



Registered Apprenticeship Standards

National Program Standards National Guidelines for Apprenticeship Standards
 Local Apprenticeship Standards

Insert Name of Sponsor(s) or Organization(s):

UNIVERSITY OF WEST ALABAMA

Occupation(s): *Occupations listed in Appendix A*

Developed in Cooperation with the
Alabama Department of Commerce
Alabama Office of Apprenticeship

Approved by the
Alabama Department of Commerce
Alabama Office of Apprenticeship

Registered By: SOPHIA GUAN

Signature: *Sophia Guan*
(For Government Use)

Title: Project Manager
Alabama Office of Apprenticeship

Date: 5/08/2020

Registration Number: 2020-AL-78295

Certified By: JOSH LANEY

Signature: *[Signature]*
(For Government Use)

Title: Director

Check here if these are revised standards



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SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

A. **Responsibilities of the sponsor:** *University of West Alabama* must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29, Code of Federal Regulations (CFR) part 29 and part 30, and all relevant guidance issued by the Alabama Office of Apprenticeship (AOA). The sponsor must fully comply with the requirements and responsibilities listed below.

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on the job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these standards and meeting the requirements of Title 29, CFR part 29.7. Form ETA 671 is available upon logging into RAPIDS.
- Register all apprenticeship standards with the Alabama Office of Apprenticeship, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices' progress in skills and technical knowledge and maintain appropriate progress records.
- Notify the Alabama Office of Apprenticeship within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Make available, upon request, a copy of these standards and any applicable written rules and polices to each apprentice. If the sponsor alters these standards or any appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency.



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

An apprentice must be at least 16 years (Enter an age of at least 16 years) of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation. Please include any additional qualification requirements as appropriate (optional):

- There is an educational requirement of _____
- There is a physical requirement of *Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without reasonable accommodation, and without posing a direct threat to the health and safety of the applicant or others.*
- The following aptitude test(s) will be administered _____
- A valid driver’s license is required.
- Other _____

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

The apprenticeship program(s) will select an apprenticeship training approach. See Appendix A to select approach.

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

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices will will not be paid for hours spent attending related instruction classes. Insert Work Process Schedule and Related Instruction Outline at Appendix A.

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

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

Additional requirements for an apprentice to receive credit for previous experience (optional):

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

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



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

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journeyworkers for adequate supervision. Insert ratio at Appendix A.

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

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. Insert the progressive wage schedule in Appendix A and in Appendix D for each Employer (if applicable).

I. Equal Employment Opportunity and Affirmative Action

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

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

University of West Alabama will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

[Optional] The equal opportunity pledge applies to the following additional protected bases (as applicable per the sponsor’s state or locality):

2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4, and 30.10

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

3. Selection Procedures - 29 CFR § 30.10

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



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

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

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

Name: Tina Naremore Jones, Ph.D.

Title: Vice President, Division of Economic & Workforce Development

Address: UWA Station 45

Livingston, AL 35470

Telephone Number: (205) 652-3833

Email Address: tnj@uwa.edu

- 2. Other General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Any complaint described that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency. The Registration Agency is the Alabama Department of Commerce's Alabama Office of Apprenticeship. Complaints may be filed with the Registration Agency at:

Name: Sophia Guan

Title: Project Manager

Address: 1 Technology Court

Montgomery, Alabama 36116

Telephone Number: 334-280-4476

Email Address: Sophia.Guan@commerce.alabama.gov



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

General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below.

Name: Sophia Guan

Title: Project Manager

Address: 1 Technology Court

Montgomery, Alabama 36116

Telephone Number: 334-280-4476

Email Address: Sophia.Guan@commerce.alabama.gov

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

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

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

SECTION II - APPENDICES AND ATTACHMENTS

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



SECTION III - SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provision of the Apprenticeship Standards formulated and registered by University of West Alabama, on this _____ day of (Month, Year).

Joni M. Jones

Signature of Sponsor (designee)

(Requires Manual Signature)

Ken Jones

Signature of Sponsor (designee)

(Requires Manual Signature)

Tina M. Jones

Printed Name

Ken Tucker

Printed Name

SECTION IV - DISCLOSURE AGREEMENT (Optional)

I, Tina Jones, acting on behalf of University of West Alabama authorize AOA to share the Work Process Schedule and Related Instruction Outline in Appendix A with other potential apprenticeship sponsors.

Joni M. Jones

Signature

(Requires Manual Signature)

4/28/2020

Date

Tina M. Jones

Printed Name