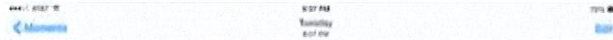




Standards of Apprenticeship

DEVELOPED BY



IOWA LABORER'S EDUCATION AND TRAINING FUND JOINT APPRENTICE TRAINING PROGRAM

1707 N 14TH STEET
INDIANOLA, IA 50125

FOR THE OCCUPATIONS OF

Construction Craft Laborer

O*NET-SOC CODE: 47-2061.00 RAPIDS CODE: 0661R

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

APPROVED BY

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DATE REVISED: October 6, 2022

SERVING THE INDUSTRY WITH AN OFFICE OF APPRENTICESHIP (OA) APPROVED PROGRAM



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FOREWORD

These Iowa Laborer's Education and Training Fund Joint Apprentice Training Program JATC Apprenticeship Standards have as their objective, the training of Construction Craft Laborers skilled in all phases of their industries. 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 standards recommended by the U S. Department of Labor, Office of Apprenticeship, as a basis from which JATCs 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 Joint Apprenticeship and Training Committee (JATC) 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 JATC 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 employer that sets forth the terms and conditions of employment.

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

ELECTRONIC MEDIA: Media that utilizes electronic 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: Any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

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

JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC): A JATC 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. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.)

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

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



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

PROVISIONAL REGISTRATION: Means the 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in the criteria described in §29.3 (g) and (h).

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

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

U.S. Department of Labor
Office of Apprenticeship
210 Walnut Street
Room 7115
Des Moines, IA 50309

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. *(if applicable)*

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 Laborers' International Union of North America and any of its affiliated Local Unions party to an appropriate labor agreement between the parties.

YOUTHBUILD U.S.A.: YouthBuild is a youth and community development program that simultaneously addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their GED or high school diploma, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society. *(if applicable)*



SECTION I. - PROGRAM ADMINISTRATION

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 management representatives appointed by local management and local union representatives appointed by the Local Union president. A minimum of two Union members must be journeyworkers in the occupation covered under this program.
- C. Technical Assistance - such as that from the U.S. Department of Labor, Office of Apprenticeship, Iowa Workforce Development 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 every six (6) months.
- B. The Chairperson and Secretary will have the power to vote on all questions affecting apprenticeship.
- C. When, in any year, the Chairperson of the JATC is a representative of the employer, then the Secretary will be a representative of the Union, or vice versa.

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 using the recognized national standard as the guideline and minimal requirement on which all new standards are based.
- E. Meet at least every four (4) 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 on the job experience, which apprentices should have and make every effort toward their obtaining it. The national guidelines must be used as the minimum reference criteria for on the job requirements.
- G. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- H. Arrange assessments and 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 to the local union and management 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 listed here, 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 the 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)

Iowa Laborer’s Education and Training Fund Joint Apprentice Training Program (JATC) will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identify) sexual orientation, genetic orientation or because they are an individual with a disability or a person 40 years old or older. Iowa Laborer’s Education and Training Fund Joint Apprenticeship Training Program (JATC) will take affirmative action to provide equal opportunity in apprenticeship and will operate th apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

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

If the Sponsor employs five or more apprentices, the local 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) (EXAMPLES)

Applicants will meet the following minimum qualifications:

A. Age

The JATC will establish qualifications regarding minimum age limits. (Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.) Apprentices must not be less than 18 years of age.

B. Education

A high school diploma or GED equivalency is not required for acceptance into the program, but should be achieved before graduation from the program.

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.



D. Assessment Test

To gauge applicants beginning knowledge. (no pass, fail)

E. Drug and alcohol policy

Must read, understand and agree to.

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, if appropriate.

An additional copy of the Apprenticeship Agreement 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, 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.

A numeric ratio must be inserted prior to state and federal registration at the local levels in accordance with the collective bargaining agreement. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant. The numeric ratio of apprentices to journeyworkers will be incorporated into all local standards.

Ratio for Construction craft Laborers will be as follows:

Local 43 – ratio is 2 to 1

Local 177 – 2 to 1 (building/environmental/general all county Zone 1)

HHCA – Statewide – 2 to 1

This ratio should provide the number of Construction Craft Laborers necessary for the future needs of the employer.

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

Construction Craft Laborer



The term of the Construction Craft Laborer occupation will be approximately two (2) years with an on-the-job learning (OJL) attainment of 4,000 hours supplemented by the required hours of related instruction as stated on the Sample 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 probationary period. Applicants in the Construction Craft Laborer apprenticeship will serve a probationary period not less than the 1000 hours of OJL or one-year (1), whichever is shorter.

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 journeyworkers, except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

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

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

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyworker status, the 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 journeyworker wage rate as established in the CBA. The percentages that will be applied to the applicable journeyworker rate are shown on the attached Sample Work Process Schedule and Related Instruction Outline (Appendix 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 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 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 the Laborers' International Union of North America (LIUNA) Construction Craft Laborer (CCL) national apprenticeship standard, the recommended term of apprenticeship will include no less than 150 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 JATC and 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 Registered Apprenticeship College Consortium.

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. Apprentice instructors must meet their State Department of Education's requirements for vocational-technical instructor or be a subject matter expert and be credentialed as an instructor through LIUNA Training and Education Fund (LIUNA Training).

If applicable, when possible, the JATC may require the instructors to attend the LIUNA Training Annual Instructor Conference (AIC) and other necessary training required by the JATC. The JATC will require instructors to maintain their LIUNA Training Instructor credential.

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 employer will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the employer and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of apprentice(s) designated by the employer will, with the advice and assistance of the JATC, be responsible for; the apprentice's work assignments, verification 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 week. 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) and 30.8(e)

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 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) and 29.8(a)(2)

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.



Iowa Laborer's Education and Training Fund Joint Apprenticeship Training Program 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 29.8.

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 the Laborers' International Union of North America and the Associated General Contractors of America 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), 29.7(k) 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 union, 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:

For all issues covered by a collective bargaining agreement (CBA) apprentices must seek resolution through the applicable procedures contained in the CBA.

EEO Complaint Procedures – 29 CFR § 30.14:

An apprentice, applicant for apprenticeship, or authorized representative of an apprentice or applicant may file a complaint with the Registration Agency if the apprentice or applicant believes that:

1. The apprentice or applicant has been discriminated against or harassed on the basis of race, color, religion, national origin, age (40 or older), genetic information, disability, sex or sexual orientation with regard to apprenticeship.
2. The apprentice or applicant has been retaliated against for the following:
 - Filing a complaint alleging a violation of 29 CFR § 30;
 - Opposing a practice prohibited by 29 CFR § 30 or federal or state equal opportunity law;
 - Furnishing information to, or assisting or participating in, an investigation or proceeding under 29 CFR § 30 or federal or state equal opportunity law;
 - Exercising any rights and privileges under 29 CFR § 30; or
 - Equal opportunity standards with respect to the apprentice's selection or any other benefit, term, condition, or privilege associated with apprenticeship have not been followed in the operation of an apprenticeship program.
3. Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally speaking, complaints must be filed within 300 days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:



U.S. Dept. of Labor, Office of Apprenticeship
Attn: Chief, Division of Registered Apprenticeship and Policy
200 Constitution Ave, NW
Washington, DC 20210
(202) 693-2796
ApprenticeshipEEOcomplaints@dol.gov

Sponsors must provide written notice to all applicants for apprenticeship and all apprentices of their right to file a discrimination complaint and the procedures for doing so. The notice must include the address, phone number, and other contact information for the Registration Agency that will receive and investigate complaints filed under this part. The notice must be provided in the application for apprenticeship and must also be displayed in a prominent, publicly available location where all apprentices will see the notice. The notice must contain the specific wording set forth at 29 CFR § 30.14(b).

Complaint Form: <https://www.dol.gov/sites/dolgov/files/ETA/apprenticeship/pdfs/ETAForm9039.pdf>

Other General Complaints

For complaints concerning issues covered by the apprenticeship agreement or standards but not covered by a CBA or concerning discrimination or other equal opportunity matter, the Sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. 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 appropriate authority to receive, process, and dispose of complaints covered by this paragraph is:

Name of Sponsor Ed Ely
Address 107 N 14th Street, Indianola, IA 50125
Phone 515-270-6965
Email gettrained@iowalaborers.com

Any complaint described in that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency. Complaints may be filed with the Registration Agency at:

Greer L. Sisson
State Director
U.S. Department of Labor/Office of Apprenticeship
210 Walnut Room 715
Des Moines IA 50309
515-284-4690
515 284-4195
Sisson.grer@dol.gov

SECTION XXIV. - COLLECTIVE BARGAINING AGREEMENT (CBA) – 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 JATC, and must comply with the following requirements:



1. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the JATC;
2. Transfer must be to the same occupation; and
3. A new apprenticeship agreement must be executed when the transfer occurs between the JATCs.

If the JATC is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Standards the JATC 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 Construction Craft Laborer.

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 JATC.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other 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, Iowa Workforce Development 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 – VETERAN'S EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT.276)

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



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

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



SECTION XXVIX- OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The Iowa Laborer's Education and Training Fund Joint Apprentice Training Program hereby adopt these Standards of Apprenticeship on this 6 Day of October, 2022.

Representing the Laborers' International Union of North America and the Associated General Contractors of America:


Signature of ~~ABC~~ management

James P. Piazza Jr.
Printed Name


Signature of LIUNA

Anthony Perry
Printed Name

OA routinely makes public general information relating to Registered Apprenticeship programs. General information includes the name and contact information of the sponsor, the location of the program, and the occupation(s) offered. **OA routinely publicly releases the contents of applications for National Guidelines for Apprenticeship Standards.**

In addition, sponsors submitting National Program Standards or Local Standards have the option of allowing OA to share publicly the contents of a sponsor's application for registration to assist in building a high-quality National Apprenticeship System. This may include a copy of the Standards, Appendix A, and Appendix D (as applicable), but not completed versions of ETA Form 671 or Appendix C "Affirmative Action Plan" because those documents are submitted after a sponsor's application is approved and the program is registered. Please note that OA will consider a sponsor's application as releasable to the public unless the sponsor requests non-disclosure by signing below.

I Ed Ely acting on behalf of Iowa Laborers E/T Fund request that OA not publicly disclose this application, other than general information about the program, as described above as it is considered confidential commercial information and steps are taken to preserve it. Further, I understand that if OA receives a request for this application pursuant to 5 U.S.C. 552, we may be contacted to support OA's withholding of the information, including in litigation, if necessary. I understand that my request that OA not publicly disclose this application will remain in effect, including with respect to subsequent amendments to this application, unless and until I notify OA otherwise.



Appendix A

Work Process Schedule
Occupational Title: Construction Craft Laborer (CCL)
O*NET-SOC CODE: 47-2061.00 RAPIDS CODE: 0661R

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

1. TERM OF APPRENTICESHIP

The term of the occupation shall be approximately two years with an on-the-job learning (OJL) attainment of 4000 hours supplemented by 320 hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

Ratios as followed per the Collective Bargaining Agreement.

Local 43 – ratio is 2 to 1 (building)

Local 177 – 2 to 1

HHCA – Statewide – 2 to 1

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 CBA

LOCAL 43 - Building - Linn, Benton, Jones, Cedar, Iowa, Johnson, Washington

✓ **Journeyman Wage: \$26.52**

1st 6 months + 1000 hours = 75%

2nd 6 months + 1000 hours = 80%

3rd 6 months + 1000 hours = 85%

4th 6 months + 1000 hours = 90%

✓ **Journeyman Wage: \$20.91**

Blackhawk & Buchanan

1st 6 months + 1000 hours = 75%

2nd 6 months + 1000 hours = 80%

3rd 6 months + 1000 hours = 85%

4th 6 months + 1000 hours = 90%

✓ **Journeyman Wage: \$23.08**

Dubuque, Jackson & Delaware

1st 6 months + 1000 hours = 75%

2nd 6 months + 1000 hours = 80%

3rd 6 months + 1000 hours = 85%

4th 6 months + 1000 hours = 90%

Journeyman Wage: \$23.43

NE Iowa – Clayton, Allamakee, Winnesheik, Fayette, Howard, Chickaway & Brenner

1st 6 months + 1000 hours = 75%

2nd 6 months + 1000 hours = 80%

3rd 6 months + 1000 hours = 85%

4th 6 months + 1000 hours = 90%

Journeyman Wage: \$27.42

Local 177 (Building/Environmental/General County Zone 1

✓ 1st 6 months + 1000 hours = 60%

2nd 6 months + 1000 hours = 70%

3rd 6 months + 1000 hours = 80%

4th 6 months + 1000 hours = 90%



Journeyman Wage: Class B - \$22.03
HHCA – Statewide – Zone 1

1st 6 months + 1000 hours = 75%
2nd 6 months + 1000 hours = 80%

3rd 6 months + 1000 hours = 85%
4th 6 months + 1000 hours = 90%

4. SCHEDULE OF WORK EXPERIENCE (Appendix A)

JATCs may modify the work experience to meet local industry, employer and/or labor needs prior to submitting these Standards to the appropriate Registration Agency for approval. All apprentices without documented proof of experience will attain a minimum total of 4000 hours of OJL. This total will consist of a minimum 2000 OJL hours for CCL core work experience and a minimum of 2000 OJL hours in one or more CCL areas of concentration. The CCL areas of concentration will be determined by the JATC assessment of industry, employer and/or labor needs.

5. SCHEDULE OF RELATED INSTRUCTION (Appendix B)

All apprentices will complete a minimum total of 320 hours of related training. This total will consist of a minimum 175 hours of related instruction for CCL core skills, and a minimum 125 hours of related instruction for CCL areas of concentration. JATCs may modify the related instruction to meet local industry; employer and/or labor needs prior to submitting these Standards to the appropriate Registration Agency for approval, but total training hour requirements will remain the same.



WORK EXPERIENCE AND RELATED TRAINING – PREFACE

The CCL works in a high performance driven industry, on a wide variety of jobs. CCLs build, renovate and demolish structures such as high rises, power plants, shopping centers, office complexes, and medical facilities; build, renovate and demolish infrastructure such as roads, bridges, locks, dams and tunnels; build, renovate and demolish utilities including pipelines, treatment plants and delivery systems, power generation and distribution facilities and telecommunications; CCLs build, maintain, repair, renovate and demolish parks, recreation areas, and cemeteries; and CCLs remediate several kinds of hazardous materials including hazardous waste, asbestos and lead.

CCLs perform many tasks on these projects, including clearing for roads and buildings; installing water and sewer lines; placing concrete and asphalt; building and maintaining scaffolding; operating equipment; mixing concrete, plaster and mortar; cutting and burning metal; surveying and measuring; signaling, hoisting and rigging loads; digging, planting, trimming and maintaining shrubbery and trees; installing, maintaining and expanding fencing; and estimating, preparing, stocking and supplying materials to other trades.

To perform these tasks, CCLs operate a variety of equipment including chainsaws, soil compactors, compressors and pneumatic tools; a variety of mixers for concrete and masonry work; oxy-fuel and plasma arc cutting equipment; mechanical hoists, rough terrain forklifts, skid steers, aerial lifts, survey equipment including GPS and Total Station; and a large number of hand and power tools. In general, the skills used by CCLs represent competencies in managing and understanding resources, information technology systems, and interpersonal relations.

This variety of skill sets has defined the Laborers' International Union of North America (LIUNA) and the Laborers' trade since 1903. Over the years, in partnership with employers on local, state and national levels LIUNA established world-class, labor-management training funds. In 1994, LIUNA established and received Federal DOL OA approval for the first national CCL apprenticeship program.

LIUNA is known as the first trade on the job and the last trade to leave a project. CCLs possess a wide range of skill sets that cut across a variety of industries. As an example, a Laborer could be dispatched to a concrete crew working on a new high-rise in the building industry, only to be placed three (3) months later on a pipe crew working on a drainage system associated with highway industry.

At the same time, especially in larger metropolitan areas, generations of Laborers have spent entire careers in one "concentration" within the industry. For example, many Laborers find career-long employment building scaffolding, mixing mortar, tending masons, and running rough terrain forklifts for masonry contractors.

Employers, faced with challenges in technology, economy and regulations, look to apprenticeship to stabilize an already diminishing workforce. As a result employers are reluctant to displace apprentices after investing both time and resources in their professional development. Mobility of apprentices is further hindered by downturns in the construction industry as a whole or in individual industry concentrations. When jobs are scarce, any apprentice is fortunate to be employed much less have the ability to move from project to project.

Lastly, a key component of any apprenticeship program is the availability to access training opportunities before during and, more importantly, after an apprenticeship program. A life-long learning and training structure must be in place to ensure ongoing education and employment skills development. As apprentices move from foundational knowledge and skills to journeyworker status, training and education programs must be available to provide career pathways.

In an effort to address these issues, LIUNA through their international training organization, sought industry wide input of employers, labor, training and agency representatives to create a flexible structure that benefits the employer, labor, industry and most importantly the worker. As a result LIUNA's CCL Apprenticeship Program combines work experience and related instruction reflective of job site practices and is reactive to changes in the economy.

The CCL Apprenticeship Program Overview

LIUNA's CCL Apprenticeship Program consists of a minimum of 4000 hours of OJL and a minimum of 300 hours of Related Instruction. The program is divided into two (2) parts: completion of 2000 hours of OJL in core skills



and 175 hours of related training; and completion of 2000 hours of OJL in one or more areas of concentration and 125 hours of related training.

Part 1: All CCL apprentices will attain a set of core work competencies that will provide a foundation for movement through one or more areas of concentrations. The CCL Core Work Experience will consist of 2000 hours of OJL and a minimum of 175 hours of Related Instruction.

Part 2: In addition to completing the CCL core competency requirements, apprentices will be placed into one or more areas of concentration that span the construction and/or environmental remediation industries. The CCL apprenticeship program has defined eight (8) areas of concentration as potential pathways: Building Construction, Heavy/Highway and Utility Construction, Pipeline, Tunneling, Environmental Remediation, Masonry, Deconstruction/Demolition, and Landscaping. Placement in one or more areas of concentration will be dependent upon local need. The CCL Area of Concentration Work Experience will consist of 2000 hours of OJL and a minimum of 125 hours of Related Instruction.

Apprentices will have two (2) options to successfully complete the 2000 hours OJL requirement under the CCL Area of Concentration Work Experience.

Option 1: An apprentice will be placed into one area of concentration, completing a minimum of 2000 hours of OJL for the skills listed in that one concentration.

Example – The apprentice, based on local need, is placed in the Pipeline concentration. The apprentice satisfies 2000 hours of OJL and 175 hours of related training under the core requirements and 2000 hours of OJL and 125 hours of related training in the Pipeline concentration to gain the CCL required 4000 hours of OJL and 300 hours of related training.

Option 2: An apprentice will be placed into two or more areas of concentration. OJL hour requirements for this path are calculated by dividing 2000 hours by the number of concentrations in which the apprentice is placed.

Example – The apprentice successfully completes the CCL core required 2000 hours of OJL and 175 hours of related training. The apprentice, based on local need, is placed in two (2) areas of concentration: Building Construction and Deconstruction/Demolition. The apprentice must complete 1000 hours of OJL for each of the two (2) concentrations for a total of 2000 OJL, and 125 hours of related training.

The division of hours is as follows: two (2) concentrations require 1000 OJL hours each; three (3) concentrations require 667 OJL hours each; four (4) concentrations require 500 OJL hours each; five (5) concentrations require 400 OJL hours each; six (6) concentrations require 334 OJL hours each; seven (7) concentrations require 286 OJL hours each; and eight (8) concentrations areas require 250 OJL hours each.

The following schedule is an example of work experience and knowledge needed to become a skilled, safe and productive CCL journeyworker. Appendix A – Schedule of Work Experience is divided into two schedules: CCL Core Work Experience and CCL Area of Concentration Work Experience.

APPENDIX A – SCHEDULE OF WORK EXPERIENCE

CCL Core Work Experience Schedule

Minimum 2000 Hours

Apprentices will gain a minimum of 2000 hours of experience in the core work skills to produce a strong foundation necessary to move forward within the Laborers’ trade.

CORE WORK SKILLS	APPROXIMATE MINIMUM HOURS
Site preparation, layout, cleanup and security	400
Use and understand basic blueprint symbols and views	25
Recognize, secure and maintain job site safety	500
Identify and work safely around environmental hazards	25
Erect, dismantle, maintain and work from scaffold or lifts	100
Operate and maintain hand and power tools	300



Operate and maintain equipment as required by the job	125
Identify, estimate, move, supply, stock, and store materials	500
Use appropriate hand signals	25

APPENDIX A – SCHEDULE OF WORK EXPERIENCE
CCL Areas of Concentration Work Experience Schedule

Minimum 2000 Hours

In addition to completion of the 2000 hours of OJL Core Work Experience an apprentice must complete a minimum of 2000 hours of OJL in one (1) or more of the following CCL areas of concentrations: Masonry, Deconstruction/Demolition, Building Construction, Heavy/Highway and Utility Construction, Pipeline, Tunneling, Environmental Remediation, and Landscaping.

Each area of concentration offers examples of work experience and knowledge needed to become a skilled, safe and productive CCL journeyworker. Apprentices will be placed in an area or areas of concentration depending upon industry need.

1. Building Construction 2000 hours

CCLs perform the following activities in association with the construction of buildings, and the maintenance of existing buildings such as industrial plants, schools, hotels, stores, high-rise structures, etc. Building construction may consist of, but not be limited to, the following activities:

1. Concrete placement - mixing, placement, vibration of concrete, build and place forms, remove and clean forms, cure concrete
2. Pipe laying and making of connections for any utility piping
3. Hoisting and rigging
4. Cutting and burning
5. Traffic control/flagging
6. Trenching and excavating
7. Grade setting/checking
8. Clearing, bucking and falling
9. Site preparation/cleanup and security
10. Layout and staking
11. Erect, dismantle and maintain scaffold
12. Identify, inspect, use and maintain all tools
 - i. hand
 - ii. electric
 - iii. gas
 - iv. pneumatic
 - v. powder
13. Install erosion control systems
14. Forklift operation
15. Aerial lift operation

2. Heavy/Highway and Utility Construction 2000 hours

CCLs perform the following activities in association with the construction of infrastructure such as roads, railroads, bridges, locks, dams and utility installation. Heavy/Highway and Utility Construction may consist of, but not be limited to, the following activities:

1. Concrete placement - mixing, placement, vibration of concrete, build and place forms, remove and clean forms, cure concrete
2. Concrete cutting and coring
3. Pipe laying and making of connections for any utility piping
4. Hoisting and rigging
5. Traffic control/flagging
6. Trenching and excavating



7. Grade setting/checking
8. Layout and staking
9. Site preparation/clean up and security
10. Drilling
11. Asphalt - raking, placement, compaction and preparation of the base
12. Build railroad beds and all related bridges and tunnels, and install tracks
13. Erect, dismantle and maintain scaffold
14. Identify, inspect, use and maintain all tools
 - i. hand
 - ii. electric
 - iii. gas
 - iv. pneumatic
 - v. powder
15. Install erosion control systems
16. Forklift operation
17. Aerial lift operation
18. Site/roadside remediation

3. Masonry

2000 hours

CCLs perform the following activities in association with masonry construction. Types of projects include, but are not limited to, new construction, renovation, and refractory work. Basic trade requirements include: estimation, preparation and delivery of all materials. Masonry may consist of, but not be limited to, the following activities:

1. Erect/dismantle and maintain scaffold
2. Estimate, stock and maintain supply areas
3. Identify, inspect, use and maintain tools
 - i. hand
 - ii. electric
 - iii. gas
 - iv. pneumatic
4. Forklift operation
5. Aerial lift operation
6. Mason tender/plaster tender
 - i. Bracing walls
 - ii. Mixing mortar or plaster including colored mortar or colored plaster
 - iii. Estimating and stocking masonry units
 - iv. Cutting masonry units
 - v. Supply, stock and dispense mortar, plaster, block/brick, reinforcement and other materials
 - vi. Plaster or grout pump operation/maintenance
 - vii. Plaster or grout pump hose layout/cleaning
 - viii. Fireproofing operations
 - ix. Exterior insulation finish systems
 - x. Interior plaster operations
7. Clean masonry walls

4. Demolition and Deconstruction

2000 hours

CCLs perform the following activities in association with the demolition or deconstruction of buildings and other structures. Demolition/deconstruction may consist of, but not be limited to, the following activities:

1. Identify and work safely around environmental hazards
2. Erect/dismantle and maintain scaffold
3. Cutting and burning
4. Hoisting and rigging
5. Trenching and excavating
6. Aerial lift operation
7. Site preparation/cleanup and security



8. Identify, inspect, use and maintain all tools
 - i. hand
 - ii. electric
 - iii. gas
 - iv. pneumatic
9. Fire watch
10. Concrete cutting and sawing
11. Demolition debris handling and management (recycling, reuse, disposal)

5. Pipeline

2000 hours

CCLs perform the following activities in association with the construction and maintenance of gas, oil, and other material pipelines. Pipeline construction may consist of, but not be limited to, the following activities:

1. Hoisting and rigging
2. Trenching and excavating
3. Site preparation/cleanup and security
4. Identify, inspect, use and maintain all tools specific to the concentration
 - i. hand
 - ii. electric
 - iii. gas
 - iv. pneumatic
5. Grade setting/checking
6. Layout and staking
7. Clearing and maintaining the right of way (ROW)
8. Pump water
9. Locate utilities
10. Build and dismantle fences
11. Load and unload pipe
12. Fill and place sandbags
13. Load, unload and place skids
14. Install erosion control systems
15. Pipe surface preparation/sand blasting
16. Apply pipe coating
17. Inspect pipe coating visually and with a holiday detector
18. Patch coating
19. Install pipe coating protection
20. Install corrosion protection
21. "Pig" the pipe
22. ROW remediation

6. Tunneling

2000 hours

CCLs perform the following activities in association with all work underground or in compression chambers, including tending of the outer air lock. Tunnel construction may consist of, but not be limited to, the following activities:

1. Drilling
2. Identify, inspect, use and maintain all tools specific to the concentration
 - i. hand
 - ii. electric
 - iii. gas
 - iv. pneumatic
3. Hoisting and rigging
4. Concrete pump operation and maintenance
5. Install services (track laying, conveyors, vents, water, compressed air pipes etc.)
6. Install tunnel supports (steel ribs, mesh, rock bolts)
7. Shaft and tunnel grouting
8. Shotcrete/gunite application



9. Cutting and burning

7. Environmental Remediation

2000 hours

CCLs perform the following activities in association with the remediation of areas, buildings and materials contaminated with chemical, biological, and physical hazards. Environmental remediation may consist of, but not be limited to, the following activities:

1. Asbestos abatement
2. Hazardous waste remediation
3. Lead abatement
4. Microbial remediation
5. Radiation protection/radioactive material handling
6. Water damage/fire restoration
7. Erect, dismantle and maintain scaffold
8. Identify, inspect, use and maintain all tools specific to this concentration
 - i. hand
 - ii. electric
 - iii. gas
 - iv. pneumatic
9. Aerial lift operation

8. Landscaping

2000 hours

CCLs perform the following activities in association with landscape work in commercial applications. Landscaping may consist of, but not be limited to, the following activities:

1. Trim and prune hedges, trees and shrubs
2. Seed and sod lawns
3. Install irrigation systems
4. Install retaining walls
5. Install brick pavers for walks and patios
6. Apply fertilizers and pesticides – traditional use and alternative “green” applications
7. Plant and maintain flowers and ground covers
8. Install and maintain fences, planters and other landscaping features (playgrounds, gazebos, fountains)
9. Small engine maintenance/repair
10. Identify, inspect, use and maintain all tools specific to the concentration
 - i. hand
 - ii. electric
 - iii. gas
 - iv. pneumatic
11. Traffic control/flagging
12. Operate all landscape equipment related to the occupation

CORE SKILLS OJL

2000 Hours

CONCENTRATION(S) OJL

2000 Hours

TOTAL CCL OJL

4000 Hours



Appendix A

Related Instruction Outline **Occupational Title: Construction Craft Laborer (CCL)** **O*NET-SOC CODE: 47-2061.00 RAPIDS CODE: 0661R**

The following schedule is an example of related instruction designed to complement the CCL OJL requirements. Appendix A – Schedule of Related Instruction is divided into two schedules: CCL Core and CCL Areas of Concentration.

APPENDIX A – SCHEDULE OF RELATED INSTRUCTION

Construction Craft Laborer Core

A minimum of 175 hours of related instruction is required to satisfy CCL Core.

Required Classroom Instruction for Core Skills

Recommended Class Hours

Blue Print Reading

40 hours

Blue Print Reading training is designed to introduce participants to the basics of reading and interpreting blueprints. Topics covered include symbols, line conventions, views, and basic plan reading techniques.

Confined Space Awareness

4 hours

Confined Space Awareness training covers information necessary to recognize the special hazards associated with confined spaces. Topics covered include the characteristics of confined spaces, hazardous atmospheres, pre-entry and periodic testing, continuous monitoring and the laws that protect those working in confined spaces.

Craft Orientation

8 hours

Craft Orientation training introduces participants to the construction industry in general and a career as a CCL in particular. Emphasis is placed on developing good work habits, being productive on the job, working under a collective bargaining agreement, being aware of growth areas in construction employment, and background information on the LIUNA and its related funds. Participants are also introduced to the history of the labor movement in general, and of LIUNA in particular. Emphasis is placed on the origin of the union and the challenges that have been faced and overcome from its beginning to the present.

Fall Protection

4 hours

Fall Protection training summarizes the key points of OSHA's fall protection standard and common citations issued for non-compliance. The program looks at the hazards and key safety issues related to fall protection and the safety practices used to prevent falls.

First Aid/CPR

8 hours

First Aid/CPR training is designed for participants to learn first aid skills for treating a variety of injuries, such as burns, wounds, head, neck and back injuries, and heat and cold emergencies. Participants also learn to manage sudden illnesses, strokes, seizures, animal and insect bites and poisoning. Adult CPR teaches participants how to perform CPR and care for breathing and cardiac emergencies in adults.

General Construction

80 hours

General Construction training introduces participants to a wide variety of concepts, tools, and skills that are important to successfully begin a career as a CCL. Participants receive instruction on the work and the role of a CCL, commonly encountered safety issues, measurement in construction, basic construction math, safe hand and power tool operation,



and identification and handling of materials frequently used in construction.

Hazard Communication

8 hours

Hazard Communication training introduces CCLs to the OSHA Hazard Communication Standard as it applies to the construction industry. Training focuses on the guidelines for recognizing and protecting oneself from exposure to hazardous substances, including identifying chemical hazards and the proper use of container labels and placards. In addition, participants learn how to read and understand material safety data sheets.

OSHA Construction Safety and Health

11 hours

OSHA Construction Safety and Health training is designed to meet the requirements for OSHA's 10-hour training program. The program provides safety and health information as it relates to the many hazards found on construction projects and offers insight into ways to reduce them.

Scaffold User

8 hours

Scaffold User training presents a variety of scaffold types, the hazards associated with each, and how to figure load capacities and their effect on scaffold performance.

Flagger

4 hours

Flagger training provides information to participants about flagger safety procedures on highway work zone projects. Participants are provided with information to help them demonstrate proper procedures for stopping, slowing, and releasing traffic. Topics include communication methods for two-person flagging operations, the correct positioning of flaggers in work zones, the proper high visibility clothing that must be worn by flaggers, and when specific hand-signaling devices should be used.



APPENDIX A

SCHEDULE OF RELATED INSTRUCTION
Occupational Title: Construction Craft Laborer
O*NET-SOC CODE: 47-2061.00 RAPIDS CODE: 0661R

A minimum of 125 hours of Related Instruction is required to satisfy CCL Areas of Concentration.

NOTE: Each training course is considered Related Instruction for the courses indicated. Each can also be an elective for any other concentration.

Required Classroom Instruction for Areas of Concentration

**Recommended
Class Hours**

Mason/Brick/Plaster Tending

56 hours

Mason/Brick/Plaster Tending training provides instruction on the mason tender's duties, proper job task performance, and health and safety issues associated with mason tending. Participants use mathematical and scientific concepts to achieve an understanding of working with masonry units, mortars, plasters, and admixtures. In addition, the fundamentals of cutting and cleaning masonry and tending plasterers are covered.

Related Instruction for concentration(s): 3

Rough Terrain Forklift

16 hours

Rough Terrain Forklift training complies with OSHA 1926.602(c) requirements, teaches participants about the hazards involved with operating a forklift, and explains what they can do to prevent accidents and injuries when operating these forklifts. Participants have ample opportunity to operate a forklift.

Related Instruction for concentrations(s): 1, 2, 3

Scaffold Builder

72 hours

Scaffold Builder training addresses the needs of CCLs who are responsible for building scaffolding on the jobsite or are required to perform job tasks while using scaffolding. Designed to meet the training requirements of 29 CFR Part 1926.454, the comprehensive program includes frame, tube and coupler, systems, non-powered adjustable and powered mast-climbing scaffold with hands-on training for each.

Related Instruction for concentration(s): 1, 3, 4

Aerial Lift

8 hours

Aerial Lift training provides participants with a general understanding of the safe and efficient operation of "Power Operated Mobile Work Platforms." Participants learn to identify specific health and safety hazards associated with a variety of aerial work platforms. Aerial Lift training also provides participants the opportunity to operate aerial lifts in a safe manner.

Related Instruction for concentration(s): 1, 2, 3, 4, 7

Hoisting and Rigging

40 hours

Hoisting and Rigging training is designed to educate CCLs in the rules, processes, and procedures to safely rig, signal, and hoist loads on construction projects. The program incorporates federal regulatory requirements as well as equipment manufacturers' standards. Training provides participants the opportunity to practice rigging and signaling.

Related Instruction for concentration(s): 1, 2, 4, 5, 6

Demolition/Deconstruction

40 hours

Demolition/Deconstruction training introduces participants to the similarities and differences of demolition and deconstruction work. Particular attention is paid to safety in all aspects of the work. Topics covered include planning projects, mechanical demolition equipment, material handling, site control, and special conditions that sometimes exist during this work.

Related Instruction for concentration(s): 4



Fire Watch training teaches participants what a fire watch is, how it is conducted, and why it is important. Topics covered include classifications of fires, preventing fires, types of extinguishers, and extinguishing fires.

Related Instruction for concentration(s): 1, 4, 6

4 hours

Cutting and Burning

Cutting and Burning training provides participants with an understanding of how to safely use heat to cut different types of metals using a variety of methods. Topics covered include the personal protective equipment (PPE) necessary for each process, the types and health effects of various fumes given off during the process, and how to protect the area from fire hazards. Participants will also be able to identify the components of the cutting systems and how to properly assemble and disassemble the systems. Systems taught include oxy-acetylene, oxy-gasoline, and plasma arc cutting. Hands on training is included for each system.

Related Instruction for concentration(s): 1, 4, 6

24 hours

Concrete

Concrete training provides the basic knowledge and skills CCLs need to work safely and productively in this potentially hazardous field. Safety issues associated with the mixing, forming, placement, and curing of concrete materials are covered, as well as the associated skills needed to complete these tasks. Ample time is given for hands-on practice for all skills.

Related Instruction for concentration(s): 1, 2

40 hours

Pipe Laying

Pipe Laying training prepares CCLs to safely install pipe systems by introducing participants to the tools, equipment, and techniques typically used on a pipe laying job. Special attention is paid to proper work practices and protective measures used to install a variety of piping systems safely. Ductile iron, concrete, and high-density polyethylene piping are all covered, and hands-on training is available for each.

Related Instruction for concentration(s): 1, 2

40 hours

Line and Grade

Line and Grade training focuses on the skills, knowledge, and aptitude necessary to operate a variety of surveying instruments and record information for maintaining elevation and alignment control points on heavy and civil construction projects.

Related Instruction for concentration(s): 1, 2, 5

40 hours

Asphalt

Asphalt training provides CCLs with the information they need to understand the safety precautions necessary when working with, raking and placing asphalt. In addition, participants practice the preparation of the surface, job preparation, and cleaning of the tools, and machinery. The patching of pot-holes and cracks is practiced along with proper raking techniques.

Related Instruction for concentration(s): 2

32 hours

Traffic Control

Traffic Control training provides participants with an understanding of the types of traffic control devices and how they are used set-up and dismantled. Topics include the purpose of the Manual of Uniform Traffic Control Devices (MUTCD) and the methods to maintain pedestrian safety in traffic control zones.

Related Instruction for concentration(s): 2

8 hours

Pipeline

Pipeline training instructs CCLs on the safe practices and procedures that need to be used on pipeline construction projects. All phases of pipeline construction are covered including the front-end work, pipe handling, pipe coating, and back-end work.

80 hours



Related Instruction for concentration(s): 5

Shotcrete

80 hours

Shotcrete training is designed to prepare participants to become certified Shotcrete Nozzlemen. Participants practice wet and dry mixing methods for below ground uses. Instruction also includes nozzle types and their maintenance and use. Hands-on opportunities to practice applying shotcrete are included.

Related Instruction for concentration(s): 6

Tunnel Worker

80 hours

Tunnel Worker training prepares CCLs to work safely and productively on a tunnel job. Topics covered include tunnel safety, an overview of tunnel construction, the duties of a CCL tunnel worker, and compressed air systems.

Related Instruction for concentration(s): 6

Drilling

16 hours

The Drilling Operations program includes an introduction to drilling operations, how drilling operations work (construction applications, quarry applications, hand signals, and drill strings), how to operate and maintain the drill, and hands-on practice of drilling operations.

Related Instruction for concentration(s): 2, 6

Asbestos Worker

40 hours

Asbestos Abatement Worker training prepares CCLs to work safely and productively on asbestos abatement projects. The program is designed to meet or exceed Occupational Safety and Health Administration and Environmental Protection Agency (EPA) training requirements under 29 CFR Part 1926.1101 and 40 CFR Part 763 respectively.

Related Instruction for concentration(s): 7

Hazardous Waste Worker

80 hours

Hazardous Waste Worker training prepares CCLs to work safely and productively on hazardous waste remediation projects. The program meets all Occupational Safety and Health Administration training requirements under 29 CFR Part 1910.120 – Hazardous Waste Operations and Emergency Response.

Related Instruction for concentration(s): 7

Microbial Remediation

24 hours

Microbial Remediation training instructs CCLs on the health hazards, PPE requirements, and remediation processes and techniques associated with the removal of mold as well as other microbial contamination.

Related Instruction for concentration(s): 7

Lead Abatement Worker

40 hours

Lead Abatement Worker training prepares CCLs to work safely and productively on lead abatement projects. The course meets all Occupational Safety and Health Administration and Environmental Protection Agency training requirements under 29 CFR Part 1926.62 and 40 CFR Part 745.225 respectively.

Related Instruction for concentration(s): 7

Landscaping

40 hours

Landscaping training provides CCLs with the knowledge and skills they need to work as a landscaper with a concentration on using environmentally-friendly techniques whenever possible. Topics covered include the landscape laborer's duties; safety hazards of landscape work; safe use of pesticides, herbicides and fertilizers with an emphasis on using environmentally-friendly materials; controlling erosion on the jobsite; and planting and maintaining sod, grass, shrubs and trees.

Related Instruction for concentration(s): 8



Landscape Equipment Operation

40 hours

Landscape Equipment Operation training teaches CCLs how to safely and productively operate a skid steer, a trencher, and a mini excavator. Topics include safety, operation and maintenance procedures, along with ample time devoted to hands-on practice with the equipment.

Related Instruction for concentration(s): 8

Brick Paver Installation

40 hours

Brick Paver Installation training provides CCLs with the knowledge and skills they need to install walkways and patios with brick pavers. Topics covered include the hazards associated with installing brick pavers; laying out the work; estimating the amount of pavers required; preparing the base; cutting bricks accurately and to minimize waste; and installing pavers correctly. Ample time is devoted to hands-on practice with all the job tasks.

Related Instruction for concentration(s): 8

Retaining Wall Installation

40 hours

Retaining Wall Installation training provides CCLs with the knowledge and skills they need to install retaining walls for landscape work. Topics covered include the hazards associated with installing a retaining wall; the different types of retaining wall materials; laying out the retaining wall; estimating the amount of materials required; preparing the base; tying the wall back to the bank; and correct installation techniques for retaining wall blocks and timbers.

Related Instruction for concentration(s): 8

Irrigation Installation

40 hours

Irrigation Installation training provides CCLs with the knowledge and skills they need to install irrigation systems. Topics covered include an overview of irrigation systems, with a focus on identifying those that best conserve water; the hazards associated with installing irrigation systems; how irrigation systems are best laid out for maximum efficiency; and how to maintain irrigation systems once they are installed. Ample time is devoted to hands-on practice assembling and installing an irrigation system.

Related Instruction for concentration(s): 8

Elective Related Instruction

**Recommended
Class Hours**

The following elective courses can be used by apprentices to achieve their required hours in Related Instruction, depending on the work in the geographic jurisdiction. Courses listed in a concentration other than the apprentice's chosen concentration also qualify as elective courses.

Aboveground Drilling

32 hours

Aboveground Drilling training introduces CCLs to the unique working environment of aboveground drilling by providing instructor facilitated classroom instruction along with intensive, performance-based, hands-on training. The care and use of tools and equipment is presented, as well as drilling techniques. Basic information about rocks and their composition and characteristics are introduced, as drillers must know how geology affects the drilling process. The personal safety of CCLs working on a drilling site is reviewed in depth. Site safety, hazard communication, health hazards, personal protective equipment, and working around explosives are also covered.

Construction Math

40 hours

Construction Math training introduces CCLs to the basic math skills needed to perform calculations related to distance, area, volume, angles, and weight and measurement on construction projects. Participants are provided instruction and an ample opportunity to



measure objects, calculate and perform basic math functions including addition, subtraction, multiplication, and division of whole and fractional numbers, measure and estimate volumes, convert fractions to decimals, (and decimals to fractions). In addition participants learn practical applications of the Pythagorean Theorem, formulas for calculating perimeters, area, volume, and the use and function of square roots.

Disaster Site Worker

16 hours

Disaster Site Worker training prepares CCLs to safely and effectively work on disaster sites. It provides participants with an understanding of the Incident Command System (ICS) and how it relates to safe and efficient job performance, addresses the characteristics and hazards of man-made and natural disasters, and affords opportunities to learn and demonstrate different disaster response related skills, including use of PPE.

Green Construction

16 hours

Green Construction training provides CCLs with information about the major factors that affect a green construction project including conservation of natural resources; reduction of carbon emissions; water resource use and conservation; reduction of soil, water and air pollution; and indoor air quality. Participants learn how these emerging issues influence their work and the potential future impact of growth in renewable energy, sustainable buildings, and green construction.

Green Roofs

24 hours

Green Roof training introduces participants to the various types of green roofs, the safety hazards associated with the installation of green roofs, and the practices and procedures used during installation of the roof.

Lead and Silica in Bridges

16 hours

Lead and Silica in Bridges training is designed to provide instruction to CCLs on two (2) common hazards found on bridge (and other construction) projects: lead and silica exposure. Emphasis is placed on the health hazards, PPE, regulations, and hazard mitigation methods.

Lead Renovator

16 hours

Lead Renovator training prepares participants to perform renovation work using lead safe work practices. It meets all EPA and OSHA training requirements under 40 CFR Part 745.225 and 29 CFR Part 1926.62. Lead Renovator training is mandatory for all workers conducting renovation activities where lead-based paint is present in target housing and child occupied facilities. Students participate in active learning through classroom exercises and hands-on training.

Material Hoist Attendant – “Bell Ringer”

8 hours

Material Hoist Attendant training provides training on the roles and responsibilities of the material hoist attendant (bell ringer) and inspection, operation, and maintenance procedures for material hoists used on construction projects.

Metric Measurement in Construction

8 hours

Metric Measurement in Construction training introduces experienced CCLs and new entrants to the metric system of measurements and application in the construction industry. Units of measure and conversions using practical applications are covered. Participants practice real-world measuring techniques in practical situations.

Nuclear Power Plant Worker

32 hours

Nuclear Power Plant Worker training is designed for CCLs involved in maintenance and shutdown activities at nuclear power plants or whose job assignments involve unescorted entry into areas controlled for radiological purposes. This program is divided into nine topics, which focus on the theory, basic radiological fundamentals, and the terms CCLs must know to work safely around radiological hazards.



Permit Required Confined Space

24 hours

Permit Required Confined Space training focuses on the identification of the different types of confined spaces as well as their associated hazards. Participants receive detailed instruction on rules, regulations, and procedures to be followed when entering a confined space as well as methods to mitigate the associated hazards.

Radiation Remediation

24 hours

Radiation Remediation training provides CCLs with the information they need to work safely in and around radiological contaminated sites. Hands-on training is conducted in a mock training area. Respiratory protection and protective clothing and why they are required are also covered in this training.

Respiratory Protection

8 hours

Respiratory Protection training details the correct use of respirators when airborne hazardous substances are present. Topics include using exposure guides, respirator selection, proper use of respirators, and OSHA respiratory protection program requirements.

Restoration Technician

8 hours

Restoration Technician training focuses on commercial clean-up activities associated with fire and/or flood damaged structures. The Restoration Technician course is designed for participants who have received previous training in hazardous waste remediation, asbestos, and lead abatement as this course centers on the theory, application, and practices associated with restoration projects.

Silica Awareness

8 hours

Silica Awareness training provides information to CCLs regarding the hazards associated with work activities such as concrete sawing or stone cutting of materials, which contain silica.

Solar Panel Installation

16 hours

Solar Panel Installation training teaches the proper system sizing, design, prep work and installation of mounting brackets for photovoltaic (PV) systems, installation of mounting brackets and tubes for hot water systems and involves actual hands-on work associated with roof top, side of building and ground mounted applications.

Underground Storage Tank Removal

24 hours

Underground Storage Tank Removal training provides CCLs with knowledge about the safe removal of underground storage tanks. Trench safety, hazardous waste contaminants, and personal protection are all covered in this class.



Appendix B

ETA-671 APPRENTICESHIP AGREEMENT

(This is an example only. ETA 671 Generated by RAPIDS. Contact your ATR for assistance)

<https://dol.appiancloud.com/suite/>



Program Registration and
Apprenticeship Agreement

U.S. Department of Labor
Employment and Training Administration
Office of Apprenticeship



APPRENTICE AGREEMENT AND REGISTRATION – SECTION II OMB No. 1205-0223 Expiration Date: 06/30/2024

PART A: APPRENTICE'S INFORMATION

1. First Name Middle Name (Optional) Address (No., Street, City, State, Zip Code) Telephone Number (Optional) *Social Security Number - -		Last Name Suffix (Optional) E-mail Address (Optional)		Answer Both 4a. and 4b. below 4. a. Ethnicity (Select One) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Participant Did Not Self-Identify b. Race (Select One or More) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Participant Did Not Self-Identify		5. Veteran Status (Select All That Apply) <input type="checkbox"/> Non Veteran <input type="checkbox"/> Veteran <input type="checkbox"/> Non Veteran, Other Eligible Individual <input type="checkbox"/> Veteran, Eligible <input type="checkbox"/> Participant Did Not Self-Identify	
2. Date of Birth (Mo., Day, Yr.)		3. Sex (Select One) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Participant Did Not Self-Identify		6. Education Level (Select One) <input type="checkbox"/> Not High School graduate <input type="checkbox"/> High School graduate (including equivalency) <input type="checkbox"/> Some College or Associate's degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Doctorate or professional degree			

7. Employment Status of Apprentice (Select One)

New Employee Current Employee

8. Did the apprentice complete a pre-apprenticeship program prior to their registration in this apprenticeship program?

Yes No

If yes, please provide the Pre-Apprenticeship Program Name and Address:



PART B: PROGRAM SPONSOR'S INFORMATION

<p>1. Program Number</p> <p>Sponsor's Name and Address (No., Street, City, State, Zip Code, County)</p> <p>Telephone Number Cell Phone Number (Optional)</p> <p>E-mail Address</p> <p>a. Sponsor's Principal Place of Business Address (If different from Sponsor's address above)</p> <p>b. Employer's Name and Address (If different from Sponsor's address above)</p>	<p>2. Occupation (The work processes listed in the standards are part of this agreement.)</p> <p>1. RAPIDS Code:</p> <p>2. O*NET Code:</p> <p>3. Interim Credentials Offered (i.e., Career Lattice Occupation)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;"> <p>3. Occupation Type (Select One)</p> <p>a. <input type="checkbox"/> Time-based</p> <p>b. <input type="checkbox"/> Competency-based</p> <p>c. <input type="checkbox"/> Hybrid</p> </td> <td style="width:33%;"> <p>4. Term Length (Hrs., Mos., Yrs.)</p> </td> <td style="width:33%;"> <p>5. Probationary Period (Hrs. or Wks.)</p> </td> </tr> </table>	<p>3. Occupation Type (Select One)</p> <p>a. <input type="checkbox"/> Time-based</p> <p>b. <input type="checkbox"/> Competency-based</p> <p>c. <input type="checkbox"/> Hybrid</p>	<p>4. Term Length (Hrs., Mos., Yrs.)</p>	<p>5. Probationary Period (Hrs. or Wks.)</p>
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	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"> <p>6. Credit for Previous On-the-Job Learning Experience (Hrs. Mos., Yrs.):</p> <p>a. Term Remaining (Hrs., Mos., Yrs.)</p> </td> <td style="width:25%;"> <p>7. Credit for Previous Related Instruction Experience (Hrs., Mos., Yrs.)</p> </td> <td style="width:25%;"> <p>8. Date Apprenticeship Begins</p> <p>a. Expected Completion Date</p> </td> </tr> </table>	<p>6. Credit for Previous On-the-Job Learning Experience (Hrs. Mos., Yrs.):</p> <p>a. Term Remaining (Hrs., Mos., Yrs.)</p>	<p>7. Credit for Previous Related Instruction Experience (Hrs., Mos., Yrs.)</p>	<p>8. Date Apprenticeship Begins</p> <p>a. Expected Completion Date</p>
<p>6. Credit for Previous On-the-Job Learning Experience (Hrs. Mos., Yrs.):</p> <p>a. Term Remaining (Hrs., Mos., Yrs.)</p>	<p>7. Credit for Previous Related Instruction Experience (Hrs., Mos., Yrs.)</p>	<p>8. Date Apprenticeship Begins</p> <p>a. Expected Completion Date</p>		

<p>9. Related Instruction Provider(s) Name and Address</p>	<p>a. Total Length of Related Instruction</p>
<p>b. Are Wages Paid During Related Instruction?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>c. Hours When Related Instruction Is Provided</p> <p><input type="checkbox"/> During Work Hours</p> <p><input type="checkbox"/> Not During Work Hours</p> <p><input type="checkbox"/> Both During and Not During Work Hours</p>

10. Progressive Wage Schedule:

a. Apprentice's Entry Wage \$ _____ b. Journeyworker's (i.e., Experienced Worker's) Wage \$ _____

	Period	1	2	3	4	5	6	7	8	9	10
c. Wage Rate Units	Duration (If Applicable)										
	Competencies (If Applicable)										



d. Wage Rate (Select One)
 % of Journeyworker (i.e., Experienced Worker) wage
 \$ amount of wage
 Both % and \$ amount of wage

Wage Rate

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

PART C: AGREEMENT AND SIGNATURES

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

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

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

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

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

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

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

PART D: TO BE COMPLETED BY REGISTRATION AGENCY

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

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



disclosed to these organizations to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Definitions / Instructions

Part A: Apprentice's Information

Item 4a. Ethnicity

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

Item 4b. Race

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

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

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

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

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

Item 5. Veteran Status

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

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

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

Item 8.

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

Part B: Program Sponsor's Information

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

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

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

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

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

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

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

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

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

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

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

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

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

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



- Item 6.** The **Term Remaining (Hrs., Mos., Yrs.)** is the difference between the term length of the on-the-job learning and the credits for previous experience awarded.
- Item 7.** **Credit for Previous Related Instruction Experience (Hrs., Mos., Yrs.)** is granted by the program sponsor based upon documented evidence provided by the apprentice.
- Item 9a.** **Total Length of Related Instruction** is the duration spent in related instruction in technical subjects related to the occupation, which is recommended to be not less than 144 hours per year.
- Item 10.** **Progressive Wage Schedule:**
- Item 10a.** **Apprentice's Entry Wage** (dollar amount paid): A sponsor enters this apprentice's entry wage.
- Item 10b.** **Journeyworker's (i.e., Experienced Worker's) Wage:** A sponsor enters the wage per unit (i.e., hourly, weekly, monthly, quarterly, semi-annually, or annually).
- Item 10c.** **Wage Rate Units:** A sponsor enters the apprentice schedule of pay for each advancement period based on the program sponsor's training approach (i.e., hourly, weekly, monthly, quarterly, semi-annually, annually, or competencies).
- Item 10d.** **Wage Rate:** Sponsor selects either percent of journeyworker (i.e., experienced worker) wage, dollar amount of wage, or both the percent of journeyworker wage and dollar amount of wage. If the sponsor selects "Both the percent of journeyworker wage and \$ amount of wage," the sponsor can enter a percentage or dollar amount for the wage in each period.
- Item 11.** **Complaints:** Identifies the individual or entity responsible for receiving complaints (29 CFR 29.7(k)).

Part D: To Be Completed By Registration Agency

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

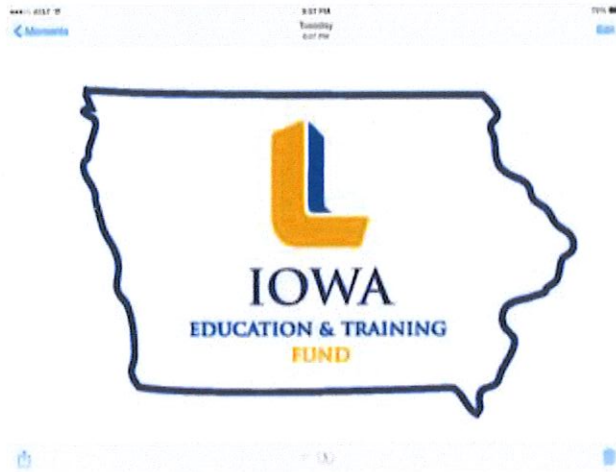
*The submission of the apprentice's social security number is requested. The apprentice's social security number will be used for program management purposes, such as verification of the apprentice's period of employment and earnings to align with Department of Labor's job training and employment program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

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



Appendix C

AFFIRMATIVE ACTION PLAN



ADOPTED BY

Iowa Laborers' Education and Training Fund JATC

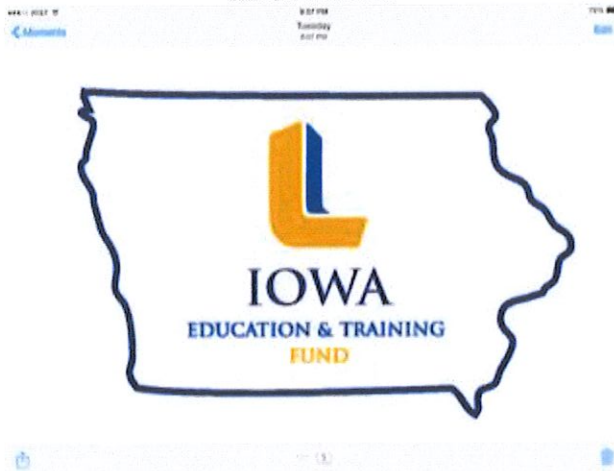
1707 N 14th Street
Indianola, IA 50125

SEPARATE DOCUMENT



Qualifications and Selection Procedures

ADOPTED BY



Iowa Laborers' Education and Training Fund JATC

1707 N 14th Street
Indianola, Iowa 50125

**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.



SECTION I. - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications:

A. Age

The JATC will establish qualifications regarding minimum age limits. (*Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.*) Apprentices must not be less than 18 years of age.

B. Education

A high school diploma or Hi-Set equivalency is not required for acceptance into the program, but should be achieved before graduation from the program

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.

D. Assessment

All applicants must take a general assessment to get a baseline of knowledge, created by the LIUNA Training and Education Fund.

SECTION II. - APPLICATION PROCEDURES

A. Applicants will be accepted throughout the year. Applications are available at www.iowalaborers.com

B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.

C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the JATC.

D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.

E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of



their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.

- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview (if applicable).

SECTION III. - SELECTION PROCEDURES

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

JATCs who wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications 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 these Standards, 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. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The JATC will evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex. *(Note: This is a method of direct entry into the apprenticeship program.)*
- B. Youth who complete a YouthBuild U.S.A. training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild U.S.A. graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The JATC will evaluate the YouthBuild U.S.A. training received for granting appropriate credit on the term of apprenticeship. Entry of YouthBuild U.S.A. graduates will be done without regard to race, color, religion, national origin, or sex. *(Note: This is a method of direct entry into the apprenticeship program.)*
- C. Military Veterans who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military in the occupations registered in the Home Performance Laborer industries 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 they receive all necessary training for completion of the apprenticeship program. Entry of Military Veterans 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.)*
- D. Former inmates of Department of Justice - Bureau of Prisons (BOP) who have participated in or have successfully completed a specific BOP apprenticeship program, where the Apprenticeship Program Sponsor agrees to admit such inmates without regard to race, color, religion, national origin, or sex and all individuals receive equal consideration. JATCs agreeing to admit such individuals into apprenticeship must agree to do so without regard to present minimum qualifications, eligibility lists or the necessity of passing written apprenticeship entrance tests. *(Note: This is a method of direct entry into the apprenticeship program.)*
- E. 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.)*
- F. An employee 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, 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).* For such applicants to be considered they must:

1. Be employed in the JATC's jurisdiction when the authorization card was signed;
 2. Have been employed by the employer before the organizational effort commenced;
 3. Have been offered the opportunity to sign authorization cards and be evaluated along with all other employees of the employer; and
 4. Provide reliable documentation to the JATC to show they were an employee performing Home Performance Laborer work prior to signing the authorization card.
- G. 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, whereby all minimum qualifications are waived.)*
- H. 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).*
- I. Youth who complete the Lincoln High School, Des Moines, IA Construction Program, who meet the minimum qualifications of the Laborer's Apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available the Lincoln High School graduate may be placed at the top of the ranking list and given first opportunity for placement. The JATC will evaluate the Lincoln High School Construction training received for granting appropriate credit on the term of the apprenticeship. Entry of Lincoln High School Construction graduates will be done without regard to race, color, religion, national origin or gender. *(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/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 JATC (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the JATC involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.



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 Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

- D. Complaints of discrimination in the apprenticeship program 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 Iowa Laborer's Education and Training Fund JATC hereby officially adopts these Selection Procedures on this
6 Day of October, 2019.


Signature of Management


Signature of Labor

James P. Piazza Jr.
Printed Name

Anthony Penn
Printed Name



Voluntary Disability Disclosure
Please check one of the boxes below:

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

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

Your name: _____

Date: _____

Why are you being asked to complete this form?

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

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

How do I know if I have a disability?

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

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