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# Registered Apprenticeship Standards



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*(Insert Company Logo)*

**O\*NET-SOC Code(S):** \_\_\_\_\_ **RAPIDS Code(S):** \_\_\_\_\_



Developed in Cooperation with  
Kansas Department of Commerce  
Registered Apprenticeship

Approved by the  
Kansas Department of Commerce  
Registered Apprenticeship

Registered By: \_\_\_\_\_  
*(For Government Use Only)*

Certified by: \_\_\_\_\_  
*(For Government Use Only)*

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

*(Sign here for National or Local Standards of Apprenticeship)*

*(Sign here for National Guidelines Standards of Apprenticeship)*

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Kansas Department of Commerce

Date: \_\_\_\_\_

Check here to indicate these are revised standards

Number: \_\_\_\_\_

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**SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5**

**A. Responsibilities of the sponsor:** \_\_\_\_\_

must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) parts 29 and 30, and all relevant guidance issued by the Kansas Department of Commerce. The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document “Requirements for Apprenticeship Sponsors Reference Guide.”

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these standards and the document “Requirements for Apprenticeship Sponsors,” and that meets the requirements of Title 29, CFR part 29.7. Form ETA 671 may be used for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship standards with the Kansas Department of Commerce, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices’ progress in skills and technical knowledge, and maintain appropriate progress records.
- Notify the Kansas Department of Commerce within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Provide each apprentice with a copy of these standards, Requirements for Apprenticeship Sponsors Reference Guide, and Appendix A, any applicable written rules and polices, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.

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

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

- There is an educational requirement of \_\_\_\_\_.
- There is a physical requirement of \_\_\_\_\_.
- The following aptitude test(s) will be administered \_\_\_\_\_.
- A valid driver’s license is required.
- Other

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

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

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

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

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

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

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

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

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

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

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

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

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. Insert the progressive wage schedule at Appendix A.

**I. Equal Employment Opportunity and Affirmative Action**

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

\_\_\_\_\_ 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.

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

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

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

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

### 3. Selection Procedures - 29 CFR § 30.10

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

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

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

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

The Registration Agency is the Kansas Department of Commerce. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below (To be completed by SAA).

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

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

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

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**SECTION II - APPENDICES AND ATTACHMENTS**

**Appendix A** – Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period

**Appendix B** – ETA 671 - Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed after registration)

**Appendix C** – Affirmative Action Plan (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))

**Appendix D** – Employer Acceptance Agreement (For programs with multiple employers only)

### SECTION III - SIGNATURES

#### OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provision of the Apprenticeship Standards formulated and registered by \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

The signatories acknowledge that they have read and understand the document titled "Requirements for Apprenticeship Sponsors Reference Guide," and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

\_\_\_\_\_  
*Signature of Sponsor (designee)*

\_\_\_\_\_  
*Signature of Sponsor (designee)*

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

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

### SECTION IV - DISCLOSURE AGREEMENT *(Optional)*

I, \_\_\_\_\_, acting on behalf of \_\_\_\_\_ authorize the Kansas Department of Commerce to share the Work Process Schedule and Related Instruction Outline in Appendix A with other potential apprenticeship sponsors.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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