P. Hakala  
Alaska State Director

1-25-16  
Date



## **Appendix A**

### **OCCUPATION SCHEDULE FOR: INSULATION WORKER**

**O\*NET/SOC CODE: 47-2132.00**

**RAPIDS CODE: 0909**

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

#### **1. TERM OF APPRENTICESHIP**

The term of the occupation will be four (4) years with an (OJL) attainment of 6,400 hours, and supplemented by the required hours of related instruction.

#### **2. RATIO OF APPRENTICES TO JOURNEYWORKERS**

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers will be:

One (1) apprentice may be employed in each shop, and/or job site employing one (1) qualified journeyworker, and one (1) additional apprentice for each additional journeyworker regularly employed thereafter.

#### **3. APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate, or as per the Collective Bargaining Agreement:

Period	Percent	OJL Hours	Related Training
1 <sup>st</sup>	60%	0 – 1600	Complete 1 <sup>st</sup> Year
2 <sup>nd</sup>	70%	1601 – 3200	Complete 2 <sup>nd</sup> Year
3 <sup>rd</sup>	80%	3201 – 4800	Complete 3 <sup>rd</sup> Year
4 <sup>th</sup>	90%	4801 – 6400	Complete 4 <sup>th</sup> Year

As of January 1, 2016, the current Insulation Worker journeyworker wage rate is \$37.38 per hour.

The current journeyworker wage rate shall be modified on any prevailing wage project to comply with the applicable wage rate when the prevailing wage is higher than the journeyman rate specified in the standards. If the prevailing wage rate is less than the rate specified in the standards, the rate in the standards shall prevail.

To be advanced to the next level the apprentice must have completed both the on the job learning (OJL) hours and the related training component, as stated above.

#### 4. **SCHEDULE OF WORK EXPERIENCE**

During the term of apprenticeship, the Apprentice shall receive such instruction and experience, in all branches of the occupation, as is necessary to develop a practical and versatile worker. Major processes in which Apprentices will be trained (although not necessarily in the order listed) and approximate hours (not necessarily continuous) to be spent in each are as follows:

<b>WORK PROCESSES</b>		<b>APPROXIMATE HOURS</b>
A.	<u>Use and Care of Hand and Power Tools</u> Trowels, brushes, knives, scissors, sewing equipment, stapling guns, caulking guns. Power saws, welding machines, compressors	320
B.	<u>Material Handling</u> Handling and hoisting insulating materials. Assembly, dismantling, and safe use of scaffolding. Erecting and safe use of ladders	160
C.	<u>Selection and Measuring of Material</u> Types and uses of various insulating materials, including: Fiberglass, foam, calcium silicate (magnesia), hair felt, ceramic wool, mineral wool fiberglass, cork, rubber, wool felt, glass wool, fiber board with vapor seal, cellulose, rock wool, rickwell and pit wrap. Measurement, layout, and cutting of material for both straight and curved surfaces	1,440
D.	<u>Application of Insulation Material</u> Spraying, pasting, wiring, taping, stapling, sewing, blowing-in. Use of glues and adhesives. Pin and tack welding. Corner beading	2,440
E.	<u>Covering and Sealing</u> Uses of and methods of applying sheet metal waterproofing, plastic covers, sealants, canvas, tar paper, cloth, finish cement	1,440
F.	<u>Removable Insulation</u> Fabrication of various types of removable insulation (i.e. pads, hard covers) using anchors, straps, buckles, Velcro, wire, and various types of fasteners.	600
<b>TOTAL HOURS</b>		<b>6,400</b>

## 5. SCHEDULE OF RELATED INSTRUCTION

Source: Program Sponsor

Method: Classroom and Shop Instruction

The related instruction outlines the courses that provide the technical ability that supplements the on-the-job training. It is through the combination of both the on-the-job training and the related technical instruction that the apprentice can reach the skilled level of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship is recommended. The following is the suggested course curriculum during the term of apprenticeship.

COURSE LISTING	HOURS
<b>Year One</b>	
First Aid	8
Applied Insulator's Math I	8
Labor History	24
Fundamental Insulation I – Piping	80
Vapor Barriers	16
Construction Safety I	16
<b>Total Hours</b>	<b>152</b>
<b>Year Two</b>	
Construction Safety II	32
Applied Insulator's Math II	16
Fundamental Insulation II – Equipment	88
<b>Total Hours</b>	<b>136</b>
<b>Year Three</b>	
Advanced Metal Jacketing I – Piping	76
Advanced Metal Jacketing II – Equipment	76
<b>Total Hours</b>	<b>152</b>
<b>Year Four</b>	
Removable Insulation Design	48
Blueprints, Codes and Specifications	56
Effective Supervision	16
Construction Safety III	24
<b>Total Hours</b>	<b>120</b>
<b>Elective Courses</b>	
Supervisor Asbestos Abatement	26
Computer Applications	16
Disaster Response	16



APPRENTICE REGISTRATION – SECTION II

OMB No. 1205-0223 Expires: 06/30/2018

**Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)**

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

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

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

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

1. Sponsor Program No. Sponsor Name and Address (No. Street, City, County, State, Zip Code)		2a Occupation (The work processes listed in the standards are part of this agreement).		2b Occupation Code: 2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Occupation Training Approach (Mark one) 3a. <input type="checkbox"/> Time-Based 3b. <input type="checkbox"/> Competency-Based 3c. <input type="checkbox"/> Hybrid		4. Term (Hrs., Mos., Yrs.)		5. Probationary Period (Hrs., Mos., Yrs.)	
6. Credit for Previous Experience (Hrs., Mos., Yrs.)		7. Term Remaining (Hrs., Mos., Yrs.)		8. Date Apprenticeship Begins	
9a. Related Instruction (Number of Hours Per Year)	9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid		9c. Related Training Instruction Source		

10. Wages: (Instructions on reverse)										
10a. Pre-Apprenticeship Hourly Wage \$ _____		10b. Apprentice's Entry Hourly Wage \$ _____				10c. Journeyworker's Hourly Wage \$ _____				
Check Box 10d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.	Period 1	2	3	4	5	6	7	8	9	10
10e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>										
11. Signature of Sponsor's Representative(s)  Date Signed					13. Name and Address of Sponsor Designee to Receive Complaints (If applicable)					
12. Signature of Sponsor's Representative(s)  Date Signed										

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

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

## Program Definitions and/or Instructions:

### Part A

#### Item 4.a. Definition - Ethnic Group:

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

#### Item 4.b. Definitions - Race:

**American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

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

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

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

#### Item 7b. Instructions:

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

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

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

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

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

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

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

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

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

### Part B

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

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

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

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

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

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

#### Item 10. Wage Instructions:

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

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

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

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

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

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

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

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

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

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

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

**Part C.**

**Item 4. Definition:** The Registered Apprenticeship Partners Information Data System (RAPIDS) encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

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\*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

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The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship,. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

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Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0023.)

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Appendix C

# **AFFIRMATIVE ACTION PLAN**

**ADOPTED BY:**

**ALASKA HEAT AND FROST INSULATORS  
AND ALLIED WORKERS  
JOINT APPRENTICESHIP TRAINING COMMITTEE**

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



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

Date: January 25, 2016

Program No. AK000710001

## **SECTION I. – INTRODUCTION**

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

This Plan is a supplement to the Apprenticeship Standards and is hereby established to ensure fulfillment of the requirements outlined in Title 29, CFR Part 30, as amended May 12, 1978. Any changes made by the JATC shall become part of this written Plan, once approved by the Alaska State Office of Apprenticeship, U.S. Department of Labor.

## **SECTION II. – EQUAL OPPORTUNITY PLEDGE**

The JATC commits to the following Equal Opportunity Pledge:

"The recruitment, selection, employment, and training of Apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or gender." The Program Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended.

## **SECTION III. – UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES**

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the JATC pledges to identify outreach efforts under Section IV that will be undertaken. The purpose of the analysis is to determine the minority and women's labor force in the JATC's labor market area. Once the labor force is determined, the JATC can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency (see attached workforce analysis form).

## **SECTION IV. – OUTREACH AND POSITIVE RECRUITMENT**

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



- A. ☒ Applications for apprenticeship will be accepted throughout the year. Announcements for apprenticeship openings shall be disseminated statewide at least twice yearly, at six month intervals, to the following agencies/organizations:

- Registration Agency
- Women and Minority Organizations
- Local Schools
- Alaska Job Center Network
- Vocational Education Schools
- Online Employment Internet sites (i.e. ALEXsys, Craigslist, Helmets to Hardhats, etc.)
- Veterans Organizations
- Signatory Employers
- Newspapers

The announcement will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the Sponsor's equal opportunity policy.

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

- F. ☐ Encourage the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship, the JATC shall make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G. ☐ Utilizing journeypersons to assist in the implementation of affirmative action in the apprenticeship program.
- H. ☒ Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. ☐ Other appropriate action to ensure that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex (e.g. general publications of apprenticeship and advantages in advertisements, industry reports, articles, etc.; use of present minority and female apprentices and journeymen as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions):

For each item checked in Section IV, list each specific step that you will undertake to fulfill that outreach and recruitment step: (Identify Action)


## **SECTION V. – ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The JATC will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the JATC for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training.

They will work diligently to identify the cause and affect that result from their affirmative action measures. The JATC will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the AAP must be submitted to the Registration Agency for approval. The JATC will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.

## **SECTION VI. – OFFICIAL ADOPTION**

The Alaska Heat & Frost Insulators & Allied Workers JATC officially adopts this Affirmative Action Plan on this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

REPRESENTING THE ALASKA HEAT & FROST INSULATORS & ALLIED WORKERS JATC:

\_\_\_\_\_  
Signature of JATC Chair

\_\_\_\_\_  
Signature of JATC Secretary

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

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

## **REGISTRATION**

Registered as by U.S. Department of Labor's Office of Apprenticeship as required by Title 29 of the Federal Code of Regulations, parts 29 and 30.

On behalf of U.S. Department of Labor, Office of Apprenticeship:

\_\_\_\_\_  
John P. Hakala  
Alaska State Director

\_\_\_\_\_  
Date

**AFFIRMATIVE ACTION PLAN  
WORKFORCE ANALYSIS**

**A. SPONSOR INFORMATION**

Program Number:	AK000710001		
Name of Sponsor:	Alaska Heat & Frost Insulators & Allied Workers JATC		
Address:	P.O. Box 203212		
City/State/Zip Code:	Anchorage, AK 99520		
Contact Person:	Howard Wills		
Phone Number: 907-272-8224			Fax Number:
E-Mail Address:	aw97jatc@insulators.org		

**B. OCCUPATIONAL INFORMATION**

Occupational Title: *	Insulation Worker		
RAPIDS Code: 0909	O*NET/SOC Code: 47-2031.01		
Type of selection method used: Alternate – Year round application			
Labor Market Area description: State of Alaska			

**C. LABOR MARKET AREA DATA**

<b>Total Labor Force in Labor Market Area * 710,231</b>		
Number of Women:	340,603	48% of labor force
Number of Minorities:	224,029	32% of labor force
<b>Working Age Population in Labor Market Area * 525,750</b>		
Number of Women:	258,675	49% of labor force
Number of Minorities:	162,317	31% of labor force
<b>Apprentices in Particular Craft in Labor Market Area **</b>		
Number of Women:	N/A	% of apprentices
Number of Minorities:	N/A	% of apprentices
<b>The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. ***</b>		
Number of Women:	258,675	49% of labor force
Number of Minorities:	162,317	31% of labor force

*Resources for obtaining labor market information.*

\* [http://www.census.gov/hhes/www/eeoindex/page\\_c.html](http://www.census.gov/hhes/www/eeoindex/page_c.html)

\*\* *Data available from Registration Agency.*

\*\*\* *Program Sponsors may use any reasonable method for determining the general availability of minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C for "Total Labor Force", "Working Age Population", and "Apprentices in Particular Craft" to propose the entries for "The General Availability of Minorities and Women."*

**D. SPONSOR'S WORKFORCE DATA**

D-1 Total Number of Journey/Craft Workers Employed:	60	
Number of Women:	5	8% of work force
Number of Minorities:	6	10% of work force
D-2 Total Number of Apprentices: 22		
Numerical percentage of Women apprentices	2	9%
Numerical percentage of Minority apprentices	12	55%

**E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS**

Source	Minority rate of participation	Female rate of participation
Registered Apprenticeship Partners Information Data System (RAPIDS): *	N/A	N/A
EEOC Occupational Employment Data: **	N/A	N/A

\* Data available from Registration Agency

\*\* <http://www.eeoc.gov/stats/jobpat/jobpat.html>

**F. DETERMINATION OF UTILIZATION**

Analysis	Yes	No
Minority Underutilization:		X
Female Underutilization:	X	

**G. SPONSOR'S GOALS:**

The program sponsor proposes and agrees to make a good faith effort to attain the goal of selecting 20% minorities and 20% women during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be: \_\_\_\_6-8\_\_\_\_

**H. REGISTRATION AGENCY APPROVAL:****Sponsor****Registration Agency**

\_\_\_\_\_  
Howard Wills  
Apprenticeship Coordinator

\_\_\_\_\_  
John P. Hakala  
Alaska State Director

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

## **Instructions for Preparing and Completing this Worksheet**

The purpose of this workforce analysis worksheet is to establish a benchmark against which the demographic composition of the sponsor's apprenticeship program can be compared. The sponsor must separately determine the availability of minorities and women for each occupational title represented by the program. In determining availability, the sponsor must consider, at the very least, the factors identified at 29 CFR 30.4(e) in order to determine whether barriers to equal employment opportunity may exist with a particular occupational title.

Part A The Program Sponsor information section may be prepared by the sponsor representative or servicing Registration Agency Representative.

Part B Occupational information will be taken from the registered program standards, and may be prepared by the sponsor representative or servicing Registration Agency Representative. A Workforce Analysis Worksheet must be completed for each occupational title identified.

Part C Sponsors must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified by the sponsor in Part B. Census data is one example of an appropriate source of statistical information. Other sources include data from local job service offices and data from colleges or other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For purposes of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 15 years and over whether or not they are currently in the labor force or looking for employment.

Part D The Program Sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either Selection Method §30.5(b) (1) or (2), the data in D-2 will be reflective of the "pool" from which selections will be made. If the sponsor utilizes the Selection Method under §30.5(b) (3) or (4), the data in D-2 will be reflective of the current apprentices registered in the program.

Part E Additional Resource Data for consideration in establishing reasonable goals will be provided by the Registration Agency. This data will provide a snapshot of the national labor force for the given occupation title.

Part F Utilizing the data found in Parts C, D and E, the Program Sponsor is to determine if minorities and/or women are underutilized and must check the appropriate response.

Part G If the Program Sponsor's analysis determines that minorities and/or women are underutilized, the Sponsor, utilizing the resource data found in Parts C, D and E, will establish goals which are reasonable in consideration of the results which could be expected from its good faith efforts to make its overall affirmative action program successful. The Registration Agency will review and assess the proposed goals and if found to be reasonable and attainable, will acknowledge receipt of the Sponsors goals for minorities and/or women.

Proposed goals for minorities and/or women that are lower than the current participation rate under the Program Sponsor will not be approved.

**Appendix D**

# **QUALIFICATIONS & SELECTION PROCEDURES**

**ADOPTED BY**

**ALASKA HEAT AND FROST INSULATORS  
AND ALLIED WORKERS  
JOINT APPRENTICESHIP TRAINING COMMITTEE**

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



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

**The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR, part 60-3) or 29 CFR part 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.**

Date: January 25, 2016

Program No. AK000710001



## **SECTION I. – MINIMUM QUALIFICATIONS**

Applicants will meet the following minimum qualifications:

A. Age

Apprentices must not be less than eighteen (18) years of age. Applicant must provide evidence of minimum age respecting any applicable state laws or regulations.

B. Education

A high school diploma or GED equivalency is required, or completion of the GED within the 1600 hour probationary period. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

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

C. Physical

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

Applicants may be required to pass a physical agility test, fitness test, or screen for the current illegal use of drugs upon acceptance into the program and prior to being employed.

D. Residency

Applicant must be an Alaska resident.

E. Driver's License

Applicant must possess and maintain a valid Alaska driver's license.

## **SECTION II. – APPLICATION PROCEDURES**

- A. Applications for apprenticeship will be accepted throughout the year in the geographic jurisdictions specified in the Collective Bargaining Agreement. Announcements for apprenticeship openings shall be disseminated statewide at least twice yearly, at six month intervals, to the agencies/organizations outlined in the approved Affirmative Action Plan. All persons requesting an application will

be entered and tracked in the applicant log.

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

### **SECTION III. – SELECTION PROCEDURES**

- A. The JATC will schedule the interview (if applicable) and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear. All qualified applicants will be interviewed and evaluated for selection within 60 days of their application date.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form, taking into account the information on the application, required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his/her judgment of the applicant derived from the interview.

- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It shall be the responsibility of the applicant to keep the JATC informed of their current mailing address and telephone number.
- F. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested," or an equivalent delivery confirmation method, to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicants' name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2)-year period that were on the ranking list, will be required to reapply.
- H. During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

#### **SECTION IV –DIRECT-ENTRY**

JATC programs who wish to invoke the direct entry provision may do so without regard to the existing selection procedure used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall only include those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The JATC will award Credit for Previous Experience in accordance with Section XII of the Standards of Apprenticeship, and will pay the apprentice(s) at the wage rate commensurate with their skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin or sex. The methods for direct entry shall include the following:

A. School to Apprenticeship Linkage Agreement

The School to Apprenticeship Linkage program is an innovative approach to education and training, which allows qualified high school students (seniors) to effectively bridge the gap between high school and the world of work by means of the apprenticeship system. High school seniors who are selected for entry into the program shall be employed part-time as registered apprentices while completing their secondary education.

Upon completion of their required courses for high school graduation, the student/apprentice will be expected to continue in the program as a full time apprentice. It is further understood that if the student/apprentice does not complete the required course material for high school graduation the apprenticeship agreement will be canceled. In essence: no school, no work.

The minimum education requirement shall be waived for participants who are accepted and indentured as student/apprentices in the school to apprenticeship linkage program. At no time will the student/apprentice be less than seventeen (17) years of age.

Student/apprentices participating in the school to apprenticeship linkage program shall work a reduced workday and workweek while attending and completing their high school requirements.

It is the understanding and intent of all concerned parties (Education, Employer, Sponsor, Apprentice, and Registration Agency) that the conditions of work for school to work apprentices shall be the same as other apprentices employed, and shall be governed by the approved apprenticeship standards.

A formal School-to-Apprenticeship Linkage Agreement between the high school, apprenticeship program sponsor, and registration agency shall be approved prior to enrolling any student into the School-to-Apprenticeship program.

B. Military Veterans and Helmets to Hardhats

Military Veterans or participants who completed military technical training school or participated in a registered apprenticeship program while in the military, in any occupation covered by these Standards, or who are registered with Helmets to Hardhats, may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure that they receive all necessary training for the completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or gender. (Note: This is a method of direct entry into the apprenticeship program.)

### C. Transfer of Apprenticeship

In order to transfer an apprenticeship agreement between two local Heat & Frost Insulators & Allied Workers JATC registered apprenticeship programs, the following requirements must be met:

1. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
2. The apprentice's sponsoring JATC must agree to the transfer.
3. The receiving JATC must agree to the transfer.
4. The two Unions must agree to the transfer.
5. The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
6. Upon being accepted by the receiving JATC, the apprentice existing apprenticeship agreement shall be terminated.
7. Indenture proceedings shall be initiated with the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.
8. Apprentices accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while indentured in a Heat & Frost Insulators & Allied Workers JATC apprenticeship program.
9. The transferring apprentice must:
  - a) Complete an application form, accurately responding to all questions.
  - b) Provide the receiving JATC official documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files.

### D. Organizing Provision

1. An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory, will be evaluated by the JATC in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application

procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. (Note: This is a method of direct entry into the apprenticeship program.)

2. An individual who signs an authorization card during an organizing effort - wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory and is an employee of the non-signatory employer and does not qualify as a journeyworker shall be evaluated and indentured by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. (Note: This is a method of direct entry into the apprenticeship program.) For such applicants to be considered they must:

- a) Be employed in the JATC jurisdiction when the authorization card was signed.
- b) Have been employed by the employer before the organizational effort commenced.
- c) All employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated.
- d) Provide reliable documentation to the JATC to show they were an employee performing work of the craft prior to signing the authorization card.

3. An employee of a non-participating employer who becomes a new member employer of the sponsoring organization who does not qualify as a journeyworker when the employer becomes a member, will be evaluated by the Sponsor in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. (Note: This is a method of direct entry into the apprenticeship program.)

4. An individual who is or who has worked for a signatory or non-signatory employer and who, of his/her own choosing, solicits membership as a journeyworker and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. (Note: This is a method of direct entry into the apprenticeship program.)

E. Pre-Apprenticeship Preparatory Programs

Pre-Apprenticeship Preparatory Programs Beneficial to Apprenticeship: Individuals who complete a structured pre-apprenticeship training program that meet the requirements of the definition and framework outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources in any occupational areas covered in these Standards of Apprenticeship and who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program. The candidate shall provide official documentation confirming that they meet the specific requirements of the pre-apprenticeship program, such as: completion/graduation certificates, transcripts, notarized letters of confirmation and sworn statements. The Program Sponsor will evaluate the training received for granting appropriate credit on the term of apprenticeship. Entry of pre-apprenticeship candidates shall be done without regard to race, color, religion, national origin, or sex. (Note: This is a method of direct entry into the apprenticeship program.)

**SECTION V. – COMPLAINT PROCEDURE**

- A. Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the U. S. Department of Labor or, at the apprentice or applicant's election, with the private review body established by the local JATC (if applicable).
- B. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the JATC involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the JATC to review such complaints, any referral of such complaint by the complainant to the Department must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Department for good cause shown.
- D. Complaints of sexual harassment in the workplace may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.

- E. The JATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

## **SECTION VI. – MAINTENANCE OF RECORDS**

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

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

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



## **SECTION VII. – OFFICIAL ADOPTION OF SELECTION PROCEDURES**

The Alaska Heat & Frost Insulators & Allied Workers JATC officially adopts these Selection Procedures on this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

REPRESENTING THE ALASKA HEAT & FROST INSULATORS & ALLIED WORKERS JATC:

\_\_\_\_\_  
Signature of JATC Chair

\_\_\_\_\_  
Signature of JATC Secretary

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

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

## **REGISTRATION**

Registered as by U.S. Department of Labor's Office of Apprenticeship as required by Title 29 of the Federal Code of Regulations, parts 29 and 30.

On behalf of U.S. Department of Labor, Office of Apprenticeship:

\_\_\_\_\_  
John P. Hakala  
Alaska State Director

\_\_\_\_\_  
Date