

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

***FIVE RIVERS CARPENTERS DISTRICT COUNCIL
EDUCATIONAL TRUST AKA FIVE RIVERS
CARPENTERS JATC***

***UNITED BROTHERHOOD OF CARPENTERS
LOCALS #308, #678, #1260***

FOR THE OCCUPATION OF

Carpenter

O*NET-SOC CODE: 47-2031.00 RAPIDS CODE: 0067

APPROVED BY

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

BY 

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DATE 7/14/15

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FOREWORD

These **FIVE RIVERS CARPENTERS DISTRICT COUNCIL EDUCATIONAL TRUST FUND AKA FIVE RIVERS CARPENTERS JATC** Apprenticeship Standards have as their objective, the training of commercial carpentry, general carpentry, residential carpentry, heavy highway/pile driver, interior systems, floor covering mechanic and cabinetmaker skilled in all phases of the industry. The JATC recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

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

DEFINITIONS

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the respective 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 Program Sponsor setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

APPRENTICE TRAINING COORDINATOR: Person or persons designated to administer the duties outlined in these Standards of apprenticeship.

APPRENTICESHIP COMMITTEE (JATC COMMITTEE): Apprenticeship Committee (Committee) means those persons designated by the Program Sponsor to act as an agent for the Program Sponsor in the administration of the program. A JATC committee is composed of an equal number of representatives of the employer(s) and of the employees represented by bona fide collective bargaining agents.

CANCELLATION: Termination of the apprenticeship agreement.

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.

CITF: Carpenters International Training Fund.

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

CONSULTANT: Shall provide advice and assistance upon request of the JATC and shall only serve in an advisory capacity.

CONTRACTOR: Any employer of Union members who is signatory to the Collective Bargaining Agreement(s) with the local union, Regional Council or a National Agreement stipulated herein who is participating in the registered apprenticeship program.

EEO: Equal Employment Opportunity.

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

JATC: Joint Apprenticeship and Training Committee.

JATC SUB-COMMITTEE: A committee comprised of members of the JATC usually with fewer members than the entire JATC. Sub-committees are usually formed for special projects and report back to the JATC.

JATC ADVISORY COMMITTEE: A committee comprised of members that may be on the JATC but can also have members from other sources such as consultants or non JATC Union members. Advisory Committees are usually formed for special projects and report back to the JATC.

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.)

LETTER OF INTENT TO HIRE (LETTER OF SPONSORSHIP, LETTER OF SUBSCRIPTION): Letters written, signed, completed and dated by signatory employers and submitted to the JATC. Selection of an individual from the eligibility pool is made on the basis of opportunity for on-the-job training and qualifications of the applicant.

NJATC: National Joint Apprenticeship and Training Committee.

OA: Office of Apprenticeship, U.S. Department of Labor, formerly the Bureau of Apprenticeship and Training and formerly the Office of Apprenticeship and Training, Employer and Labor Services (OATELS).

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.

OSHA: Occupational Safety and Health Act.

PROBATIONARY PERIOD: Defined period of time during which the apprenticeship agreement may be terminated by either party of the agreement upon written notice to the Registration Agency.

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

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

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

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

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

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

SUPERVISOR OF APPRENTICE(S): An individual, and/or supervising journeyworker designated by the Program Sponsor to supervise or be in 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 5,200 hours of on-the-job learning as described in a work process schedule.

TRAINING VERIFICATION CARD: A Training Verification card may be issued by the Carpenters International Training Fund to those registered apprentices that the JATC has certified in writing to the Carpenters International Training Fund that the apprentice has successfully met the requirements to receive an a training verification card.

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.

TRUST FUND TRUSTEE: Person sitting as a trustee on the board of trustees of the local apprenticeship trust fund.

UBC: United Brotherhood of Carpenters & Joiners of America.

UNION: Means the **Local Unions 308, 678, and 1260 of the United Brotherhood of Carpenters and Joiners of America** party to an appropriate labor agreement between the parties.

SECTION I – PROGRAM ADMINISTRATION

Structure of the Joint Apprenticeship and Training Committee (JATC)

- A. Trustees of the JATC will be selected by the groups they represent.
- B. The Board of Trustees will be composed of an equal number of representatives of labor and management represented by bona fide collective bargaining agents.
- C. Technical Assistance - such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools - may be requested to advise the JATC.

Administrative Procedures:

- A. The JATC shall consist of equal numbers of labor and management representatives. The JATC members shall elect a Chairperson and a Secretary from the committee. When the Chairperson represents the Contractors, the Secretary shall represent the Union, and vice versa. The committee will establish quorum, the requirements, and voting procedures.
- B. The JATC representative shall serve until death, resignation or removal from office. Fund Trustees may serve as members of the JATC and members of the JATC may serve as Trustees.
- C. The Chairperson and Secretary will have the power to vote on all questions affecting apprenticeship.
- D. The Chairperson and Secretary may rotate among members of the JATC.

Responsibilities of the Joint Apprenticeship and Training Committee:

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that apprentices are under a written Apprenticeship Agreement and register the local apprenticeship standards and agreements with the appropriate Registration Agency.
- C. The local apprenticeship and training program shall be administered by the Joint Apprenticeship and Training Committee (JATC). The Regional Council, Local Union, Employers, JATC, and all apprentices shall conform to these Standards.
- D. All respective JATC standards will be approved by the National Joint Apprenticeship and Training Committee (NJATC) prior to being submitted to the appropriate Registration Agency. Before respective JATC standards are

implemented they must be registered with the NJATC. The registration files will be maintained by the Carpenters International Training Fund.

1. These Standards, after proper registration with the Registration Agency, shall supersede all previous JATC Standards. However, Apprenticeship Agreements in force under preceding Standards shall remain in force unless changed by written consent of the apprentice.
 2. The provisions of these Standards shall not be construed as permitting violation of any applicable Local, State, or Federal law or regulation having the effect of law, including the Fitzgerald Act, Title 29, Code of Federal Regulations parts 29 and 30.
 3. These Standards shall not be interpreted as being inconsistent with existing or subsequent CBA language that establishes higher standards – the higher standards shall always prevail.
 4. The geographical area covered by these Standards shall be the geographical area covered by the respective locals.
- E. Review and recommend apprenticeship activities in accordance with this program.
- F. Establish the minimum standards of education and experience required of apprentices.
- G. Meet approximately every month 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.
- H. Determine the quality and quantity of experience on the job which apprentices should have and to make every effort toward their obtaining it.
- I. Hear and resolve all complaints of violation of Apprenticeship Agreements.
- J. Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- K. The JATC permits individuals with previous education and training to test out of related courses. It has developed a nondiscriminatory policy adopting uniform written and proficiency examinations to be used in determining whether or not to award credit and waive specific courses(s), or area(s) of training.
- L. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.

- M. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.
- N. Certify that apprentices have successfully completed their apprenticeship program.
- O. 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.
- P. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned including apprentices, employers and journeyworkers.
- Q. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies

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

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

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

The JATC will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR part 30. It will be attached as Appendix C.

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

Applicants will meet the following minimum qualifications:

A. Age

Applicant must be a minimum of 17 years of age. *(Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.)*

B. Application

Applicant must complete an application form and provide required documentation as specified in the form.

C. Education

Applicant must provide an official transcript(s) of education achieved.

D. Military

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

E. Math Aptitude

Applicant may be requested to complete the math aptitude test as developed by the Carpenters International Training Fund. A score of seventy percent (70%) or higher will be required to pass.

F. Drug Screen

Applicant will pass a **screen for the current illegal use of drugs** on acceptance into the program and prior to being employed.

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 in compliance with Title 29, Code of Federal Regulations 29.7 (Appendix B-Official Registration Agency Form) signed by the JATC and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the

terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the JATC, the Registration Agency, and the employer and the Union. An additional copy will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards, the respective 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 new Apprenticeship Agreement, modification or amendment to, 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)

The ratio of Apprentices to Journeyman on projects not covered by the Davis Bacon Act may be 1 (one) apprentice to 4 (four) journeymen, or the number of Apprentices shall not exceed 50% of the Journeymen employed by the Employer on any jobsite.

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

The term of the occupation will be four years with an OJL attainment of 5,200 hours supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period

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

All applicants selected for apprenticeship will serve a probationary period. The probationary period will be the first year of the program.

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. Cancellations during the probationary period will not have an adverse impact on the Program Sponsor's completion rate.

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 within forty-five (45) days 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 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 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)

Candidates with previous knowledge and skill acquisition in the construction trade can ask for and have such knowledge and skill evaluated by the JATC prior to signing an Apprenticeship Agreement. Where such experience warrants, the JATC will place the apprentice in the appropriate period with commensurate wages as determined by the JATC. Such advanced credit and standing shall be subject to review prior to advancement beyond the probationary period.

1. The JATC will use consistent and equal ways and means for measuring and evaluating individuals to determine how much credit to award, for both OJL and related training.

2. The JATC will award as much credit as possible based on an equitable, nondiscriminatory evaluation of both OJL and related instruction. Those awarded credit will be assigned to the appropriate pay period classification. The granting of advanced standing or credit for previously acquired experience, training, or skills shall be applied equally to all applicants and measured against the work processes and related instruction, with commensurate wages for any progression step so granted.

Advanced standing is subject to review throughout the probationary period. During this time, OJL and classroom performance will be evaluated to determine if any readjustment concerning OJL or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the JATC determines.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the JATC must submit the request at the time of application and furnish such records, affidavits, and other documentation 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.

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 journey worker. The OJL will be under the direction and guidance of the supervisor of the apprentice(s).

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

During each segment of training each apprentice is required to participate in coursework related to the job as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will include no less than 160 hours of related instruction for the commercial carpentry, general carpentry, residential carpentry, heavy highway/pile driver, interior systems, floor covering mechanic, and cabinetmaker occupations 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.

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 Kirkwood Community College.

Any apprentice who is absent from related instruction classes 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. An instructor shall:

- i. Meet the State Departments of Education's requirement for a vocational-technical instructor in the State of registration, or be a subject matter expert, which is an individual such as a journeyworker who is recognized within an industry as having expertise in a specific occupation; and
- ii. Have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the related technical instruction.

If applicable, when possible, the JATC may require the instructors to attend the UBC Apprenticeship & Training Fund and the UBC Health and Safety Fund. Attendance, participation and completion of the UBC Instructor Certification Program is required for all full-time instructors.

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)

Apprentices will be under the direct supervision of the individual or supervising journey worker to whom they are assigned. The supervisor of apprentice(s) designated by the employer will be responsible for the apprentice's work assignments, and will ensure the apprentice is working under the supervision of a skilled journey worker, evaluation of work performance, and completion and submittal of progress reports to the JATC. While on the job-site, it shall be the responsibility of the employer to provide the apprentice a safe and healthful workplace and conditions of employment, and work assignments that the apprentice can safely perform.

No apprentice will be allowed to work without direct journey worker supervision.

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

Each apprentice will 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 record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by and will be the property of the JATC. This record will be included in each apprentice's record file maintained by the JATC.

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

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

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

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

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

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

A Training Verification Card may be issued by the Carpenters' National Joint Apprenticeship and Training Committee to those registered apprentices that the JATC has certified in writing to the Registration Agency that the apprentice has successfully met the requirements to receive a training verification card.

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

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

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

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

FIVE RIVER CARPENTERS JATC AND U.B.C. reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

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

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

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

These Standards may be amended or modified at any time by joint agreement between **FIVE RIVER CARPENTERS JATC AND C.B.U. #308, #678, AND #1260** provided that no

amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the JATC for approval and will then be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

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

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

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

Title 29 CFR 29.7(k)

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

The JATC will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The JATC will make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is: The Board of Trustees of the Five Rivers Carpenters JATC, 350 Waconia Ct. SW, Cedar Rapids, IA 52404.

Complaints which cannot be resolved locally may be submitted by an apprentice or his/her representative to the Registration Agency. The complaint must be in writing and signed by the complainant or representative and submitted within sixty (60) days of the final decision. The Registration Agency shall render its opinion within ninety (90) days after receipt of the complaint.

Title 29 CFR 30.11

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, sex, or other classification protected under State and Federal law with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the

operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the Program Sponsor (if applicable). If the apprentice wishes to pursue the private review body established by the JATC, the apprentice should submit his/her complaint directly to the Board of Trustees of the Five Rivers Carpenters JATC, 350 Waconia Ct. SW, Cedar Rapids, IA 52404, who will arrange for the private review body to review the complaint.

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

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

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

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

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

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

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

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

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

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

If the Program Sponsor is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Standards the Program Sponsor will make every effort to refer the apprentice with his/her consent to another employer, or Registration Agency 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 commercial carpenter, general carpenter, residential carpenter, heavy highway/pile driver, interior systems, floor covering mechanic or cabinetmaker.

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

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

SECTION XXVII - TECHNICAL ASSISTANCE

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

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

SECTION XXVIII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The *FIVE RIVERS CARPENTERS DISTRICT COUNCIL EDUCATIONAL TRUST aka FIVE RIVERS CARPENTERS JATC* hereby adopts these Standards of Apprenticeship on this 21st Day of January, 2016.


Signature of Management

DAVID F UNZELBERG
Printed Name


Signature of Labor

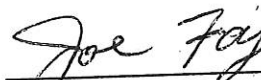
Patrick Loeffler
Printed Name


Signature of Management

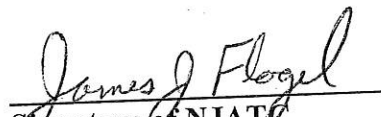
Daniel J. Olmsted
Printed Name


Signature of Labor

Royce S. Peterson
Printed Name


Signature of Registration Agency

JOE FAY
Printed Name


Signature of NJATC

JAMES J FLOEGEL
Printed Name

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

Appendix A

WORK PROCESS SCHEDULE GENERAL CARPENTER

This schedule is attached to and a part of these Standards for the general carpenter occupation.

1. TERM OF APPRENTICESHIP

The term of the occupation shall be four (4) years with an OJL attainment of a minimum of 5,200 hours supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

The JATC shall indenture a recommended ratio of one (1) apprentice to four (4) journeyworkers, but not to exceed one (1) apprentice to one (1) journeyworker, per work site, normally employed in the jurisdictional area, consistent with proper supervision, training, safety, and continuity of employment. The CBA may also contain provisions regarding the ratio.

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journey worker wage rate or as per the CBA.

Journey Wage: \$21.61

4-year Program

1st 650-1,000 hours 60%
3rd 650-1,000 hours 70%
5th 650-1,000 hours 80%
7th 650-1,000 hours 90%

2nd 650-1,000 hours 65%
4th 650-1,000 hours 75%
6th 650-1,000 hours 85%
8th 650-1,000 hours 95%

Because an apprentice may work under more than one CBA during the course of an apprenticeship, the apprentice's actual wages may vary. The apprentice's wages will be based on the CBA in force at each job-site.

4. WORK PROCESS SCHEDULE

The following schedule is the of work experience (OJL) and training considered necessary to develop a skilled and productive worker in the carpentry trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

	Approximate		
4-Year Program			
Hours	325	-	500
Core Skills	975	-	1,500
Concrete Formwork	975	-	1,500
Wood Framing	650	-	1,000
Metal Framing	650	-	1,000
Exterior Finish	650	-	1,000
Interior Finish	975	-	1,500
Supplemental Skills	5,200	-	8,000
Total			

5. SCHEDULE OF INSTRUCTION

Apprentices shall receive instruction in the following areas:

Industry Orientation
 Power Tools, Hand Tools, and Powder Actuated Tools
 OSHA-10
 First Aid, CPR, Automated External Defibrillator (AED)
 Properties of Wood and Wood Products
 Wood, Shop Projects
 Scaffold (Mobile Tower, Welded Frame, Tube and Coupler, Systems)
 Aerial Lifts
 Rough Terrain & Industrial Fork Trucks
 Blueprint Reading
 Building Layout
 Lasers, Building Level, Transit (Theodolite)
 Total Station
 Metal Stud Framing and Drywall
 Safety Data Sheets
 Concrete Forms (Footings, Walls, Columns, Elevated Decks)
 Tilt-up Panels
 Roof Framing (Gable, Shed, Hip, Gambrel)
 Construction Fall Protection
 Sexual Harassment, Diversity Training
 Math for the Trades
 Rigging & Signaling
 Interior Finishes & Wood Trim
 Infection Control Risk Assessment (ICRA) and Best Practices in Health Care
 Doors (Frames, Doors, Hardware)
 Fire Stop materials
 Solid Surface Installation
 Ceiling Systems

Appendix B

ETA-671 Apprenticeship Agreement

Program Registration and
Apprenticeship Agreement
Office of Apprenticeship

U.S. Department of Labor Attachment 3
Employment and Training Administration



APPRENTICE REGISTRATION-SECTION II

OMB No. 1205-0223 Expires: 04/30/2015

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

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

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

1. Name (Last, First, Middle) and Address (No., Street, City, State, Zip Code, Telephone Number)		*Social Security Number		Answer Both A and B (Voluntary) (Definitions on reverse)		5. Veteran Status (Mark one) ☐ Non-Veteran ☐ Veteran	
2. Date of Birth (Mo., Day, Yr.)		3. Sex (Mark one) ☐ Male ☐ Female		4. a. Ethnic Group (Mark one) ☐ Hispanic or Latino ☐ Not Hispanic or Latino b. Race (Mark one or more) ☐ American Indian or Alaska native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander		6. Education Level (Mark one) ☐ 8th grade or less ☐ 9th to 12th grade ☐ GED ☐ High School Graduate or Greater ☐ Post Secondary or Technical	
7a. Employment Status (Mark one) ☐ New Employee ☐ Existing Employee		7b. Career Linkage or Direct Entry (Mark one) (Instructions on reverse) ☐ Job Corps ☐ YouthBuild ☐ School-to-Registered Apprenticeship		☐ None ☐ One-Stop Referral ☐ Trade Adjustment Assistance			
8. Signature of Apprentice		Date		9. Signature of Parent/Guardian (if minor)		Date	

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

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

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

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

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

Program Definitions and/or Instructions:

Part A

Item 4.a. Definition - Ethnic Group:

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

Item 4.b. Definitions - Race:

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

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

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

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

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

Item 7b. Instructions:

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry applies.

Career linkage includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration (U.S. DOL/ETA) to states and local communities.

One-Stop Referral. Includes Workforce Investment Act (WIA) and Employment Services (ES) participants referred to the Registered Apprenticeship program and/or apprentices that receive WIA funded services that support their participation in their Registered Apprenticeship program.

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

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

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

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

HUD/STEP-UP. Developed in conjunction with HUD. The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

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

Part B

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

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

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

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

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

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

Item 10. Wage Instructions:

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

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

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

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

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

Note: 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum

10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

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

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

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

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

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

Part C.

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

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

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

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

SAMPLE ONLY

Appendix C

AFFIRMATIVE ACTION PLAN

ADOPTED BY

***FIVE RIVERS CARPENTERS DISTRICT COUNCIL
EDUCATIONAL TRUST
AKA FIVE RIVERS CARPENTERS JATC***

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

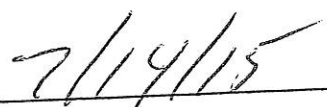
**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

APPROVED BY:



REGISTRATION AGENCY

DATE APPROVED:



SECTION I - INTRODUCTION

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

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

SECTION II - EQUAL OPPORTUNITY PLEDGE

The JATC commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, or any other classification protected under State and Federal laws. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.”

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the JATC pledges to identify and analyze outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women's labor force in the JATC's labor market area. (See attached Affirmative Action Plan Workforce Analysis Worksheet)

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

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

- A. X An announcement of specific apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the following agencies/organizations:

- Registration Agency
- Women's Organizations/Centers
- Local Schools
- Employment Service Centers
- One Stop Centers
- Vocational Education Schools
- Other Organizations/Centers (which can effectively reach minorities and women)
- Newspapers (which are circulated in the minority community and among women)

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

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

afforded full and equal opportunity for admission into the apprenticeship program.

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

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

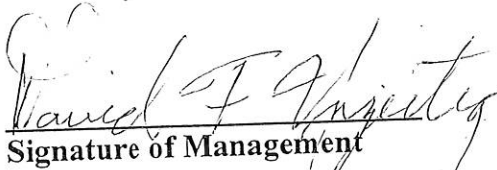
The JATC has a relationship with Built-By-Pros, which engages in advertising for the JATC. Built-By-Pros reaches out to the Latino community, local high schools, and spring and summer job fairs to promote the program. The JATC is registered with "Helmets to Hardhats" and "Women in Apprenticeship and Nontraditional Occupations (WANTO)." The JATC also places an advertisement in the local newspapers twice a year providing notice of opportunities available in the JATC program.

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

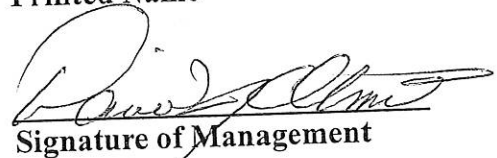
The JATC will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the JATC for evaluating the positive impact, as well as the adverse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

SECTION VI - OFFICIAL ADOPTION

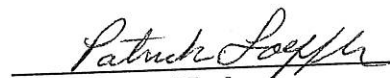
The *Five Rivers Carpenters Council Education Trust, aka Five Rivers Carpenters JATC* hereby officially adopts this Affirmative Action Plan on this 21st Day of January, 2016.


Signature of Management

DAVID F UNZEITIG
Printed Name


Signature of Management

Daniel J. Olmstead
Printed Name


Signature of Labor

Patrick Loeffler
Printed Name


Signature of Labor

Royce S. Peterson
Printed Name

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

AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

Program Number:	IA003750002		
Name of Sponsor:	Five Rivers Carpenters District Council Educational Trust, aka Five Rivers Carpenters JATC		
Address:	350 Waconia Court SW		
City/State/Zip Code:	Cedar Rapids, IA 52404		
Contact Person:	John Delany		
Phone Number:	319-365-9519	FAX Number:	
E-Mail Address:	johndelany@5riverscarpenters.com		

B. OCCUPATIONAL INFORMATION

Occupational Title: *	Carpenter		
RAPIDS Code:0067	O*NET/SOC Code:47-2031.01		
Type of selection method used:	Alternative		
Labor Market Area description:	Multiple Counties One State		

C. LABOR MARKET AREA & OCCUPATIONAL PARTICIPATION DATA

C.1 Total Labor Force in Labor Market Area *228,345			
Number of Women:	109,997	47% of labor force	
Number of Minorities:	14,696	6% of labor force	
C.2 Working Age Population in Labor Market Area *228,345			
Number of Women:	109,997	47% of labor force	
Number of Minorities:	14,696	6% of labor force	
C.3 Apprentice Participation in Craft/Occupation in National Apprenticeship System **			
Number of Women:	N/A	% of apprentices	
Number of Minorities:	N/A	% of apprentices	
C.4 The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. **			
Number of Women:	N/A		
Number of Minorities:	N/A		

Resources for obtaining labor market information.

* RAPIDS Data available from Registration Agency.

** Program Sponsors may use any reasonable method for determining the general availability of minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C.1 for "Total Labor Force", C.2 for "Working Age Population", and C.3 "Apprentice Participation in Particular Occupation" to propose the entries for "The General Availability of Minorities and Women."

D. SPONSOR'S WORKFORCE DATA

D.1 Total Number of Journey/Craft Workers Employed:	544	
Number of Women:	20	4% of work force
Number of Minorities:	5	1% of work force
D.2 Total Percentage of Apprentices or of Applicant Pool (depending on selection method used)		
Numerical percentage of Women apprentices or women in applicant pool:	N/A	%
Numerical percentage of Minority apprentices or minorities in applicant pool:	N/A	%

E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS

Industry Source Data	Minority rate of participation	Female rate of participation
E.1 Registered Apprenticeship Partners Information Data System (RAPIDS): *		
E.2 EEOC Occupational Employment Data: **		

* Data available from Registration Agency

F. DETERMINATION OF UTILIZATION

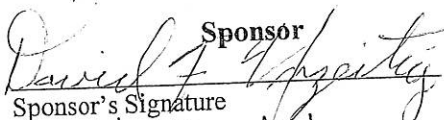
Analysis	Yes	No
Minority Underutilization:	X	
Female Underutilization:	X	

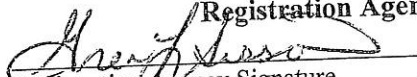
G. SPONSOR'S GOALS:

The program sponsor proposes and agrees to make a good faith effort to attain the goal of selecting 6 % minorities and 24 % women during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be:
15

H. REGISTRATION AGENCY APPROVAL:

Sponsor

 Sponsor's Signature
David F. Unzeitig
 Typed Name
Chairman
 Title
21 January 2016
 Date Signed

Registration Agency

 Registration Agency Signature
Greer L. Sisson
 Typed Name
State Director
 Title
21 Aug 2015
 Date Signed

Appendix D

**QUALIFICATIONS AND SELECTION
PROCEDURES**

ADOPTED BY

***FIVE RIVERS CARPENTERS DISTRICT COUNCIL
EDUCATIONAL TRUST AKA FIVE RIVERS
CARPENTERS JATC***

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

APPROVED BY: 

REGISTRATION AGENCY

DATE APPROVED: 7/14/15

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

Applicant must be a minimum of 17 years of age. *(Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.)*

B. Application

Applicant must complete an application form and provide required documentation as specified in the form.

C. Education

Applicant must provide an official transcript(s) of education achieved.

D. Military

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

E. Math Aptitude

Applicant may be requested to complete the math aptitude test as developed by the Carpenters International Training Fund. A score of seventy percent (70%) or higher will be required to pass.

F. Drug Screen

Applicant will pass a **screen for the current illegal use of drugs** on acceptance into the program and prior to being employed.

Section II

Application Process

A. Application Process

1. Applications will be accepted *throughout the year*. All persons requesting an application will have one made available upon signing the applicant log.
2. 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.
3. 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.
4. Receipt of the properly completed application form, along with required supporting documents will constitute the completed application:
 - a. Proof of age: driver's license, birth certificate, or other acceptable documentation.
 - b. Social Security Number or U.S. Work Authorization Document
 - c. Copy of official transcript(s) for high school or GED (year or years completed), and post high school education and training
 - d. Applicants must submit a DD-214, or similar documentation used to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
5. If individuals who can verify (by providing adequate documenting evidence) that they have worked a minimum of one-thousand five-hundred (1500) hours specifically in the construction trade in classifications represented by the UBC, the individual will qualify for an oral interview by the JATC along with other qualified applicants.
 - a. The individual must provide to the JATC proper documentation that defines their experience in the construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. The JATC will examine all documentation

submitted before qualification is acknowledged. The JATC will schedule a skill and knowledge evaluation interview with the applicant if it is deemed appropriate.

6. 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.
7. Applicants meeting the minimum qualifications and submitting the required documents may be notified where and when to appear for an interview, if applicable. At time the JATC may choose to forego interviews of applicants during times of heavy workflow and steady apprentice placement.
8. Applicants may appeal any handling and/or processing of an application by submitting in the facts to support a reversal of any negative decision or adverse outcome in writing within 10 days of official notification of the application status. All such appeals shall be sent to the JATC designated Appeals Committee as provided for in these Standards.

B. Qualification for Selection

1. Individuals who meet the minimum qualifications are eligible to make application for selection. An applicant shall remain active in the Apprentice Application Record Log, subject to selection, for a period of two calendar years from the date of application.
2. In lieu of items (B2), in Section I "Minimum Qualifications", individuals who can verify (by providing adequate documenting evidence) that they have worked a minimum of one-thousand five-hundred (1500) hours specifically in the construction trade in classifications represented by the UBC, are eligible to make application for selection.
 - a. The individual must provide to the JATC proper documentation that defines their experience in the construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. The JATC will examine all documentation submitted before qualification is acknowledged. The JATC will schedule a skill and knowledge evaluation interview with the applicant if it is deemed appropriate.
3. An employee of a non-signatory employer not qualifying as a Journeyworker when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means and indentured at the appropriate period of apprenticeship based on the skill and knowledge of the applicant.
4. An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) plus one of the employees have signed the authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory

employer and does not qualify as a Journeyworker, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and indentured at the appropriate period of apprenticeship based on previous work experience and related training.

5. Transfer of an apprentice from one registered program to another in compliance with 29 Code of Federal Regulations 29.5(b)(13). The apprentice must request the transfer. Both the sending and receiving JATCs must agree to the transfer. The transfer must be in the same craft as the apprentice was indentured in the original program, and the transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the JATC and a new Apprenticeship Agreement must be executed when the transfer occurs.
6. If the JATC has an articulation agreement with an educational entity, Community Based Organization, a government program, or a similar program and the Registration Agency is agreeable, then a component may be added to the Selection Procedure. Successful completers would then be eligible to make application.
7. An individual who successfully completes a UBC sponsored Job Corps program can apply for entry into a UBC affiliate sponsored apprenticeship program
8. UBC members (journeyworkers) may request a change or revision of their classification and/or a change from their current occupation to another occupation and receive direct entry into the apprenticeship program sponsored by their local union.
9. Special Consideration for Military Veterans: Military veterans who have completed their military obligation may be granted special consideration into the program.
 - a. The JATC shall evaluate the military training received and/or any previous work experience for granting the appropriate credit on the term of apprenticeship and the appropriate wage rate.
 - b. The JATC will determine what training requirements they need to meet to ensure that 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.
10. Applicant receives a Letter of Intent-To-Hire (Letter of Sponsorship, Letter of Subscription) from a signatory employer.
 - a. The letter must be written, signed, and dated by a signatory employer and submitted to the JATC.

Section III

Selection Procedure

A. The JATC adopts the following method of selection (29CFR30.5):

1. Selection on basis of rank from pool of eligible applicants.
- B. The JATC may schedule an 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. At time the JATC may choose to forego interviews of applicants during times of heavy workflow and steady apprentice placement.
- C. The interviewer(s) will award each qualified applicant eligibility points based on applicable work experience, educational and vocational training, safety/trade qualifications, military experience, trade certifications/credentials to establish total eligibility points. 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.
- D. If multiple interviewers complete the apprenticeship interview and award points to the applicants, the individual scores of the interviewer(s) will be added together and averaged to determine the applicant's final application points.
- E. All qualified applicants will be placed on a "Eligible Applicant List" according to their scores at the interview 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.
- F. Selected applicants must respond to the notice of selection within (48 HOURS) hours of notice. It will be the responsibility of the applicant to keep the JATC informed of their current mailing address and telephone number. 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 eligibility list will automatically be carried forward on the new pool of eligible applicants and slotted in wherever their eligibility 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 on the list but not selected during the two (2) year period eligibility period, will be required to reapply.
- H. During the two (2)-year period, applicants who feel that their qualifications have improved since their original application may submit documented evidence of such additional

experience or training and request reevaluation and eligibility score at the next regular processing cycle.

Section IV

Direct Entry

The JATC may designate one or more of the ten (10) Qualifications for Selection methods from Section II – “Application Process” as Direct Entry. These Direct Entry methods must be listed in the JATC Selection Procedures.

The Selection methods that are Direct Entry methods include the following from Section II – Application Process, B. “Qualification for Selection” (numbered as set forth in Section II(B)):

3. An employee of a non-signatory employer not qualifying as a Journeyworker when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means and indentured at the appropriate period of apprenticeship based on the skill and knowledge of the applicant.
5. Transfer of an apprentice from one registered program to another in compliance with 29 Code of Federal Regulations 29.5(b)(13). The apprentice must request the transfer. Both the sending and receiving JATCs must agree to the transfer. The transfer must be in the same craft as the apprentice was indentured in the original program, and the transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the JATC and a new Apprenticeship Agreement must be executed when the transfer occurs.
8. UBC members (journeyworkers) may request a change or revision of their classification and/or a change from their current occupation to another occupation and receive direct entry into the apprenticeship program sponsored by their local union.
10. Applicant receives a Letter of Intent-To-Hire (Letter of Sponsorship, Letter of Subscription) from a signatory employer.

Section V

Complaint Procedure

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). If the apprentice wishes to pursue the private review body established by the JATC, the apprentice should submit his/her complaint directly to the Board of Trustees of the Five Rivers Carpenters JATC, 350 Waconia Ct. SW, Cedar Rapids, IA 52404, who will arrange for the private review body to review the complaint.

- A. 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.
- B. 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.
- C. 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.
- D. The JATC will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

Section VI

Maintenance of Records

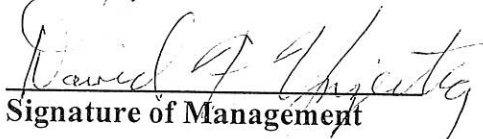
The JATC will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of the applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at 29 CFR Part 30, as may be required by the DOL. 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 Affirmative Action Plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of 29 CFR 30.4. Each JATC also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29 CFR 30.5(b).

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

SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

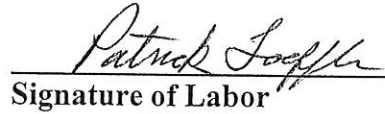
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Signature of Management

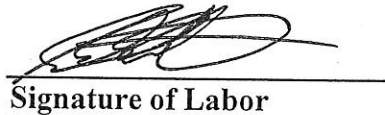
DAVID F. WOZNITZY
Printed Name


Signature of Management

Royce S. Peterson
Printed Name


Signature of Labor

Patrick Loeffler
Printed Name


Signature of Labor

Royce S. Peterson
Printed Name

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

Appendix E

EMPLOYER ACCEPTANCE AGREEMENT

ADOPTED BY

***FIVE RIVERS CARPENTERS DISTRICT COUNCIL
EDUCATIONAL TRUST AKA FIVE RIVERS
CARPENTERS JATC***

***UNITED BROTHERHOOD OF CARPENTERS
LOCALS #308, #678, #1260***

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

APPROVED BY _____
REGISTRATION AGENCY

DATE APPROVED: _____

Appendix E

Sample Employer Acceptance Agreement

EMPLOYER ACCEPTANCE AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the **Five Rivers Carpenters District Council Educational Trust & United Brotherhood of Carpenters Locals #308, #678, & #1260** agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the JATC established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the JATC or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journeyworker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work. The employer further agrees to accept for employment apprentices who are selected and referred to him/her by the JATC to the extent appropriate employment opportunities are available.

Signed: _____ Date: _____
Title: _____

Name of Company:
Address:
City/State/Zip Code:
Phone Number:

Disposition:
Original –
Copies – Employer, and Registration Agency