



ApprenticeshipArizona

STANDARDS OF APPRENTICESHIP

Developed by

WESTERN STATES JOINT APPRENTICESHIP COMMITTEE

**Program Number#
For the occupation(s) of**

BOILERMAKERS

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**In Cooperation with
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

**Arizona Apprenticeship Office
Registration Agency**

REGISTRATION DATE: _____

These “model” national guidelines for apprenticeship standards are an example of how to develop apprenticeship standards that will comply with 29 CFR §§ 29 and 30 when tailored to a sponsor’s apprenticeship program. These model standards do not create new legal requirements or change current legal requirements. The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and 29 CFR §§ 29 and 30. Every effort has been made to ensure that the information in the model apprenticeship standards is accurate and up-to-date.

**REGISTERED AS PART OF THE NATIONAL APPRENTICESHIP PROGRAM IN ACCORDANCE WITH THE
BASIC STANDARDS OF APPRENTICESHIP ESTABLISHED BY THE SECRETARY OF LABOR**

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FOREWORD

These **WESTERN STATES JOINT APPRENTICESHIP AND TRAINING COMMITTEE** Apprenticeship Standards have as their objective, the training of **BOILERMAKER** skilled in all phases of the industry. The Committee 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.

SECTION I - PROGRAM ADMINISTRATION

The Western States Area Joint Apprenticeship and Training Committee shall be composed of an equal number representing the Union and the Employer's Association, preferably, at least six (6). Where no Employer Association exists, a Committee may be formed with volunteers from that area.

Structure of the Area Joint Apprenticeship and Committee

- A. Members of the Committee will be selected by the groups they represent.
- B. Membership will be composed of an equal number of representatives of the Employers Association and of the employees represented by the Union.
- 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 Committee.

Administrative Procedures

- A. The Area Committee shall elect a Chairperson, Vice-Chairperson, Secretary, and Assistant Secretary. When the Chairperson represents the Employers, the Secretary shall represent the Union, and when the Secretary represents the Union, the Assistant Secretary represents the Employer, or vice a versa. The length of term of these offices shall be three (3) years, upon which all committee members can be re-elected. All members and officers of the Area Committee have the right to vote on matters pertaining to the apprenticeship.
- B. The selection of representatives and method of selecting the representatives for the Union shall be the sole responsibility of the Union. The selection of representatives and the method of selection of the representatives from the Employers shall be the sole responsibility of the Employer.
- C. There shall be quarterly meetings of the Area Administration Committee with the full Area Committee meeting semi-annually, and special meetings may be called by the Chairperson, with due notice to all members. A majority of both the Union and the Employers members of the Area Committee will constitute a quorum. In cases of a vote, an equal number will be cast by the Employer and Union.
- D. The Administration Committee shall be composed of the elected officers. The Administration Committee will meet quarterly to handle routine business and other matters as may be referred by the Area Committee. Such matters shall remain the responsibility of the Area Committee.

Responsibilities of the Joint Apprenticeship and Training Committee

- A. Carrying out the Apprenticeship Program within its area in accordance with the Apprenticeship Standards, and any variances, approved by the National Board and registered by the Registration Agency prior to being put into effect.
- B. Determining the need for new apprentices, including when apprenticeship openings will be available and selecting apprentices in accordance with the Selection Procedures attached hereto and made a part of the Apprenticeship Standards.

- C. Initiating and signing all Apprenticeship Agreements for apprentices and forwarding them to the Registration Agency for approval and registration. In addition, notifying the Registration Agency and other appropriate parties of the cancellation, suspension, extension, reinstatement or completion of apprentices.
- D. Arranging required on-the-job learning and related technical instruction for apprentices that will provide them with the diversity of training delineated in the Work Process Schedule and Related Instruction Outline (Appendix A).
- E. Monitoring and evaluating apprentices' progress, including the review of apprentices' records to insure apprentices are fulfilling their responsibilities under the program. The Area Joint Apprenticeship Committee will review, approve and document all apprentice actions including hours, content and progress of training on the job and in related instruction; step progressions; disciplinary actions; poor evaluations; successful completions; cancellations and any other performance or attendance-related issues.
- F. Prepare and submit any reports concerning its apprenticeship program that may be desirable or legally required by the Registration Agency; the International Brotherhood of Boilermakers, Iron Shipbuilders, Blacksmiths, Forgers and Helpers and any participating employer organization.
- G. Hearing and resolving complaints regarding Apprenticeship Agreement violations.
- H. Certifying the apprentice has completed both the required OJL and related instruction and submitting such certification to the Registration Agency with request for issuance of the Certificate of Completion.
- I. Developing internal procedures to communicate equal opportunity and affirmative action obligations to apprentices, applicants for apprenticeship, and personnel involved in the recruitment, screening, selection, promotion, training, and disciplinary actions of apprentices.
- J. Maintaining the apprenticeship program free from harassment, intimidation, and retaliation by developing and implementing procedures to ensure that its apprentices are not harassed because of their race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age, genetic information, or disability and to ensure that its apprenticeship program is free from intimidation and retaliation as prohibited by 29 CFR 30.17.
- K. Implementing measures to ensure that outreach and recruitment efforts for apprentices extend to all persons available for apprenticeship within the apprenticeship program's relevant recruitment area without regard to race, sex, ethnicity, or disability status.
- L. Encouraging persons with a potential capacity for apprenticeship to submit an application for apprenticeship regardless of sex, race, ethnicity, or disability.
- M. Annually reviewing the Affirmative Action Plan, good faith efforts and Selection Procedures, updating the Affirmative Action Plan and goals/timetables and modifying the Affirmative Action Plan and Selection Procedures as a result of the review, when appropriate. Such review will include an analysis of the Local Area Joint Apprenticeship Committee's success

in meeting its goals, the good faith efforts made and the impact each element of the Affirmative Action Plan had on meeting its goal.

- N. Maintaining all records relating to the recruitment, selection, employment and training of apprentices for a minimum of five years from the last date of action.
- O. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

Area Coordinator

The Area Coordinator is responsible for those areas delegated to the Committee. The following outlines some of the responsibilities of the Area Coordinator.

- A. Notify the Committee when the apprentice roster approaches depletion.
- B. Disseminate apprenticeship opening announcements semi-annually.
- C. Work with the Local Committees to establish dates and times when applications will be issued by the Local Committees.
- D. Send notices to The Arizona Apprenticeship Office, and appropriate local, county, State, minority and women's group organizations informing them of the application opening announcement. Also send notices to area employers to be posted at the job site(s).
- E. Provide sufficient application forms to the Local Committees.
- F. Supervise the Selection Procedures.
- G. Responsible for completing the Applicant Roster showing the final disposition of all applicants.
- H. Accept and respond to inquiries from prospective applicants.
- I. Overseeing the Area Joint Apprenticeship Committee's commitment to equal opportunity in apprenticeship.
- J. Coordinate "good faith efforts" outlined in the Affirmative Action Plan with the Committee and local committee Representatives and insures all participation is documented.

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

The Area Joint Apprenticeship Committee will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age, genetic information, or because they are an individual with a disability. The Area Joint Apprenticeship Committee 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 - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES - 29 CFR §§ 29.5(b)(21), 30.4, and 30.5

Sponsors with 5 or more registered apprentices are required to adopt an affirmative action plan (Appendix B) and selection procedures (Appendix C), which will become part of these standards of apprenticeship. However, the Arizona Apprenticeship Office (Registration Agency) encourages the development of these two plans for all programs regardless of apprentice numbers. For programs with fewer than 5 apprentices, these plans are not required, and the sponsor may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.

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

- A. Age All applicants shall be at least eighteen (18) years of age. Applicants are required to submit reliable proof of age.
- B. Education Applicants shall be high school graduates or provide proof of equivalent educational attainment, such as successful completion of GED. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- C. Physical Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants will pass a screen for the current illegal use of drugs on acceptance into the program within forty-eight (48) hours after signing the apprenticeship agreement and prior to being employed. Applicants shall be subject to subsequent tests for drug/alcohol use on an annual, random, reasonable suspicion, and per cause basis thereafter.
- D. Reliable Transportation Upon application to the Program, an applicant must demonstrate that he/she has access to reliable transportation. For purposes of this requirement, the term reliable transportation shall mean any form of transportation that permits the apprentice to attend work and any required classroom instruction held in the geographic jurisdiction of the program.
- E. Other Applicants that have welding experience and/or welding training and/or 1500+ hours' prior Boilermaker work experience will have priority selection over those with no welding qualifications, training, or work experience. Applicants must provide copies of proof of welding qualifications and/or training and/or work experience [Qualifications, Certifications, Welding Diploma, Work Hours, etc.] when making

application or any time after application is accepted.

READMITTED APPRENTICES: If an apprentice is cancelled, the cancelled apprentice may reapply using the regular application process a maximum of one time only. If an apprentice is cancelled after their probationary period and uses the one time readmitted application process they must include a letter of recommendation from a Union Representative **or** Contractor Representative.

SECTION V - APPRENTICESHIP AGREEMENT – 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written apprenticeship agreement (Appendix D) which can be submitted electronically through the RAPIDS, using the Apprentice Electronic Registration process by the sponsor and the apprentice and approved by and registered with the Arizona Apprenticeship Office (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. The sponsor shall provide a copy of the apprenticeship agreement to the apprentice, the Registration Agency, 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 sponsor's written rules and policies, the apprenticeship agreement, and the sections of the collective bargaining agreement (CBA) that pertain to apprenticeship.

The Arizona Apprenticeship Office (Registration Agency) will be advised within 45 days of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

SECTION VI - SUPERVISION OF APPRENTICES AND RATIOS – 29 CFR § 29.5(b)(14) and 29 CFR § 29.5(b)(7)

No apprentice shall work without proper or adequate supervision of the journey-worker.

For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journey-worker or supervisor at all times who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

The sponsor shall establish a numeric ratio of apprentices to fully proficient workers (journey-workers) consistent with proper supervision, training, safety, continuity of employment, and applicable provisions in CBAs, except where such ratios are expressly prohibited by the CBAs.

The ratio language must be specific and clearly described as to its application to the jobsite, workforce, department, or plant. The ratio of apprentices to fully proficient workers (journey-workers) will be as noted in Appendix A.

The ratio of apprentices to journey-workers will be one (1) apprentice to every three (3) journey-workers.

SECTION VII - TERM OF APPRENTICESHIP -29 CFR § 29.5(b)(2)

The term of the occupation will generally be **four (4) years** with an (OJL) attainment of **not less than 6,000 hours** supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period.

An apprentice, who by exceptional aptitude or as a result of past education and/or practical experience achieves the desired level of competency in a phase of the apprenticeship program in less than the time designated, may be advanced to the next phase.

SECTION VIII - PROBATIONARY PERIOD - 29 CFR §§ 29.5(b)(8), and 29.5(b)(20)

All applicants selected for apprenticeship will serve a probationary period of not less than the first **twelve (12) months** and/or **1,500 hours** of on-the-job learning, whichever is shorter.

During the probationary period either the apprentice or the Area Joint Apprenticeship Committee may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. Termination of the Apprenticeship Agreement by the Area Joint Apprenticeship Committee during the probationary period shall not be based on an apprentice's race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age, genetic information, or because they are an individual with a disability. The records for each probationary apprentice shall be reviewed prior to the end of the probationary period. Records shall consist of periodic reports regarding progression made in both the OJL and related instruction and any disciplinary action taken during the probationary period.

Any Probationary apprentice considered to be unsatisfactory after a review of the probationary period shall have his/her Apprenticeship Agreement canceled before the expiration of the probationary period, by means of written notice to the apprentice and to the Registration Agency.

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 Committee for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Committee will provide written notice to the apprentice and to the Registration Agency of the final action taken.

SECTION IX - HOURS OF WORK

Apprentices shall generally work the same hours as journey workers, except that no apprentice shall be allowed to work overtime if it interferes with attendance in related instruction classes. In assigning work to the apprentice, due consideration shall be given to the diversity of training necessary to develop his/her trade skills.

SECTION X - APPRENTICE WAGE PROGRESSION – 29 CFR § 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages and fringe benefits 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 fully proficient or journey-worker status, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in related instruction courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and related instruction records and reports.

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

SECTION XI - CREDIT FOR PREVIOUS EXPERIENCE – 29 CFR §§ 29.5(b)(12)

The sponsor may grant credit toward the term of apprenticeship to new apprentices. Credit will be based on demonstration of previous skills or knowledge equivalent to those identified in these standards.

Upon induction into the program, apprentice applicants seeking credit for previous experience gained outside the supervision of the Committee will be required to furnish the Committee with a self-assessment of their Boilermaker related skills, using the Work Process Schedule of the Committee Standards as found in Appendix A as a guide. The apprentice applicant must compile a portfolio of knowledge, skills, and past work experience that will demonstrate competency. The portfolio shall contain a work process schedule signed by a company representative with a reference letter on company letterhead included. If apprentice applicants have worked for Boilermaker contractors and have had contributions paid into the Boilermakers National Pension Fund, a pension hours report must be furnished to the Committee and received **directly** from the Boilermakers National Pension Fund.

Apprentice applicants seeking credit for a degree awarded by an accredited college or trade school will be required to furnish the Committee with an **official** transcript reflecting type of degree awarded.

Apprentice applicants seeking credit for demonstrated competency acquired during their term of apprenticeship shall comply with the requirements stated in the Apprentice Rules and Regulations.

An apprentice will start at the beginning wage rate and once granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Arizona Apprenticeship Office (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. In no event shall any combination of on-the-job hours and credit granted for previous experience reduce the required minimum of five hundred seventy-six (576) hours of related study necessary for completion of the program.

SECTION XII - WORK EXPERIENCE - 29 CFR § 29.5(b)(3)

During the apprenticeship the apprentice shall 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 shall be under the direction and guidance of qualified journey workers. The Work Processes for the Boilermaker are covered in the attached Work Process Schedule and Related Instruction Outline(s) (Appendix A).

SECTION XIII - RELATED INSTRUCTION - 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in coursework related to the job as outlined in Appendix A. A minimum of 144 hours of related instruction is recommended for each year of the apprenticeship. Apprentices agree to take such courses as the sponsor deems advisable. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns, or areas having no vocational schools or other schools that can furnish related instruction, the sponsor may require apprentices to complete the related instruction requirement through electronic media or other instruction approved by the Arizona Apprenticeship Office (Registration Agency).

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

Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the sponsor 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 sponsor will monitor and document the apprentice's progress in related instruction classes.

The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The sponsor may require the instructors to attend instructor training to meet the requirements of 29 CFR § 29.5(b)(4)(i)(ii) or state regulations.

SECTION XIV - SAFETY AND HEALTH TRAINING – 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 Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, 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 XV – MAINTENANCE OF RECORDS – 29 CFR §§ 29.5(b)(6), 29.5(b)(23), and 30.8

Program sponsors are responsible for maintaining, at a minimum, the following records:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice's OJL;
- related instruction reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship

Program sponsors will also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the sponsor's outreach, recruitment, interview, and selection process. Such records will clearly identify minority and female (minority and nonminority) applicants and must include, among other things, the basis for evaluation and for selection or rejection of each applicant. For a complete list of records that each sponsor is required to maintain under 29 CFR § 30, please refer to 29 CFR § 30.8.

All such records are the property of the sponsor and will be maintained for a period of 5 years from the date of last action. They will be made available to the Arizona Apprenticeship Office (Registration Agency) upon request.

SECTION XVI - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – 29 CFR § 29.5(b)(15), and Circular 2015-02

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using the Registered Apprenticeship Partners Information Data System (RAPIDS) or in writing using the supplied U. S. Department of Labor, ETA, Office of Apprenticeship, Arizona Apprenticeship Office, Application for Certification of Completion of Apprenticeship Form accompanied by the appropriate documentation for both on-the-job learning and the related instruction as may be required by the Arizona Apprenticeship Office (Registration Agency).

Certificate of Training

A Certificate of Training may be requested from and issued by the U.S. Department of Labor's Office of Apprenticeship, Office of the Administrator (or the Registration Agency), only for a registered apprentice who has been certified by the sponsor as having successfully met the requirements to receive an interim credential as identified in these standards. The Registration Agency may require that a record of completed OJL and related instruction for the apprentice accompany such requests.

SECTION XVII - NOTICE TO REGISTRATION AGENCY - 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(19)

The Arizona Apprenticeship Office (Registration Agency) must be notified within 45 days of any apprentice action - e.g., registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons therefor.

SECTION XVIII - REGISTRATION, CANCELLATION, AND DEREGISTRATION - 29 CFR §§ 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)

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

The sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The sponsor will notify the Arizona Apprenticeship Office (Registration Agency) within 45 days in writing of any decision to cancel the program.

The Arizona Apprenticeship Office (Registration Agency) may initiate deregistration of these standards for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Arizona Apprenticeship Office (Registration Agency) regulations and procedures.

The sponsor will notify each apprentice of the cancellation of the program and the effect of same. If the apprenticeship program is cancelled at the sponsor's request, the sponsor will notify the apprentice(s) within 15 days of the date of the Arizona Apprenticeship Office (Registration Agency) acknowledgment of the sponsor's request. If the Registration Agency orders the deregistration of the apprenticeship program, the sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements of 29 CFR § 29.8.

SECTION XIX - AMENDMENTS AND MODIFICATIONS - 29 CFR § 29.5(b)(18)

These standards may be amended or modified at any time by the sponsor 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 Arizona Apprenticeship Office (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 XX - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE - 29 CFR §§ 29.5(b)(22), 29.7(k), and 30.11

The sponsor will have full authority to enforce 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, the applicant or apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

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 CBA.

The sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement or standards for which written notification is received within 30 days of the alleged violations. The sponsor will make such rulings as it deems necessary in each individual case within 15 days of receiving the written notification. Either party to the apprenticeship agreement may consult with the Arizona Apprenticeship Office (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 dispose of complaints is Boilermakers Western States Apprenticeship Program located at 819 North Navajo Units 6&7 (PO Box 1386) Page, AZ 86040.

29 CFR § 30.14

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 Arizona Apprenticeship Office (Registration Agency) or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards provided in 29 CFR § 30.

The complaint must be filed not later than 300 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 30 days from the final decision of such review body, whichever is later. The time may be extended by the Arizona Apprenticeship Office (Registration Agency) for good cause shown.

Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under 29 CFR § 30 and the procedures set forth above.

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

It is against the law for a sponsor of an apprenticeship program registered for Federal purposes to discriminate against an apprenticeship applicant or apprentice based on race, color, religion, national origin, sex, sexual orientation, age (40 years or older), genetic information, or disability. The sponsor must ensure equal opportunity with regard to all terms, conditions, and privileges associated with apprenticeship. If you think that you have been subjected to discrimination, you may file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with the U.S. Department of Labor, Office of Apprenticeship or State Apprenticeship Agency: **Alaska**: 605 W. 4th Avenue, Room G-30, Anchorage, AK 99501, Tel: (907) 271-5035, E-Mail: Hakala.John@dol.gov, Attn: John Hakala; **Arizona**: 1789 West Jefferson Street, P.O Box 6123, Phoenix, AZ 85007, Tel: (602) 542-5641, E-Mail: WHiggins@AZDES.Gov, Attn: William (Willie) Higgins; **California**: 801 I Street, Room 202, Sacramento, CA 95814, Tel: (916) 414-2389 E-Mail: Davis.Richard@dol.gov, Attn: Richard Davis; **Colorado**: 721 19th Street, Room 465, Denver, CO 80202-2517, Tel: (303) 844-6362, E-Mail: Mclain.Cynthia@dol.gov, Attn: Cynthia Mclain; **Hawaii**: 830 Punchbowl Street - Room 329, Honolulu, HI 96813, Tel: (808) 586-8877, E-Mail: EYoung@dli.state.hi.us, Attn: Elaine Young; **Idaho**: 1387 S. Vinnell Way #110, Boise, ID 83706, Tel: (208) 321-2972, E-Mail: Kober.William@dol.gov, Attn: William Kober; **Montana**: P.O. Box 1728, Helena, MT 59624-1728, Tel: (406) 444-3556, E-Mail: DHolzer@mt.gov, Attn: Darrell Holzer; **Nevada**: 675 Fairview Drive, Suite 226, Carson City, NV 89701, Tel: (775) 687-4850, E-Mail: schambers@laborcommissioner.com, Attn: Shannon Chambers; **New Mexico**: 401 Broadway NE, Albuquerque, NM 87102, Tel: (505) 841-8077, E-Mail: Katrina.Vigil@state.nm.us, Attn: Katrina Vigil; **Oregon**: 800 N.E. Oregon Street, Suite 1045, Portland, OR 97232, Tel: (971) 673-0760, E-Mail: Steve.Simms@state.or.us, Attn: Stephen Simms; **Utah**: 125 State Street, Room 2412, Salt Lake City, UT 84138, Tel: (801) 524-5451, E-Mail: Couse.Robert@dol.gov, Attn: Robert "Bob" Couse; **Washington**: P.O. Box 44530, Olympia, WA 98504-4530, Tel: (360) 902-5320, E-Mail: rojo235@lni.wa.gov, Attn: Jody Robbins; **Wyoming**: 308 West 21st Street, Room 205, Cheyenne, WY 82001-3637, Tel: (307) 772-2448, E-Mail: Broad.Michael@dol.gov, Attn: Michael Ann Broad. You may also be able to file complaints directly with the EEOC, or State fair employment practices agency. If those offices have jurisdiction over the sponsor/employer, their contact information is listed below.

U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov. **Alaska**: Alaska State Commission for Human Rights, 800 "A" Street, Suite 204, Anchorage, AK 99501, Toll-Free Complaint Hot Line (in-state only): (800) 478-4692, TTY/TDD (Anchorage Area): (907) 276-3177, Phone (Anchorage Area): (907) 274-4692, TTY/TDD Toll-Free Complaint Hot Line (in-state only): (800) 478-3177, Website: <https://humanrights.alaska.gov>; **Arizona**: Arizona State Attorney General, Civil Rights Division,

1275 West Washington Street, Phoenix, AZ 85007-2926, Tel: (602) 542-5263 - TDD (602) 542-5002 or (877) 491-574 - TDD (877) 624-8090, Fax: (602) 542-8885, Website: www.attorney-general.state.az.us/civil_rights; **California**: California Department of Fair Employment and Housing - Elk Grove, 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758, (800) 884-1684, Videophone (916) 226-5285, TDD (800) 700-2320, Website: <http://dfeh.ca.gov/Offices.htm>; **Colorado**: Colorado Civil Rights Division, 1560 Broadway Suite 1050, Denver, CO 80202, Tel: (303) 894-2997 or 800-262-4845, Hotline Español: 720-432-4294, Email: CCRD@dora.state.co.us, Website: www.dora.state.co.us/civil-rights; **Hawaii**: Hawaii Civil Rights Commission, 830 Punchbowl St. Room 411, Honolulu, HI 96813, Tel: (808) 586-8636, TDD/TTY: (908) 586-8692, Neighbor Islands, call toll free: Kaua'i: 274-3141, Ext. 6-8636#, Maui: 984-2400, Ext 6-8636#, Hawai'i: 974-4000, Ext. 6-8636#, Lana'i & Moloka'i: 1-800-468-4644, Ext. 6-8636#, Email: DLIR.HCRC.INFOR@hawaii.gov, Website: <http://labor.hawaii.gov/hcrc>; **Idaho**: Idaho Human Rights Commission, 317 West Main Street, 2nd Floor, Boise, ID 83735-0660, (208) 334-2873, (208) 334-2664 (Fax), (888) 249-7025 (Toll Free), Dial 711 for Idaho Relay Services, Email: Inquiry@ihrc.idaho.gov, Website: humanrights.idaho.gov; **Montana**: Montana Human Rights Bureau, P.O. Box 1728, Helena, MT 59624, (406) 444-4356 or 1-800-542-0807, Fax: (406) 444-4140, Telephone Relay Service: 711, Website: <http://erd.dli.mt.gov/human-rights>; **Nevada**: Nevada Equal Rights Commission, Equal Rights Commission Las Vegas, 1820 East Sahara Avenue, Suite 314, Las Vegas, NV 89104 Tel: (702) 486-7161, Fax: (702) 486-7054; Equal Rights Commission Northern Nevada, 1325 Corporate Blvd., Room 115, Reno, NV 89502, Tel: (775) 823-6690, Fax: (775) 688-1292, Website: <http://detr.state.nv.us/nerc.htm>; **New Mexico**: Human Rights Bureau, 1596 Pacheco Street, Santa Fe, NM 87505, Office: (505)827-6838, Toll-free: (800)566-9471, Fax: (505) 827-6878, Website: www.dws.state.nm.us; **Oregon**: Oregon Bureau of Labor and Industries, Civil Rights Division, 800 NE Oregon Street, Suite 1045, Portland, Oregon 97232, English: (971) 673-0764, Español: (971) 673-2818, Fax: (971) 673-0765, Email: [CorreoElectronico - crdemail@boli.state.or.us](mailto:CorreoElectronico-crdemail@boli.state.or.us), Website: <http://www.oregon.gov/BOLI/pages/index.aspx>; **Utah**: Utah Antidiscrimination & Labor Division, 160 East 300 South, 3rd Floor, P.O. Box 146640, Salt Lake City, UT 84114-6640, Phone: 801-530-6801 or 1-800-222-1238, TDD 801-530-7685, Email: discrimination@utah.gov, Website: <https://laborcommission.utah.gov/divisions/AntidiscriminationAndLabor>; **Washington**: Washington State Human Rights Commission, 711 South Capitol Way, Suite 402, P.O. Box 42490 Olympia, WA 98504-2490, Tel:(360) 753-6770, Statewide Toll Free: (800) 233-3247, Statewide TTY Toll Free: (800) 300-7525, Fax: (360) 586-2282, Website: <http://www.hum.wa.gov>; **Wyoming**: Wyoming Department of Employment Labor Standards, Fair Employment Program, 1510 E. Pershing, West Wing, Suite 2015, Cheyenne, WY 82002, (307) 777-7261, Fax: (307) 777-5633, Website: <http://www.wyomingworkforce.org/businesses/labor>.

Each complaint filed must be made in writing and include the following information: (1) Complainant's name, address and telephone number, or other means for contacting the complainant; (2) The identity of the respondent (i.e. the name, address, and telephone number of the individual or entity that the complainant alleges is responsible for the discrimination); (3) A short description of the events that the complainant believes were discriminatory, including but not limited to when the events took place, what occurred, and why the complainant believes the actions were discriminatory (for example, because of his/ her race, color, religion, sex, sexual orientation, national origin, age (40 or older), genetic information, or disability); (4) The complainant's signature or the signature of the complainant's authorized representative.

In addition to filing a complaint with the EEOC or Registration Agency, you may file complaints of discrimination and/or harassment with the Boilermakers National Joint Apprenticeship Program and/or the Western States Joint Apprenticeship Program using the complaint procedures set forth in the Western States Joint Apprenticeship Program's Discrimination & Harassment Policy.

SECTION XXI - COLLECTIVE BARGAINING AGREEMENTS - 29 CFR § 29.11

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

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

SECTION XXII - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - 29 CFR § 29.5(b)(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 committees or program sponsors and must comply with the following requirements:

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

If the apprentice is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Standards the Sponsor will make every effort to refer the apprentice with his/her consent to another employer, Registration Agency or One Stop for placement into another registered apprenticeship program. From time to time, where necessary to adequately man a work assignment in a particular location, it may be required to bring in apprentices from other Local Unions within an apprenticeship program and/or from other area programs. This will provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program, which may not be attainable by binding an apprentice to the exclusive jurisdiction of one Local Union at all times. The apprentice must receive credit from the new employer for the training already satisfactorily completed.

SECTION XXIII - RESPONSIBILITIES OF THE APPRENTICE

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

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 AJAC 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 AJAC.
- 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 AJAC.
- 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 AJAC.
- G. The apprentice will be provided with a copy of the written rules and policies and will sign an acknowledgement receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.
- H. Continually maintain a professional attitude and conduct themselves accordingly as a representative of the International Brotherhood of Boilermakers.

SECTION XXIV - TECHNICAL ASSISTANCE

Technical assistance, such as that from the U.S. Department of Labor's Office of Apprenticeship, Arizona Apprenticeship Office (Registration Agency), and vocational schools, may be requested to advise the sponsor.

The sponsor is encouraged to invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

SECTION XXV - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal Law or Regulation.

SECTION XXVI - DEFINITIONS

Some of these definitions may not apply to all registered apprenticeship programs – sponsors may add or delete definitions depending on their needs.

APPRENTICE: An individual meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the Western States Joint Apprenticeship Committee providing for training and related instruction under the Standards and who is registered with the Registration Agency.

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

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the sponsor setting forth the responsibilities and obligations of all parties to the apprenticeship agreement with respect to the apprentice's employment and training under these standards. Each apprenticeship agreement must be registered with the Arizona Apprenticeship Office (Registration Agency).

APPRENTICESHIP COMMITTEE (COMMITTEE): Those persons designated by the AJAC to act as agents for the sponsor in the administration of the program. A joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The credential issued by the Arizona Apprenticeship Office (Registration Agency) to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.

CERTIFICATE OF TRAINING: A credential that may be issued by the U.S. Department of Labor's Office of Apprenticeship Administrator to those registered apprentices whom the AJAC has certified in writing to the Registration Agency as having successfully met the requirements to receive an interim credential.

COLLECTIVE BARGAINING AGREEMENT: The negotiated agreement between the signatory union and signatory employer(s) that sets forth the terms and conditions of employment.

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

EMPLOYER: Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this sponsor's standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under these standards.

JOURNEYWORKER: A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. The term may also refer to a mentor, technician, specialist, or other skilled worker who

has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.

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

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

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

REGISTRATION AGENCY and FIELD REPRESENTATIVE: The U.S. Department of Labor's Office of Apprenticeship or Arizona Apprenticeship Office (Registration Agency) that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with 29 CFR §§ 29 and 30, and conducting quality assurance assessments. The field representative shall mean the person designated by Arizona Apprenticeship Office (Registration Agency) to service this program. The Registration Agency and field representative identified are the Arizona Apprenticeship Office, (Region 3, William Higgins, PO Box 6123 Phoenix, Arizona 85004; WHiggins@azdes.gov; (602)542-5641).

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with 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 Arizona Apprenticeship Office (Registration Agency).

SPONSOR: The Western States Joint Apprenticeship Committee in whose name the Standards of Apprenticeship will be registered and which will have the full responsibility for administration and operation of the apprenticeship program.

STANDARDS OF APPRENTICESHIP: This entire document, including all appendices and attachments hereto, and any future modifications and additions approved by the Arizona Apprenticeship Office (Registration Agency)

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

TIME-BASED OCCUPATION: An occupation using an apprenticeship approach that measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

TRANSFER: A shift of apprenticeship registration 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 committees or program sponsors.

UNION: Means the International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers and Helpers and any of its affiliated Local Unions party to an appropriate labor agreement between the parties.

SECTION XXVII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The Boilermakers Western States JAC hereby officially adopts these Selection Procedures on this 17th day of March, (2020).

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

Signature of Chairman

Signature of Secretary

Ed McWhorter

Printed Name

J. Tom Baca

Printed Name



ApprenticeshipArizona

Appendix A

PROGRESSIVE WAGE SCHEDULE

AND

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE OCCUPATION TITLE

O*NET-SOC CODE: 47-2011.00 RAPIDS CODE: 0040

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

1. TYPE OF OCCUPATION

☒ Time-based ☐ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation is 4 years with an OJL attainment of 6000 hours, supplemented by the minimum required 576 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: 1 Apprentice(s) to 3 Journey-worker(s).

4. APPRENTICE WAGE SCHEDULE (See attached Wage Rate Schedule)

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is on file with the registration agency.

1 st	0 – 1000 hours= 70%	5 th	4001 – 5000 hours= 90%
2 nd	1001 – 2001 hours= 75%	6 th	5001 – 6000 hours= 95%
3 rd	2001 – 3000 hours= 80%		
4 th	3001 – 4000 hours= 85%		

5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

The sponsor may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

6. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)

**PROGRESSIVE WAGE SCHEDULE
BOILERMAKER**

**Article 13
Wage & Benefit Rates**

**ARIZONA
(LOCAL LODGE NO. 627)**

<u>Wages</u>	<u>Current Rate</u>	<u>Rate Effective 01/01/22</u>
General Forman ¹		
Foreman	\$38.57	\$38.51
Asst. Foreman	\$37.32	\$37.26
Boilermaker/Blacksmith	\$36.07	\$36.01
95% Apprentice:	\$34.27	\$34.21
90% Apprentice:	\$32.46	\$32.41
85% Apprentice:	\$30.66	\$30.61
80% Apprentice:	\$28.86	\$28.81
75% Apprentice:	\$27.05	\$27.01
70% Apprentice:	\$25.25	\$25.21
Helper (55% of Journeyman)	\$19.84	\$19.81

<u>Fringe Benefits</u>	<u>Current Rate</u>	<u>Rate Effective 01/01/22</u>
Health & Welfare	\$8.57	\$8.57
Pensions*	\$15.52	\$15.83
Apprenticeship	\$1.50	\$1.50
Annuity*	\$1.00	\$2.00
MOST	\$0.34	\$0.34
Vacation Trust*	\$4.00	\$4.00
WSBIF	\$0.40	\$0.40
Total Hourly Fringe Cost	\$31.33	\$32.64

<u>Helper Fringe Benefits Effective 01/01/2022</u>	<u>1st 2,000 Hours Worked</u>	<u>After 2,000 Hours Worked</u>
Health & Welfare	N/A	\$8.57
Pensions*	\$0.64	\$0.64
Apprenticeship	\$1.50	\$1.50
Annuity*	\$0.10	\$0.10
MOST	\$0.34	\$0.34
WSBIF	\$0.40	\$0.40
Total Hourly Fringe Cost	\$2.98	\$11.55

* Effective October 1, 2001, the Employer shall make contributions in the amount specified above for all straight-time hours worked, and at the applicable overtime rate for overtime hours worked by all employees covered by this Agreement.

¹General Forman rate to be negotiated

WORK PROCESSES SCHEDULE
BOILERMAKER
O*NET-SOC CODE: 47-2011.00 RAPIDS CODE: 0040

The following are major phases of the Boilermaker trade in the field erection and repair industry. The work processes include the application of these operations on tank and water tower construction and repair, refinery construction and repair, boiler erection and repair, nuclear reactors, and reactor/boiler components erection and repair, and any other work related to the trade.

<u>ON-THE-JOB LEARNING</u>		<u>APPROX. HOURS</u>
I. Care and Maintenance of Tools and Equipment		100
A. Learning names of tools and equipment		
B. Learning the use of tools and equipment		
C. Care and maintenance		
D. Handing out tools and inventory		
II. Rigging & Bull Gang		1000
A. Unloading and handling		
B. Use of hoisting equipment		
1. Come-along		
2. Chain falls		
3. Erecting and dismantling derricks and cranes		
4. Working with derricks and cranes		
5. Use of signals and safety		
C. Use of Tackle		
1. Block and tackle		
2. Choker, cables and slings		
3. Proper use of knots and splicing		
4. Proper use of clamps		
5. Safety		
D. Moving Pieces		
1. Rollers		
2. Levers		
3. Use of tackle, come-along and chain falls		
4. Safety		
III. General Erection		1000
A. Steel Erection in our jurisdiction		
1. Designating location of members		
2. Raising in place		
3. Use of spud-wrench, bull and drift-pins, jack, wedges, clips, and saddles		
4. Alignment		
a. Use of level, plumb, tape, and rule		
5. Connecting		
a. Drilling, reaming, chipping, caulking and grinding		
b. Bolting up		
c. Welding (tack)		
d. Riveting		
B. Setting drums and headers		
1. Use of hoisting equipment and tackle		
2. Use of water level, plumb and measuring devices		

IV. Tube Installations	400
A. Entering	
1. Use of come-along and entering devices	
2. Lipping	
B. Setting and Aligning	
1. Use of spacers	
2. Use of strong-backs	
C. Getting proper stock	
1. Signals (sounds and light)	
2. Come-alongs	
3. Piece of stock	
4. Boiler code	
D. Rolling	
1. Use of erectors, guides, or	
2. Proper selection of the following	
a. Expanders, rollers, pins, and mandrels	
3. Use of rolling machines	
a. Pneumatic, electric and ratchet	
b. Lubricants	
4. Use of gauges and signals	
5. Heavy tube sheets	
6. Entering and connecting baffles	
7. Testing	
a. Visual	
b. Water (use of hydrostatic pump)	
c. Air	
d. Use of gauges	
V. Use of Blueprint and Layout	400
A. Use of prints to designate the following	
1. Locating parts and unloading	
2. Moving parts to job location	
3. Parts to be hoisted into position	
4. Use of bench mark	
5. Symbols	
B. Layout	
1. Use of precision measuring devices	
2. Marking for correction, re-cutting and fitting	
3. Directing, cutting and fitting of parts	
4. Geometric measuring of parts, tube holes, etc	
5. Working with foreman	
VI. Welding and Cutting	3000
A. Any and all forms of electric welding	
1. Proper adjustments of machines	
2. Application and use of electrodes on all metals, ferrous and non-ferrous	
3. Metal spraying and hard facing	
B. Acetylene	
1. Proper adjustment, gauges and torch	
2. Selection of tips	
3. Handling of torch and application	
a. Ferrous and non-ferrous metals	

C. Cutting		
1. Acetylene		
2. Arc (cutting in gouging)		
3. Machine Methods		
4. Adjusting an operating of equipment		
a. Ferrous		
b. Non-ferrous		
VII.	Nuclear Plant Construction- Reactors	100
A. Theory- Types		
1. Power		
2. Propulsion		
3. Heating		
B. Research		
C. Problems peculiar to Atomic Energy		
1. Those elements which would not be covered in other sections, i.e., radiation, radiation protection		
2. Requirements for joints of high integrity		
Total Hours		6000

RELATED INSTRUCTION OUTLINE
BOILERMAKER
O*NET-SOC CODE: 47-2011.00
RAPIDS CODE: 0040

The following is the related instruction that apprentices receiving training will be expected to successfully complete. A **minimum** of 576 hours is required during the program.

CURRICULUM SOURCE TEXT REFERENCE:

Text prepared by the Boilermakers National Apprenticeship Program Kansas City, Kansas

YEAR 1 – 144 HOURS

- | | | |
|-------------|--|--|
| I. | Rigging and Boilermaker Safety
Lesson 1-1 | A. Protective Clothing
B. Safety with Lifting Equipment
C. Safety with Ladders and Staging
D. Safety with Tools
E. Fire Preventions and Control |
| II. | Applied Math I
Lesson 1-2 | A. The Language of Math
B. Counting
C. Place Value
D. Addition and Subtraction
E. Multiplication and Division
F. Multiples and Factors
G. Negative Factors
H. Other Number Concepts
I. Operating with Signed Numbers
J. Axioms and Laws |
| III. | Applied Math II
Lesson 1-3 | A. Fractions
B. Types of Fractions
C. Operations with Fractions
D. Decimal Fractions
E. Equivalent Decimals
F. Operation with Decimals |
| IV. | Applied Math III
Lesson 1-4 | A. Proportion
B. Percentage
C. Changing a Percent to a Decimal
D. The Three Percentage Cases
E. Fractural Percents
F. Calculating with Approximate Numbers
G. Prime Numbers
H. Exponents and Radicals |
| V. | Applied Math IV
Lesson 1-5 | A. Basics of Algebra
B. Multiplication
C. Division
D. Basics of Plane Geometry
E. Basics of Solid Geometry
F. Triangulation (Trigonometry) |

VI.	Applied Math V Lesson 1-6	<ul style="list-style-type: none"> A. Measuring B. Review of Decimals C. Angular Measurements D. Formulas and Equations in Review E. Signs of Operations F. Graphs G. Math Aids
VII.	Applied Metric Math Lesson 1-7	<ul style="list-style-type: none"> A. Metrics (SI) in the United States B. Advantage of Metrics C. Metric (SI) Conversions D. Metrics (SI) in Shop or Field E. Metrics for the Boilermakers/Welder F. The Transition Period and the Future of Metrics
VIII.	Rigging: Basic Principles Lesson 1-8	<ul style="list-style-type: none"> A. Basic Rigging Concepts B. Simple Tools
IX.	Rigging: Ropes Lesson 1-9	<ul style="list-style-type: none"> A. Wire Rope B. Fiber Rope C. Chains
X.	Rigging: Tools Lesson 1-10	<ul style="list-style-type: none"> A. Slings B. Rigging Hardware C. Reeving D. Hoists and Winches E. Skids, Rollers, Jacks and Cribbing F. Ladders and Scaffolding
XI.	Rigging: Cranes and Other Lifting Equipment – Lesson 1-11	<ul style="list-style-type: none"> A. Mobile Cranes B. Tower Cranes C. Monorails and Underhung Cranes D. Derricks E. Hoists F. Overhead Cranes G. Helicopter Cranes
XII.	Rigging: Equalizing and Distributing Loads – Lesson 1-12	<ul style="list-style-type: none"> A. Distributing Weight to the Rigging B. Basic Methods of Equalizing and Distributing Loads C. Strength and Stability During Operating
YEAR 2 – 144 HOURS		
I.	Mechanical Drawing: Tools and Lettering – Lesson 2-1	<ul style="list-style-type: none"> A. Equipment B. Drafting Materials C. Basic Techniques of Drafting D. Lettering E. Styles of Lettering F. Characteristics of Good Lettering

II.	Mechanical Drawing: Geometric Construction – Lesson 2-2	<ul style="list-style-type: none"> G. Tools of Lettering A. Methods of Bisecting a Straight Line B. Bisecting an Arc C. Drawing Perpendicular Lines D. Drawing Parallel Line to Another Given Line E. Methods of Dividing a Line into Equal Parts F. Drawing and Bisecting an Angle G. Trisecting an Acute Angle H. Finding the Center of a Circle I. Bisecting an Angle with an Inaccessible Vertex J. Constructing a Triangle Given its Three Sides K. Polygon Construction Tangency L. Constructing Tangent Lines and Arcs M. Geometric Solids
III.	Mechanical Drawing: Orthographic Lesson 2-3	<ul style="list-style-type: none"> A. Theory of Projection and Drawings B. Theory of Orthographic Projection C. Multi-View Line Projection D. Surface Projection E. Line Description F. Orthographic Drawing Techniques G. Projecting the Views on Paper H. Sections I. Reading Orthographic Drawings J. Conventional Procedures on Orthographic Drawings K. Accepted Violations of True Projection L. Treatment of Unimportant Intersections M. Aligned Views N. Conventional Procedure for Radially Arranged Features O. Representations of Fillets and Rounds P. Conventional Breaks Q. Conventional Method of Alternative Positions R. Conventional Representation S. The Orthographic Drawing Plate
IV.	Mechanical Drawing: Isometric and Oblique – Lesson 2-4	<ul style="list-style-type: none"> A. Pictorial Drawing B. Isometric Projection C. Isometric Drawing D. Oblique Projection E. Oblique Drawings
V.	Mechanical Drawing: Dimensioning Lesson 2-5	<ul style="list-style-type: none"> A. Theory of Dimensioning B. The Language of Dimensioning C. Units of Measurement Used in Dimensioning D. Standard Dimensioning Practices E. Dimensioning Application F. Dimensioning Special views G. Limit Dimensioning

VI.	Mechanical Drawing: Field Sketching Lesson 2-6	H. Welding Symbols A. Sketching Materials B. Sketching Guidelines C. Beginning Line Exercises D. Multi View Orthographic Sketches E. Orthographic Projection for Sketching F. Pictorial Sketching G. Oblique Sketching H. Perspective Sketching
VII.	Layout Procedures and Techniques Lesson 2-7	A. Hammers, Sledges and Mauls B. Struck or Hammered Tools C. Cutting Hand Tools D. Taps and Dies E. Screwdrivers F. Holding Tools G. Miscellaneous Hand Tools
VIII.	Boilermaker Hand Tools Lesson 2-8	A. Layout Tools B. Layout Work
IX.	Boilermaker Power Tools Lesson 2-9	A. Electric Power Tools B. Air (Pneumatic Tools) C. Tube Tools and Their function
X.	Construction Materials Lesson 2-10	A. Basic Construction Material B. Metal Production C. Metal Processing Methods
XI.	Construction Materials II Lesson 2-11	A. Mechanical Properties B. Chemical Properties of Metal C. Physical Properties of Metals D. Fiberglass Reinforced Plastics
XII.	Blueprint Reading: Structural Lesson 2-12	A. Structural Steel B. Structural Drawings C. Drawing Structural Steel Shapes D. Connectors E. Connections
YEAR 3 – 144 HOURS		
I.	Boiler Systems and Components I Lesson 3-1	A. The Boiler B. Fire Tube Boilers C. Water Tube Boilers D. Water Tube Boiler Components E. Fuels and Fuel Burning Systems
II.	Boiler Systems and Components II Lesson 3-2	A. Boiler Circulation B. Shop Assembled Boilers C. Systems for the Pulp and Paper Industry D. By Product Fueled Boilers

III.	Nuclear Power Lesson 3-3	E. Waste Heat Boilers A. The Principles of Nuclear Energy B. Nuclear Fuels C. Nuclear Reactors D. Health Physics and Radiation Protection
IV.	Tanks, Vessels, and other Components Lesson 3-4	A. Field Erected Storage Tanks B. Basic Construction Techniques C. Stacks and Liners
V.	Blueprint Reading: Boilermaker Lesson 3-5	A. Erection Plans B. How Blueprints are Made
VI.	Boiler: Installation Lesson 3-6	A. Field Inspection B. Shop Fabrication C. Site Preparation D. Erecting Structural Steel Supports E. Installing the Steam Drum F. Installing the Upper Headers G. Installing the Down Comers H. Installing Super-heater and Re-heater Modules I. Installing Water Walls J. Installing the Wind-Box K. Installing the Suction Manifold L. Installing the Pre-heater and Economizer M. Installing Ductwork N. Installing Lower Water-Walls O. Additional Construction P. Preparing the Boiler for Testing Q. Cleanliness of Boiler Components R. Hydrostatic Testing S. Installing Insulation and Casing
VII.	Boiler: Repair and Maintenance Lesson 3-7	A. Repairs B. Alterations C. Fiberglass Reinforced Plastics
VIII.	Welding and Cutting: Basic Lesson 3-8	A. Weld-able Metals B. The Welding Process C. Oxyfuel Gas Welding D. ARC Welding E. Resistance Welding F. Thermit Welding G. Brazing and Braze Welding H. Soldering I. Electron Beam Welding J. Laser Beam Welding K. Cutting Process L. Welded Joint Design M. Types of Welds N. Welding Position

IX.	Welding and Cutting: Blueprint Reading – Lesson 3-9	O. Welders and Welding Operators A. Welding Symbols B. Non-preferred Symbols C. Nondestructive Testing Symbols
X.	Welding and Cutting: Safety Lesson 3-10	A. General Welding and Cutting Safety B. The Welding Environment C. Fire Prevention and Protection D. Tool and Equipment Usage E. Other Safety Considerations F. Safety in Welding and Cutting Processes G. Gases Used in ARC Process H. First Aid
XI.	Metallurgy: Welding Lesson 3-11	A. Fundamentals of Metallurgy B. Structure Metal C. Metallurgy and Heat Training D. Metallurgy of the Welded Metal E. Welding Stresses, Warpage, Distorting, and Cracks
XII.	Metallurgy: Weld-ability of Metals Lesson 3-12	A. Classifying a Code Systems for Metals B. Identification of Metals C. Filler Materials D. Welding Characteristics of Metals and Alloys
YEAR 4 – 144 HOURS		
I.	ARC Welding: Equipment Lesson 4-1	A. Power Sources B. ARC Welding Consumables
II.	ARC Welding: Shielded Metal I Lesson 4-2	A. SMAW Procedure B. Weld Joints
III.	ARC Welding: Shielded Metal II Lesson 4-3	A. Heat Effects in Shielded Metal ARC Welding B. Shielded Metal ARC Welding of Ferrous Metals C. Shielded Metal ARC Welding of Nonferrous Metals D. Troubleshooting when Welding with the SMAW Process
IV.	ARC Welding: Gas Tungsten (TIG) Lesson 4-4	A. GTAW Welding Techniques B. Metals and Gas Tungsten ARC Welding
V.	ARC Welding: Gas Metal ARC (MIG) Lesson 4-5	A. Process Variations-Metal Transfer B. Gas Metal ARC Welding Equipment C. Consumable Used GMAW D. GMAW Process Variables E. Weld Bead Characteristics F. Welding Procedures G. Welding Conditions H. Mig Weld Defects-Their Causes and How to

Correct Them

I. Mig Spot Welding

J. Vapor Shielded ARC Welding

VI. ARC Welding: Other Processes
Lesson 4-6

A. Submerged ARC Welding
B. Flux Cored ARC Welding
C. Plasma ARC Welding

VII. Cutting Oxyfuel I
Lesson 4-7

A. Equipment and Supplies
B. Manual Cutting Procedures
C. Cutting and Steel Plate
D. Machine Torch Cutting

VIII. Cutting: Oxyfuel II
Lesson 4-8

A. Quality of Cutting
B. Miscellaneous Uses of the Oxyfuel Gas Flames
C. Oxyfuel Gas Welding

IX. Cutting: ARC
Lesson 4-9

A. Air Carbon ARC Cutting (AAC)
B. Carbon ARC Cutting (CAC)
C. Oxygen ARC Cutting (OAC)
D. Plasma ARC Cutting (PAC)
E. Metal Arc Cutting (MAC)

X. Welding: Special Applications and
Techniques – Lesson 4-10

A. Stud Welding
B. Tube and Pipe Welding
C. Field Erection of Pressure Vessels and Boilers
D. Field-Welded Storage Tanks
E. One-Sided Welding
F. Underwater Welding and Cutting
G. Weld Repair and Surfacing

XI. Welding: Design, Testing, and
Inspection – Lesson 4-11

A. The Design of Welded Joints
B. Testing

XII. Welding: Performance Qualifications
Lesson 4-12

A. Codes and Specifications



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Appendix B

AFFIRMATIVE ACTION PLAN

ADOPTED BY

WESTERN STATES JOINT APPRENTICESHIP COMMITTEE

AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30

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

APPROVED BY: _____
Arizona Apprenticeship Office
REGISTRATION AGENCY

DATE APPROVED: _____

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SECTION I - INTRODUCTION

The sponsor enters this affirmative action plan (AAP) in good faith to promote equality of opportunity in its registered apprenticeship program. If women and/or minorities are underutilized in the apprenticeship program, the sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program. The sponsor hereby adopts the equal opportunity pledge located in Section II and the AAP.

This AAP is a supplement to the apprenticeship standards. Any changes made by the sponsor to the AAP will become part of this written AAP, once approved by the Arizona Apprenticeship Office (Registration Agency).

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

The sponsor commits to the following equal opportunity pledge:

The Area Joint Apprenticeship Committee will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The Area Joint Apprenticeship Committee 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 - ANALYSES AND GOALS

To ensure full utilization of minorities and women in the apprenticeship program, the sponsor will conduct analyses to determine whether minorities and/or females are being underutilized and, if they are, will establish appropriate goals for the full utilization of minorities and/or women in apprenticeship. To determine whether underutilization exists, the sponsor will analyze at least the following five factors:

- (1) The size of the working age minority and female (minority and nonminority) population in the program sponsor's labor market area;
- (2) The size of the minority and female (minority and nonminority) labor force in the program sponsor's labor market area;
- (3) The percentage of minority and female (minority and nonminority) participation as apprentices in the particular occupation as compared with the percentage of minorities and women (minority and nonminority) in the labor force in the program sponsor's labor market area;
- (4) The percentage of minority and female (minority and nonminority) participation as journeyworkers employed by the employer or employers participating in the program as compared with the percentage of minorities and women (minority and nonminority) in the sponsor's labor market area and the extent to which the sponsor should be expected to correct any deficiencies through the achievement of goals for the selection of apprentices; and
- (5) The general availability of minorities and women (minority and nonminority) with present or potential capacity for apprenticeship in the program sponsor's labor market area.

Underutilization exists if there are fewer minorities and/or women in the registered occupation(s) in the sponsor's apprenticeship program than would reasonably be expected in view of all relevant factors. If the sponsor detects underutilization of minorities and/or women in its apprenticeship program in the registered occupation(s), it will establish goals for the selection of minority and/or female applicants. (For further instructions, see the attached affirmative action plan workforce analysis worksheet.) The sponsor will make good-faith efforts to meet its goals.

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT- 29 CFR § 30.4(c)

The sponsor will undertake appropriate outreach and positive recruitment efforts that would reasonably be expected to increase minorities' and women's participation in apprenticeship by expanding the opportunities of minorities and women to become eligible for apprenticeship selection. The sponsor will set forth the specific steps it intends to take under each selected effort below. The sponsor will undertake a significant number of activities to enable it to meet its obligations under 29 CFR § 30.4(c).

- A. The sponsor will disseminate information concerning the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and its equal opportunity policy to the following:
- Registration Agency
 - Women's centers
 - Local schools
 - Employment service offices
 - Other outreach programs and community organizations, including those that can effectively reach minorities and women
 - Newspapers, including those that are circulated in minority communities and among women
 - Social media outlets (Facebook, Twitter, Instagram, LinkedIn, etc.)
1. ☐ Sponsors of programs accepting applications only at specified intervals must disseminate the above information at least 30 days in advance of the earliest date for application at each interval.
2. ☒ Sponsors of programs customarily receiving applications throughout the year must disseminate the above information regularly, not less than semi-annually.
- B. ☒ The sponsor will participate 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. ☒ The sponsor will cooperate with local 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. ☒ The sponsor will communicate its equal opportunity policy internally in such a manner as to foster understanding, acceptance, and support of the policy among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid in meeting its obligation under 29 CFR § 30.

- E. ☒ The sponsor will engage 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 pretesting experience and training. In initiating and conducting these programs, the sponsor may be required to work with other sponsors and appropriate community organizations. The sponsor will also initiate programs to prepare women and encourage women to enter traditionally male programs.
- F. ☒ The sponsor will encourage the establishment and utilization of programs of pre-apprenticeship, preparatory occupational training, or others designed to afford related work experience or prepare candidates for apprenticeship. The sponsor 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. ☒ The sponsor will utilize journeyworkers to assist in the implementation of its AAP.
- H. ☒ The sponsor will grant advance standing or credit based on previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. ☒ The sponsor will take 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, or sex (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; periodic auditing of AAPs and activities; and development of reasonable procedures to ensure equal employment opportunity, including reporting systems, on-site reviews, and briefing sessions).

For each item checked in Section IV, describe in detail each specific step that the sponsor will undertake to fulfill that outreach and recruitment step:

- A. An announcement including all required content is disseminated every six months to the above listed agencies and organizations. In addition to this announcement the following websites provide information on how to apply all year round: www.westernstatesjac.org; www.bnap.com; www.boilermakers.org; www.helmetstohardhats.org
- B. The Local Union Halls participate in career fairs.
- C. The Local Union Halls have relationships with several High School and Post-Secondary Vocational Programs including hands on training at our facilities.
- D. All EEOC requirements are understood and strictly adhered to.
- E. The Local Union Halls make available pre apprentice weld training to interested applicants.
- F. Encouragement to applicants to take courses in welding at colleges and/or vocational schools is done by both the Western States Joint Apprenticeship Committee and the Local Union Halls.
- G. Journey-workers are the primary resource used when apprenticeship recruitment is needed.
- H. Advanced placement is granted dependent upon specific skills and training received.
- I. Our local, area and national rules and regulations, Standards of Apprenticeship and referral rules among others, meet all federal and state requirements regarding EEOC and affirmative action.

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The sponsor will make an annual review of its current AAP and its overall effectiveness and will institute any revisions or modifications warranted. The review will analyze the affirmative action steps (independently and collectively) taken by the sponsor to evaluate their effectiveness in ensuring equal opportunity in all aspects of apprenticeship, including recruitment, selection, employment, and training. The sponsor will continually monitor these processes in order to identify and address any barriers to equal opportunity. This may require that the sponsor identify the need for new affirmative action efforts and/or deletion of ineffective existing activities. All changes to the AAP must be submitted to the Arizona Apprenticeship Office (Registration Agency) for approval.

SECTION VI - OFFICIAL ADOPTION OF AFFIRMATIVE ACTION PLAN

The Western States Joint Apprenticeship Committee hereby officially adopts this Affirmative Action Plan on this 17th day of March, (2020).

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

Signature of Chairman

Ed McWhorter
Printed Name

Signature of Secretary

J. Tom Baca
Printed Name

AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

Program Number:			
Name of Sponsor:			
Address:			
City/State/Zip Code:			
Contact Person:			
Phone Number:		Fax Number:	
E-Mail Address:			

B. OCCUPATIONAL INFORMATION

Occupation Title:			
RAPIDS Code:		O*NET-SOC Code:	
Type of Selection Method Used:	<input type="checkbox"/> Selection on basis of rank from pool of eligible applicants <input type="checkbox"/> Random selection from pool of eligible applicants <input type="checkbox"/> Selection from pool of current employees <input type="checkbox"/> Alternative selection		
Labor Market Area Description:	<input type="checkbox"/> State <input type="checkbox"/> SMA <input type="checkbox"/> County		

C. LABOR MARKET AREA AND OCCUPATIONAL PARTICIPATION DATA

C.1. Total Labor Force in Labor Market Area*		
Number of women:		% of labor force
Number of minorities:		% of labor force
C.2. Working Age Population in Labor Market Area*		
Number of women:		% of labor force
Number of minorities:		% of labor force
C.3. Apprentice Participation in Occupation in National Apprenticeship System*		
Number of women:		% of apprentices
Number of minorities:		% of apprentices
C.4. General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in relevant Labor Market Area**		
Number of women:		
Number of minorities:		

D. SPONSOR'S WORKFORCE DATA

D.1. Total Number of Journeyworkers Employed		
Number of women:		% of work force
Number of minorities:		% of work force
D.2. Total Percentage of Apprentices or of Applicant Pool (Depending on Selection Method Used)		
Percentage of women apprentices or women in applicant pool:		%

Percentage of minority apprentices or minorities in applicant pool:		%
---	--	---

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****		

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority underutilization:		
Female underutilization:		

G. SPONSOR'S GOALS

The program sponsor proposes and agrees to make a good-faith effort to attain the goal of selecting _____ % minorities and/or _____ % women during the next EEO review cycle. These goals will not be used to discriminate against any qualified applicant based on 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 _____.

H. REGISTRATION AGENCY APPROVAL

Sponsor

Sponsor's Signature

Typed Name

Title

Date Signed

Registration Agency

Registration Agency Signature

Typed Name

Title

Date Signed

Resources for obtaining labor market information:

* <http://bls.gov/>

** Program sponsors may use any reasonable method to propose the entries for "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 for "Apprentice Participation in Occupation."

*** RAPIDS data available from Registration Agency.

**** <http://www.census.gov/eo2000/index.html>

Instructions for Completing This Worksheet

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

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

Part B Occupational information must be taken from the registered program standards and may be prepared by the sponsor representative or servicing Registration Agency representative. A workforce analysis worksheet must be completed for each occupational title identified.

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

For the purpose of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 16 years and over whether or not they are currently in the labor force or looking for employment.

Part D The program sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either selection method 29 CFR § 30.5(b)(1) or (2), the data in D.2 must reflect the pool of eligible applicants from which selections are made. If the sponsor utilizes either selection method 29 CFR § 30.5(b)(3) or (4), the data in D.2 must reflect the apprentices currently registered in the program.

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

Part F Utilizing the data found in Parts C, D, and E, the sponsor will determine and record whether minorities and/or women are underutilized.

Part G If the sponsor's analyses determine that minorities and/or women are underutilized, the sponsor, utilizing the resource data found in Parts C, D, and E, will establish goals that are reasonable in consideration of the results that could be expected from its good-faith efforts to make its overall affirmative action program successful. The Registration Agency will assess the proposed goals for minorities and/or women and, if they are found to be reasonable and attainable, will approve the sponsor's goals. The Registration Agency will not approve proposed goals for minorities and/or women that are lower than the current participation rates in the program.



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Appendix C

QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY

WESTERN STATES JOINT APPRENTICESHIP COMMITTEE

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

**APPROVED BY: _____
Arizona Apprenticeship Office
REGISTRATION AGENCY**

DATE APPROVED: _____

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 § 60-3) or 29 CFR § 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.

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SECTION I - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications:

A. <u>Age</u>	All applicants shall be at least eighteen (18) years of age. Applicants are required to submit reliable proof of age.
B. <u>Education</u>	<p>Applicants shall be high school graduates or provide proof of equivalent educational attainment, such as successful completion of GED. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.</p> <p>Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.</p>
C. <u>Physical</u>	<p>Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.</p> <p>Applicants will pass a screen for the current illegal use of drugs on acceptance into the program within forty-eight (48) hours after signing the apprenticeship agreement and prior to being employed. Applicants shall be subject to subsequent tests for drug/alcohol use on an annual, random, reasonable suspicion, and per cause basis thereafter.</p>
D. <u>Reliable Transportation</u>	Upon application to the Program, an applicant must demonstrate that he/she has access to reliable transportation. For purposes of this requirement, the term reliable transportation shall mean any form of transportation that permits the apprentice to attend work and any required classroom instruction held in the geographic jurisdiction of the program.
E. <u>Other</u>	<p>Applicants that have welding experience and/or welding training and/or 1500+ hours' prior Boilermaker work experience will have priority selection over those with no welding qualifications, training, or work experience. Applicants must provide copies of proof of welding qualifications and/or training and/or work experience [Qualifications, Certifications, Welding Diploma, Work Hours, etc.] when making application or any time after application is accepted.</p> <p>READMITTED APPRENTICES: If an apprentice is cancelled, the cancelled apprentice may reapply using the regular application process a maximum of one time only. If an apprentice is cancelled after their probationary period and uses the one time readmitted application process they must include a letter of recommendation from a Union Representative or Contractor Representative.</p>

SECTION II - APPLICATION PROCEDURES

- A. Applicants will be accepted throughout the year, but at least once a month at the local level by the Local Apprentice Representative. All persons requesting an application will have one made available upon signing the applicant log.

- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. Including the basic qualifications and the documents needed to complete the application.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application. Applications not returned within 60 days of the issue date will be considered invalid and the individual will have to reapply.
- E. The Area Apprenticeship office will review the applications received from applicants, checking for completeness and notifying applicant of accepted completed application. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing by the Area Apprenticeship office of their disqualification. The applicant will also be notified of what is required for application to be accepted.
- F. The Applicant log, will be forwarded to the Area Coordinator who will account for all applications received by logging it onto the Applicant Log.
- G. Duplicate copies of the original documents must be submitted as they will be kept by the Area Apprenticeship Committee.

SECTION III - SELECTION PROCEDURES

Sponsor must select one (1) of the following:

- 1. ☐ ***Alternative selection methods***

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

- 2. ☐ ***Selection on basis of rank from pool of eligible applicants***

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligibles must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

3. ☒ ***Random selection from pool of eligible applicants***

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

- A. The Area Joint Apprenticeship Committee will utilize referrals from the Helmets to Hardhats Program. Applicants for up to twenty-five percent (25%) of the available openings of each apprenticeship class will first be sought using referrals from the Helmets to Hardhats Program. Veterans who meet the requirements for entry into the Helmets to Hardhats Program will be eligible for referral to the Area Joint Apprenticeship Committee upon verification from the Helmets to Hardhats Program that the veteran(s) has a transferable skill in an apprenticeable occupation. Referrals from the Helmets to Hardhats Program will be done pursuant to the procedures established by the Helmets to Hardhats Program. Supervision of the selection process shall be done by the Helmets to Hardhats Program. Entry of veterans into the Program will be done without regard to race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age, genetic information, or disability.
- B. The random selection process shall be done electronically. The tracking software utilized by the apprenticeship program will randomly issue a draw number for each application based on the applicants' applicable group/pool.
- C. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the Area Joint Apprenticeship Committee's and Local Office place of business.
- D. The Area Coordinator will send the applicants a letter informing them of their placement on the Random Selection Applicant Roster.
- E. The Area Coordinator will provide the Local Committee with the final Applicant Roster based on the outcome of the random selection process.
- F. As openings for the registration of new apprentices occur, applicants will be notified of selection for indenturement by certified mail. It shall be the responsibility of the applicant to keep the Local Area Committee and Area Apprenticeship office informed of their current mailing address and phone number.
- G. If the applicant does not show up to the indenturement on the date and time indicated on the certified notice, the applicant's name will be removed from the list.

- H. Qualified applicants remaining on a preceding eligibility pool will automatically be carried forward on the new eligibility pool and placed above those from the current pool of eligibles for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period that were in the eligibility pool will be required to reapply.

4. ☐ ***Selection from pool of current employees***

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor in a manner prescribed by a collective bargaining agreement where such exists or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR § 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journeyworker occupations represented by the program.

SECTION IV - COMPLAINT PROCEDURE

It is against the law for a sponsor of an apprenticeship program registered for Federal purposes to discriminate against an apprenticeship applicant or apprentice based on race, color, religion, national origin, sex, sexual orientation, age (40 years or older), genetic information, or disability. The sponsor must ensure equal opportunity with regard to all terms, conditions, and privileges associated with apprenticeship. If you think that you have been subjected to discrimination, you may file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with the U.S. Department of Labor, Office of Apprenticeship or State Apprenticeship Agency: **Alaska:** 605 W. 4th Avenue, Room G-30, Anchorage, AK 99501, Tel: (907) 271-5035, E-Mail: Hakala.John@dol.gov, Attn: John Hakala; **Arizona:** 1789 West Jefferson Street, P.O Box 6123, Phoenix, AZ 85007, Tel: (602) 542-5641, E-Mail: WHiggins@AZDES.Gov, Attn: William (Willie) Higgins; **California:** 801 I Street, Room 202, Sacramento, CA 95814, Tel: (916) 414-2389 E-Mail: Davis.Richard@dol.gov, Attn: Richard Davis; **Colorado:** 721 19th Street, Room 465, Denver, CO 80202-2517, Tel: (303) 844-6362, E-Mail: Mclain.Cynthia@dol.gov, Attn: Cynthia Mclain; **Hawaii:** 830 Punchbowl Street - Room 329, Honolulu, HI 96813, Tel: (808) 586-8877, E-Mail: EYoung@dliir.state.hi.us, Attn: Elaine Young; **Idaho:** 1387 S. Vinnell Way #110, Boise, ID 83706, Tel: (208) 321-2972, E-Mail: Kober.William@dol.gov, Attn: William Kober; **Montana:** P.O. Box 1728, Helena, MT 59624-1728, Tel: (406) 444-3556, E-Mail: DHolzer@mt.gov, Attn: Darrell Holzer; **Nevada:** 675 Fairview Drive, Suite 226, Carson City, NV 89701, Tel: (775) 687-4850, E-Mail: schambers@laborcommissioner.com, Attn: Shannon Chambers; **New Mexico:** 401 Broadway NE, Albuquerque, NM 87102, Tel: (505) 841-8077, E-Mail: Katrina.Vigil@state.nm.us, Attn: Katrina Vigil; **Oregon:** 800 N.E. Oregon Street, Suite 1045, Portland, OR 97232, Tel: (971) 673-0760, E-Mail: Steve.Simms@state.or.us, Attn: Stephen Simms; **Utah:** 125 State Street, Room 2412, Salt Lake City, UT 84138, Tel: (801) 524-5451, E-Mail: Couse.Robert@dol.gov, Attn: Robert "Bob" Couse; **Washington:** P.O. Box 44530, Olympia, WA 98504-4530, Tel: (360) 902-5320, E-Mail: rojo235@lni.wa.gov, Attn: Jody Robbins; **Wyoming:** 308 West 21st Street, Room 205, Cheyenne, WY 82001-3637, Tel: (307) 772-2448, E-Mail: Broad.Michael@dol.gov, Attn: Michael Ann Broad. You may also be able to file complaints directly with the EEOC, or State fair employment practices agency. If those offices have jurisdiction over the sponsor/employer, their contact information is listed below.

U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov. **Alaska:** Alaska State Commission for Human Rights, 800 "A" Street, Suite 204, Anchorage, Ak 99501, Toll-Free Complaint Hot Line (in-state only): (800) 478-4692, TTY/TDD (Anchorage Area): (907) 276-3177, Phone (Anchorage Area): (907) 274-4692, TTY/TDD Toll-Free Complaint Hot Line (in-state only): (800) 478-3177, Website: <https://humanrights.alaska.gov>; **Arizona:** Arizona State Attorney General, Civil Rights Division, 1275 West Washington Street, Phoenix, AZ 85007-2926, Tel: (602) 542-5263 - TDD (602) 542-5002 or (877) 491-574 - TDD (877) 624-8090, Fax: (602) 542-8885, Website: www.attorney-general.state.az.us/civil_rights; **California:** California Department of Fair Employment and Housing - Elk Grove, 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758, (800) 884-1684, Videophone (916) 226-5285, TDD (800) 700-2320, Website: <http://dfeh.ca.gov/Offices.htm>; **Colorado:** Colorado Civil Rights Division, 1560 Broadway Suite 1050, Denver, CO 80202, Tel: (303) 894-2997 or 800-262-4845, Hotline Español: 720-432-4294, Email: CCRD@dora.state.co.us, Website: www.dora.state.co.us/civil-rights; **Hawaii:** Hawaii Civil Rights Commission, 830 Punchbowl St. Room 411, Honolulu, HI 96813, Tel: (808) 586-8636, TDD/TTY: (908) 586-8692, Neighbor Islands, call toll free: Kaua'i: 274-3141, Ext. 6-8636#, Maui: 984-2400, Ext 6-8636#, Hawai'i: 974-4000, Ext. 6-8636#, Lana'i & Moloka'i: 1-800-468-4644, Ext. 6-8636#, Email: DLIR.HCRC.INFOR@hawaii.gov, Website: <http://labor.hawaii.gov/hcrc>; **Idaho:** Idaho Human Rights Commission, 317 West Main Street, 2nd Floor, Boise, ID 83735-0660, (208) 334-2873, (208) 334-2664 (Fax), (888) 249-7025 (Toll Free), Dial 711 for Idaho Relay Services, Email: Inquiry@ihrc.idaho.gov, Website: humanrights.idaho.gov; **Montana:** Montana Human Rights Bureau, P.O. Box 1728, Helena, MT 59624, (406) 444-4356 or 1-800-542-0807, Fax: (406) 444-4140, Telephone Relay Service: 711, Website: <http://erd.dli.mt.gov/human-rights>; **Nevada:** Nevada Equal Rights Commission, Equal Rights Commission Las Vegas, 1820 East Sahara Avenue, Suite 314, Las Vegas, NV 89104 Tel: (702) 486-7161, Fax: (702) 486-7054; Equal Rights Commission Northern Nevada, 1325 Corporate Blvd., Room 115, Reno, NV 89502, Tel: (775) 823-6690, Fax: (775) 688-1292, Website: <http://detr.state.nv.us/nerc.htm>; **New Mexico:** Human Rights Bureau, 1596 Pacheco Street, Santa Fe, NM 87505, Office: (505)827-6838, Toll-free: (800)566-9471, Fax: (505) 827-6878, Website: www.dws.state.nm.us; **Oregon:** Oregon Bureau of Labor and Industries, Civil Rights Division, 800 NE Oregon Street, Suite 1045, Portland, Oregon 97232, English: (971) 673-0764, Español: (971) 673-2818, Fax: (971) 673-0765, Email: CorreoElectronico-crdemail@boli.state.or.us, Website: <http://www.oregon.gov/BOLI/pages/index.aspx>; **Utah:** Utah Antidiscrimination & Labor Division, 160 East 300 South, 3rd Floor, P.O. Box 146640, Salt Lake City, UT 84114-6640, Phone: 801-530-6801 or 1-800-222-1238, TDD 801-530-7685, Email: discrimination@utah.gov, Website: <https://laborcommission.utah.gov/divisions/AntidiscriminationAndLabor>; **Washington:** Washington State Human Rights Commission, 711 South Capitol Way, Suite 402, P.O. Box 42490 Olympia, WA 98504-2490, Tel:(360) 753-6770, Statewide Toll Free: (800) 233-3247, Statewide TTY Toll Free: (800) 300-7525, Fax: (360) 586-2282, Website: <http://www.hum.wa.gov>; **Wyoming:** Wyoming Department of Employment Labor Standards, Fair Employment Program, 1510 E. Pershing, West Wing, Suite 2015, Cheyenne, WY 82002, (307) 777-7261, Fax: (307) 777-5633, Website: <http://www.wyomingworkforce.org/businesses/labor>.

Each complaint filed must be made in writing and include the following information: (1) Complainant's name, address and telephone number, or other means for contacting the complainant; (2) The identity of the respondent (i.e. the name, address, and telephone number of the individual or entity that the complainant alleges is responsible for the discrimination); (3) A short description of the events that the complainant believes were discriminatory, including but not limited to when the events took place, what occurred, and why the complainant believes the actions were discriminatory (for example, because of his/her race, color, religion, sex, sexual orientation, national origin, age (40 or older), genetic information, or disability); (4) The complainant's

signature or the signature of the complainant's authorized representative.

In addition to filing a complaint with the EEOC or Registration Agency, you may file complaints of discrimination and/or harassment with the Boilermakers National Joint Apprenticeship Program and/or the Western States Joint Apprenticeship Program using the complaint procedures set forth in the Western States Joint Apprenticeship Program's Discrimination & Harassment Policy.

SECTION VI - MAINTENANCE OF RECORDS

The sponsor will keep adequate records, including a summary of the qualifications of each applicant; the basis for evaluation and for selection or rejection of each applicant; the records pertaining to interviews of applicants; the original application for each applicant; information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination; rates of pay or other forms of compensation or conditions of work; hours including hours of work and, separately, hours of training provided; and any other records pertinent to a determination of compliance with 29 CFR § 30, as may be required by the Arizona Apprenticeship Office (Registration Agency) and or the U.S. Department of Labor Office of Apprenticeship. 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 nonminority) participants.

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

Records will be maintained for 5 years from the date of last action and made available upon request to the Arizona Apprenticeship Office (Registration Agency) Us Department of Labor or other authorized representative.

SECTION VII - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The Western States Joint Apprenticeship Committee hereby officially adopts these selection procedures on this 17th day of March, (2020).

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

Signature of Chairman

Ed McWhorter
Printed Name

Signature of Secretary

J. Tom Baca
Printed Name