

Kentucky Apprenticeship

Building Your Customized Registered Apprenticeship Program



ApprenticeshipUSA

Kentuckyapprenticeship.com



What do a computer programmer, an electrician, an office manager, a home health aide, and a maintenance mechanic all have in common? They are all jobs that can be learned through an apprenticeship. While over 75 years ago the apprenticeship system started in construction and other skilled trades, today there are apprenticeships in over 1,000 occupations—including careers in Healthcare, Information Technology, Advanced Manufacturing, Transportation and Logistics and Energy.

Toolkit

This toolkit provides helpful steps and resources to start and register an apprenticeship program, from exploring the apprenticeship model as a workforce strategy, to launching a new program. Whether you're a business or labor organization, an industry association or another kind of workforce intermediary, a community college or the public workforce system, or a community-based or service organization, we invite you to use this toolkit to:

- 1 Explore**
Explore apprenticeship as a strategy to meet your needs for skilled workers.
- 2 Partner**
Partner with key players in your region to develop an apprenticeship program.
- 3 Build**
Build the core components of your apprenticeship program.
- 4 Register**
Register your program with the Kentucky Labor Cabinet to join the ApprenticeshipUSA network.
- 5 Launch**
Launch your new Registered Apprenticeship program.

Apprenticeship

Registered Apprenticeship is a tried-and-true approach for preparing workers for jobs—and meeting the business needs for a highly-skilled workforce that continues to innovate and adapt to meet the needs of the 21st century.

- ◆ Businesses that use apprenticeship reduce worker turnover by fostering greater employee loyalty, increasing productivity, and improving the bottom line.
- ◆ Apprenticeships offer workers a way to start new careers with good wages
- ◆ Workforce organization, community colleges, and other education and training institutions can use apprenticeship as a proven employment and training strategy.

1

Explore apprenticeship as a strategy to meet your needs for skilled workers.

Registered Apprenticeship in Kentucky is an employer-driven model that combines on-the-job learning with related classroom instruction that increases and apprentice's skill level and wages. It is a proven solution for businesses to recruit, train, and retain highly skilled workers. Apprenticeship is not just for the private sector—many federal government agencies, including the U.S. military have apprenticeship programs.

Apprenticeship is a flexible training strategy that can be customized to meet the needs of every business. It can be integrated into current training and human resource development strategies. Apprentices can be new hires— or businesses can select current employees to join the apprenticeship program. Apprenticeships are a good way to reward high-performing entry-level employees and move them up the career ladder within the business.

Kentucky's RediFLEX programs can be implemented "off the shelf" or customized to meet the specific needs of the individual or industry sector. You the employer, choose what works best for your workforce within the parameters set by the U.S. Department of Labor.

BENEFITS



Benefits for Business...

- ◆ Highly-skilled employees
- ◆ Reduced turnover costs
- ◆ Higher productivity
- ◆ More diverse workforce

Benefits for Workers...

- ◆ Increased skills
- ◆ Higher Wages
- ◆ National credential
- ◆ Career advancement

Benefits for Workforce Intermediaries and Education Organizations...

- ◆ Proven model to help job seekers immediately start working and increase skills and earnings
- ◆ Effective strategy to connect with employers in diverse fields and to use as part of industry sector strategies

Question

Whether you are a growing business, a workforce intermediary helping employers build a skilled workforce, or a community college education the local workforce, what workforce challenges have you identified?

- ◆ Jobs for which it is difficult to find workers with the right skills?
- ◆ Positions with high turnover?
- ◆ Occupations where a highly skilled workforce is retiring soon?
- ◆ Challenges helping workers keep pace with continuing industry advances?
- ◆ Positions requiring skills that can be learned on the job?
- ◆ Difficulty in attracting new and more diverse talent pools?

If the answer is “yes” to any of these questions, then apprenticeship is the right strategy to meet your needs for skilled workers.

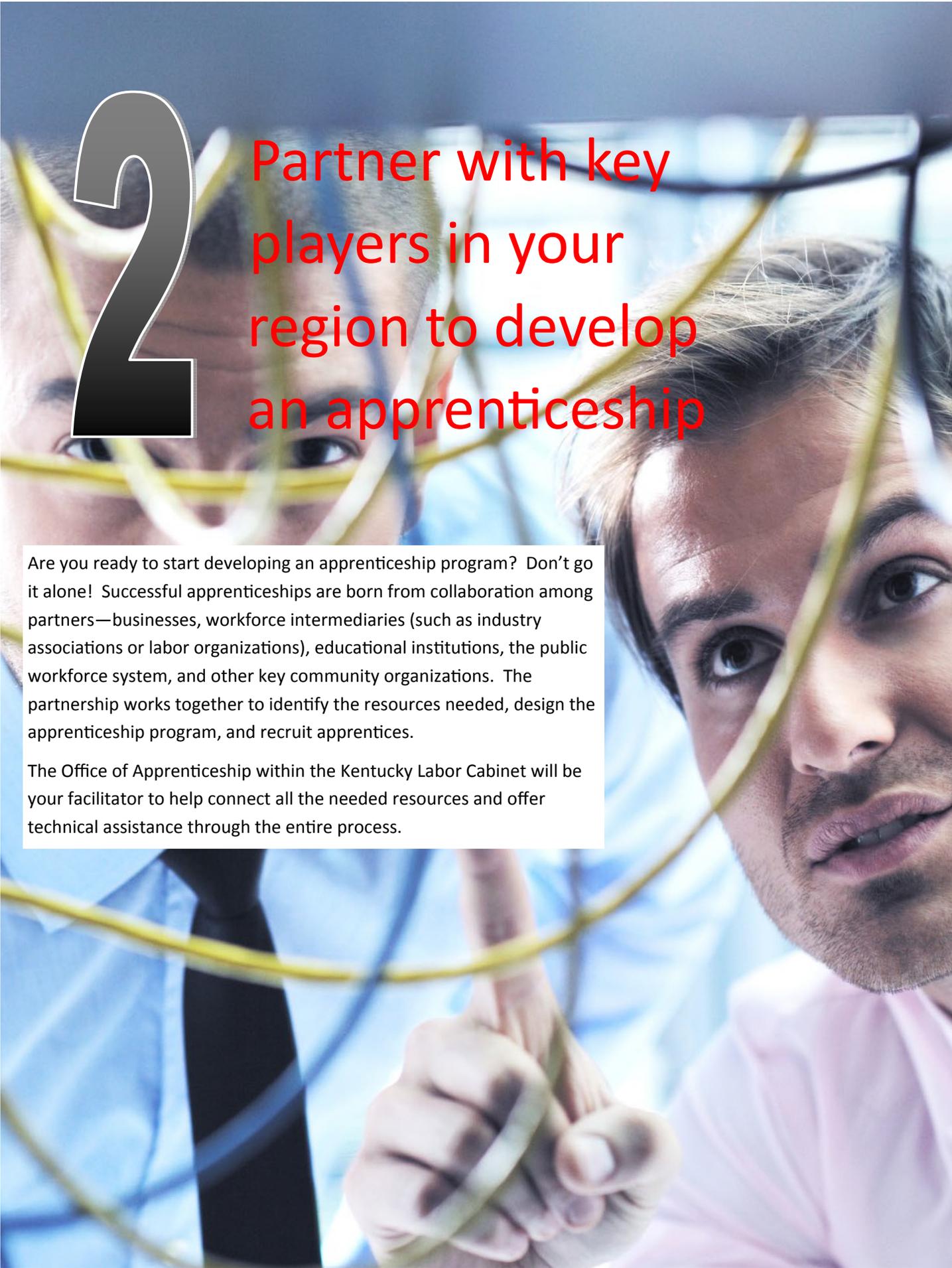


UPS

UPS uses Registered Apprenticeship to train delivery drivers. The company’s training processes are varied and comprehensive, and the apprenticeship program provides workers with valuable skills that will help them succeed in the long term. By having a Registered apprenticeship program, UPS sends a clear message to job seekers that they will receive quality training and that the company has the tools to help them learn and advance. UPS has pledged to send 2,000 people through its program by 2018 who will work in package delivery operations and automotive repair.

Apprenticeship Fast Facts:

- ◆ Provides credential equivalent of a 2– or 4– year degree
- ◆ Average starting salary: \$50,000
- ◆ Completing a Registered Apprenticeship program = \$300,000 more over the course of a career
- ◆ Increases workforce skill, productivity and morale
- ◆ 150,000 employers and labor management organization participate
- ◆ Nearly 400,000 apprenticeship are available nationwide in more than 1,000 occupations



2

Partner with key players in your region to develop an apprenticeship

Are you ready to start developing an apprenticeship program? Don't go it alone! Successful apprenticeships are born from collaboration among partners—businesses, workforce intermediaries (such as industry associations or labor organizations), educational institutions, the public workforce system, and other key community organizations. The partnership works together to identify the resources needed, design the apprenticeship program, and recruit apprentices.

The Office of Apprenticeship within the Kentucky Labor Cabinet will be your facilitator to help connect all the needed resources and offer technical assistance through the entire process.



Potential Apprenticeship Partners

Every partner has a critical role to play:

Business Partners (*individual company, consortium of businesses*)

- ◆ Identify the skills and knowledge that apprentices must learn
- ◆ Hire new workers or select current employees to be apprentices
- ◆ Provide on-the-job training
- ◆ Identify an experienced mentor to work with apprentices
- ◆ Pay progressively higher wages as skills increase
- ◆ Can provide related instruction in-house or in partnership with others

Workforce Intermediaries *(industry associations, labor and joint labor-management organizations, community based organizations)*

- ◆ Provide industry and/or workforce specific expertise (e.g. curriculum development) to support employers in a particular industry sector
- ◆ Can serve as sponsor of an apprenticeship program taking responsibility for the administration of the program (thereby reducing the burden on employers)
- ◆ Aggregate demand for apprentices, particularly with small and medium size employers, that may not have the capacity to develop and apprenticeship program on their own.
- ◆ Can be the provider of related instruction and supportive services as appropriate

Educational Institutions *(universities, community colleges, career and technical education facilities)*

- ◆ Develop curriculum for related instruction
- ◆ Deliver related instruction to apprentices
- ◆ Can provide college credit for courses successfully completed
- ◆ Aggregate demand for apprentices

Public Workforce System *(State and Local Workforce Innovation Boards, Kentucky Career Centers, Cabinet for Education and Workforce Development)*

- ◆ Develop sector and/or career pathway strategies utilizing apprenticeship
- ◆ Recruit and screen candidates to be apprentices
- ◆ Provide basic skills preparation
- ◆ Provide supportive services such as tools, uniforms, equipment or textbooks
- ◆ Contribute funding for on-the-job training or related instruction

Apprenticeship in the Energy Industry



“LG&E has had distribution line and mechanic apprenticeship programs for over 20 years. The apprenticeship program sets the foundation for our field line mechanics to be able to evaluate a wide variety of field conditions so that a safe work plan can be developed and carried out to meet the challenging demands of the electric utility industry.” Ken Sheridan, Director, LG&E/KU

Apprenticeship System *(Kentucky Office of Apprenticeship, Apprenticeship and Training Council)*

- ◆ Provided technical assistance and support to new sponsors (employers)
- ◆ Answer questions about the apprenticeship model
- ◆ Guide the partners through the steps to develop and register a program
- ◆ Connect businesses with training providers
- ◆ Advise partners on sources of funding to support apprenticeships.

Other partners play important roles too! For example, economic development organization can serve as a convener of businesses in the region. The K-12 educational system can help develop pipelines to apprenticeship for students. (See further information on our TRACK program) Community-based organizations may have capacity to help certain worker populations such as women or veterans and can provide supportive services to apprentices.

Every Registered Apprenticeship program has a “sponsor.” The sponsor is responsible for the overall operation of the program, working in collaboration with the partners. Sponsors can be single business or a consortium of businesses. Alternatively, the sponsor can be a range of workforce intermediaries including an industry association or a joint labor-management organization. Community colleges and community-based organizations can also serve as sponsors for Registered Apprenticeship programs.

Key Kentucky Partners

Kentucky Labor Cabinet

Cabinet for Education and Workforce Development

Office of Career and Technical Education

U.S. Department of Labor, Office of Apprenticeship

Cabinet for Economic Development

Kentucky Community and Technical College System

Kentucky Hospital Association

Kentucky Automotive Consortium

Kentucky Workforce Innovation Board

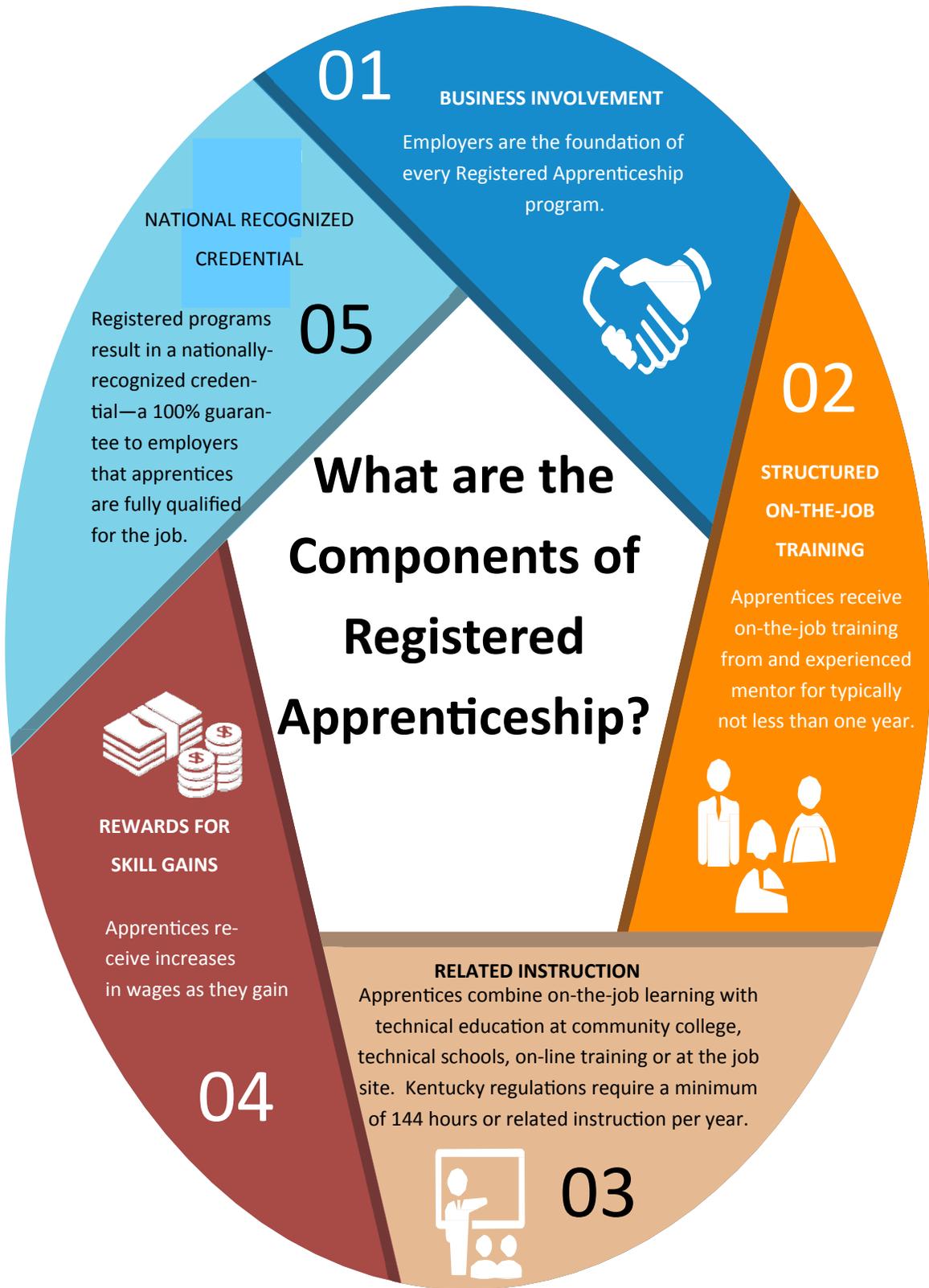


3

Build the core components of your apprenticeship program.

With a strong partnership in place, the next step is to design and build your apprenticeship program. Apprenticeship programs consist of five core components: direct business involvement, on-the-job training, related instruction, rewards for skill gains, and completion resulting in a national occupation credential. For each, the partners will develop the details of that component, leverage the resources needed, and decide which partners will carry out that part of the program.





Business Involvement

Employers are the foundation of every apprenticeship program and the skills needed by their workforce are at the core. Businesses must play an active role in building the program and be involved in every step in designing the apprenticeship.

On-the-Job Training

Every program includes structured on-the-job training. Apprentices get hands-on training from an experienced mentor at the job site for typically not less than one year. On-the-job training is developed through mapping the skills and knowledge that the apprentice must learn over the course of the program in order to be fully proficient at the job.

Related Instruction

Apprentices receive related instruction that compliments on –the-job learning. This instruction delivers the technical, workforce, and academic competencies that apply to the job. It can be provided by a community college, a technical school, or an apprenticeship training school—or by the business itself. Education partners collaborate with business to develop the curriculum based on the skills and knowledge needed by apprentices. All partners work together to identify how to pay for the related instruction, including the cost to the employer and other funds that can be leveraged.

Rewards for Skill Gains

Apprentices receive increases in pay as their skills and knowledge increase. Start by establishing an entry wage and an ending wage, and build in progressive wage increases through the apprenticeship as skill benchmarks are attained by the apprentices. Progressive wage increases help reward and motivate apprentices as they advance through their training.

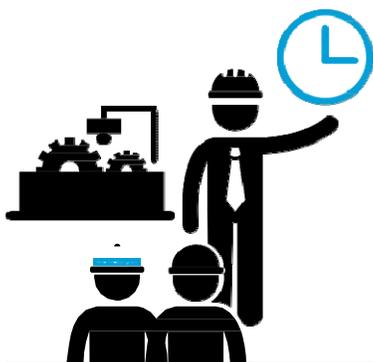
National Occupational Credential

Every graduate of a Registered Apprenticeship program receives a nationally-recognized credential. As you build the program, keep in mind that apprenticeship programs are designed to ensure that apprentices master every skill and have all the knowledge needed to be fully proficient for a specific occupation



Apprenticeship programs can be customized to meet the needs of business and the skills of apprentices.

Flexibility in Program Design. Apprenticeships can be designed to be time-based, competency-based, or a hybrid of the two.



Time-Based Programs

In Time-based programs, apprentices complete a required number of hours in on-the-job training and related instruction.



Competency Based Programs

In Competency-based programs, apprentices progress at their own pace—they demonstrate competency in skills and knowledge through proficiency tests, but are not required to complete a specific number of hours.



Hybrid Approach

Many programs are built using a Hybrid approach using minimum and maximum range of hours and the successful demonstration of identified and measured competencies.

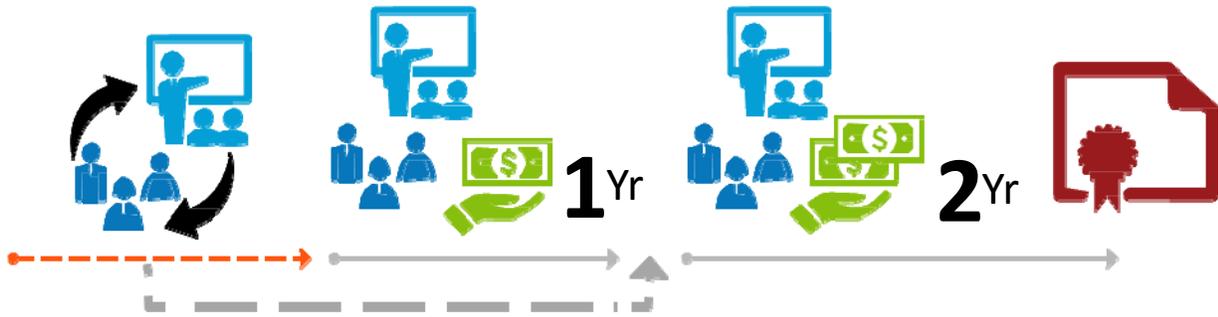
Flexibility in Related Instruction

There are many options for how the related instruction is provided to apprentices. Related instruction can be based at the school, provided at the job site, or completed on-line. It can take place during work time or after work hours.

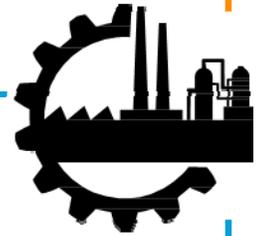
Flexibility in Training Model

The training components can be arranged in different ways to develop a model that works for both businesses and apprentices. In a traditional apprenticeship model, apprentices receive both related instruction and on-the-job training concurrently throughout the program. For a “front-loaded” model, apprentices complete some related instruction (which may be with the employer or a partner such as a community college or another school) before starting a job, in order to learn the critical skills required for the first day on the job site. Programs can also be built using a “segmented” model in which apprentices alternate between related instruction and on-the-job training. A pre-apprenticeship can also be built into the program, where essential basic skills are learned and then individuals are accepted into the apprenticeship program, sometimes receiving credit for prior experience.

Pre-Apprenticeship to Registered Apprenticeship

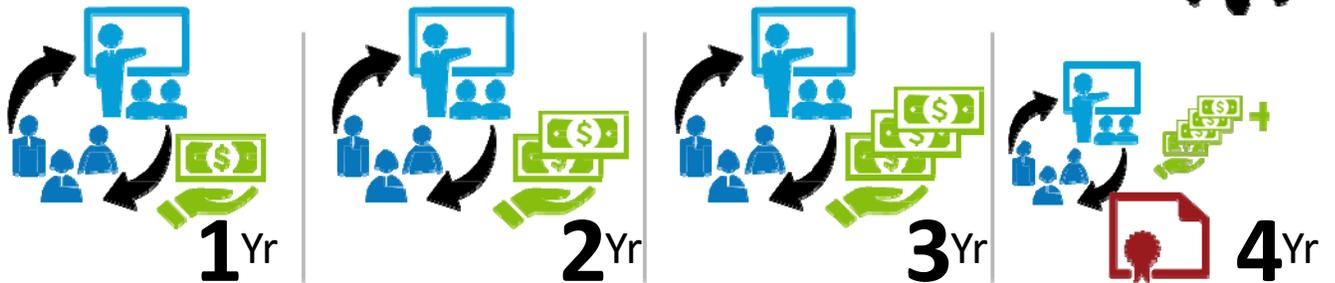


Quality Pre-Apprenticeship programs have a partnership with a Registered Apprenticeship program to ensure direct entry with advanced credit upon completion of the Pre-Apprenticeship.



Apprenticeship Models

Traditional



Example shows a four-year program length varies and is driven by industry needs.

Front-Loaded



Example shows program with diminishing time spent in related classroom instruction however all related instruction could occur at the beginning of program.

Segmented



Example shows a one-year program spread out over two years with related instruction segmented between periods of on-the-job training.

KEY

 Related Instruction

 On-the-Job Training

 Reward for Skill Gains

 National Credential

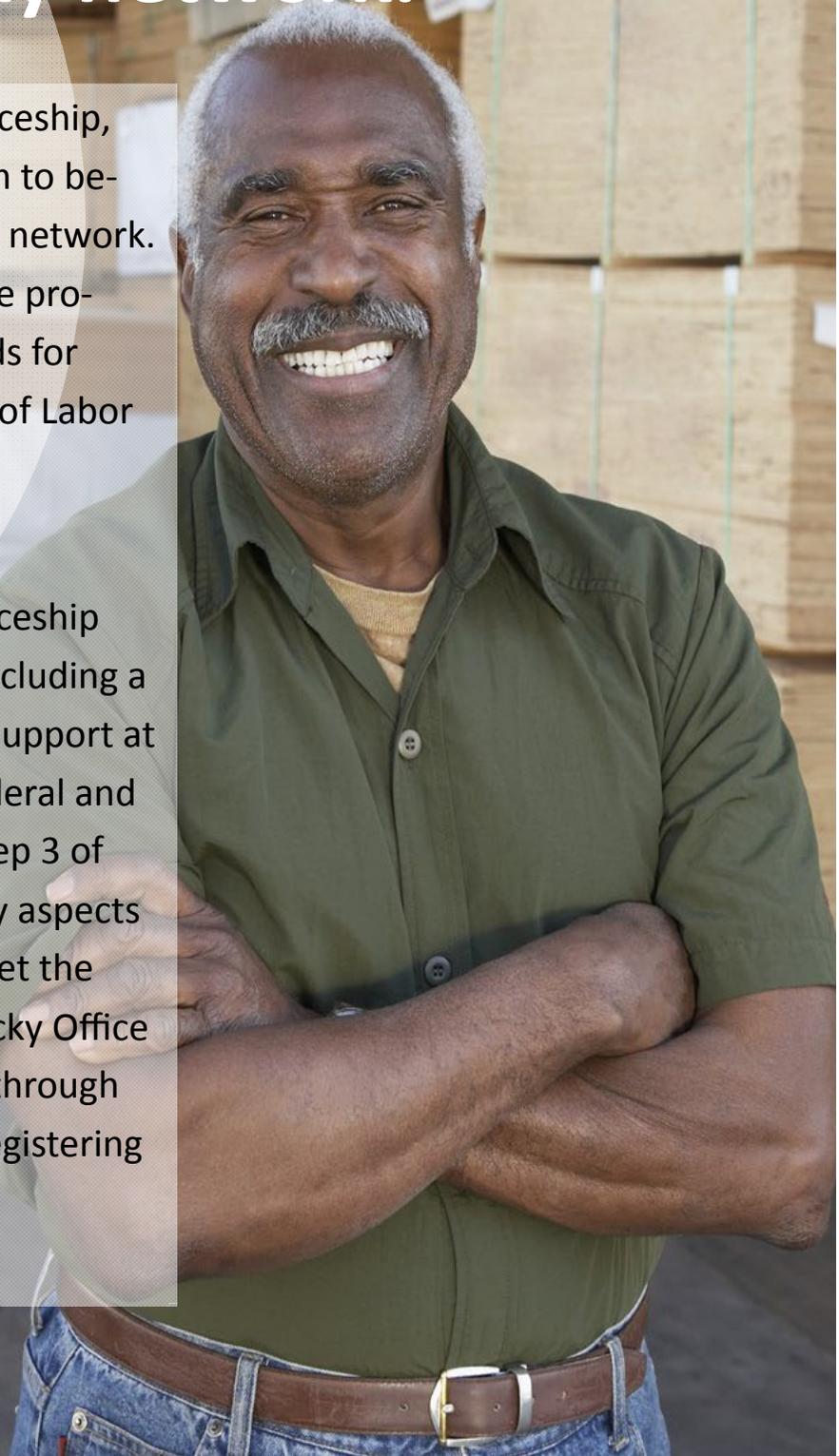
 Business Involvement

4

Register your program to join the ApprenticeshipUSA Kentucky network.

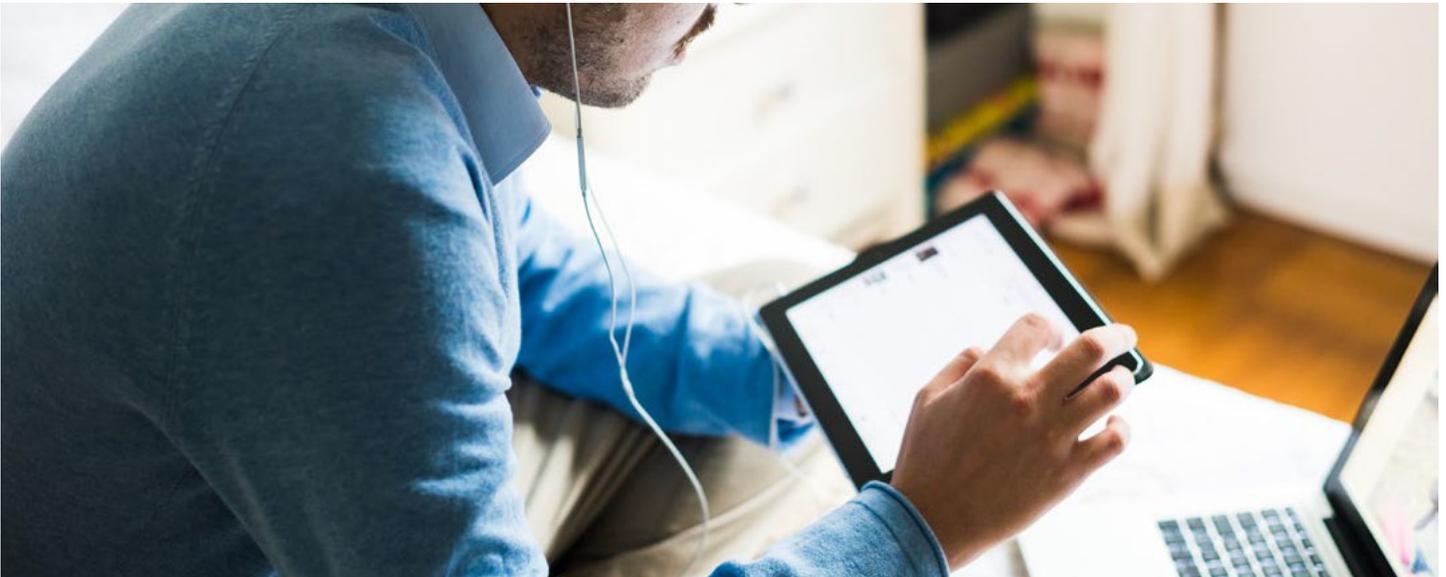
Now that you have built your apprenticeship, the next step is to register the program to become a part of the ApprenticeshipUSA network. ApprenticeshipUSA programs are those programs that have met national standards for registration with the U.S. Department of Labor and the Commonwealth of Kentucky.

Businesses that register their apprenticeship programs can access many benefits, including a nationwide network of expertise and support at no cost and potential funding from federal and state programs. The information in Step 3 of this toolkit can help you design the key aspects of your apprenticeship program to meet the standards for registration. The Kentucky Office of Apprenticeship can help guide you through the process of building and formally registering your program.



Why is it important to register your apprenticeship program?

- ◆ Technical Assistance and Support. The program joins the ApprenticeshipUSA network, which provides access to a nationwide network of expertise, customer service, and support at no charge.
- ◆ National Credential. Graduates of Registered Apprenticeship programs receive a national, industry-recognized credential, recommended and backed by the employer and issues by the Kentucky Office of Apprenticeship with full support of the U.S. Department of Labor
- ◆ Quality Standards. Registration means the program has met national and independent standards for quality and rigor. Registration tells prospective employees, customers and suppliers that you invest in your workforce and that you believe your employees are your most important asset.
- ◆ Potential for national, state and local financial incentives as part of the ApprenticeshipUSA network.
- ◆ Federal Resources. Businesses and apprentices can access funding and other resources from many federal programs to help support their Registered apprenticeship programs.



Apprenticeship in the Skilled Trades...

“As apprentices become journeymen, they take pride in the hard work they’ve put in, and they understand the importance of passing the knowledge and skills they’ve developed on to the next generation of apprentices that come behind them. That’s what Registered Apprenticeship is all about.”

Chris Haslinger, United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the U.S. , Canada and Australia.

What federal resources are available to support Registered Apprenticeship programs?

- ◆ Over \$1 billion for employment and training services is available through Workforce Innovation and Opportunity Act programs across the country. These programs can provide training funds to support on-the-job training and related instruction, as well as provide supportive services to help apprentices.
- ◆ Apprentices may be eligible for Federal Financial Aid under certain circumstances. If the apprenticeship is connected to a school's program of study, then apprentices may be eligible for Pell Grants. \$3,000 on average per apprentice and the school may choose to provide federal work-study grants, \$2,000 on average per apprentice.
- ◆ By becoming approved for the GI Bill, Registered apprenticeship programs can assist their current and future Veteran apprentices with the benefits they've earned. Veterans who qualify for the GI Bill can receive a monthly stipend (paid by the Veteran Affairs), in addition to the wages they receive in an apprenticeship. Registered Apprenticeship program sponsors can be certified under the GI Bill usually within 30 days.



What state resources are available to support Registered Apprenticeship programs?

- ◆ Bluegrass State Skills Corporation grant funds are available for employers on a competitive basis for training the workforce of a Kentucky employer.
- ◆ The states Workforce Innovation Board and local Workforce Innovation Boards have funding available to assist with on-the-job training and specific needs of the apprentice.
- ◆ ??? Work ready scholarships
- ◆ Tax credits?

What technical assistance can I expect from the Kentucky Office of Apprenticeship?

- ◆ Once we have discussed with your team the training needs of your facility, we will recommend a particular occupation or occupations which are accepted as apprenticeable.
- ◆ We will assist you with a basic outline of the work processes which must be met in order to provide the industry-wide, nationally recognized certification as well as the related classroom instruction curriculum which must be provided throughout the program.
- ◆ We will work with you to match up the required work processes with customization that best suits your workforce training needs.
- ◆ We will discuss the different options available for delivering the related instructions as well as making the contacts between you and the providing entity
- ◆ We will assist you with partnering with the local school system, the local community college, the local area development district, the local workforce innovation board and other ApprenticeshipUSA leaders in your area to assist in providing the most positive experience possible in developing and implementing your program.
- ◆ You will be provided with training in order to utilize the RAPIDS system for registering your apprentices with the Kentucky Office of Apprenticeship.
- ◆ We will work with you to develop the most efficient means to document your program and the progress of your apprentices.
- ◆ We will provide continuing technical assistance in conjunction with the U.S. Department of Labor throughout your programs existence.

Exploring Youth Apprenticeship

Kentucky's nationally recognized youth apprenticeship program is a partnership between the Kentucky Office of Apprenticeship and the Office of Career and Technical Education. Tech Ready Apprentices for Career in Kentucky (TRACK) was developed as employers expressed their need for a skilled, work ready pool of potential employees.

The TRACK model was based upon the principle that students in the Kentucky Department of Education's secondary technology centers were learning the basic occupational skills which were already a part of Registered Apprenticeship program curriculum. Upon graduation, many students were entering registered programs which were duplicating the efforts that the students had accomplished in their technical courses.

The TRACK model pairs the employer, who is sponsoring a Registered Apprenticeship program, with the technology center, to offer the curriculum the employer mandates for a beginning apprentice.

The apprentice is hired by the employer, completes the instruction developed in conjunction with the employer and the school, and performs on-the-job training at the employer's location as part of the TRACK career pathway. Many courses are eligible for dual or articulated credit by the Kentucky Community and Technical College System. When combined with the Registered Apprenticeship related classroom instruction, the result is an Associate's Degree upon completion of the apprenticeship and most of the time much sooner than the traditional two years.

This career pathway is credited in the college and career ready accountability model in and results in an industry certificate. The benefits for employers are a direct line of potential employees who are specifically trained in the skill sets required of the employer, effectively decreasing the time it takes to train their workforce.



5 Launch your new Registered Apprenticeship Program.

With the program registered, you are now ready to move forward to launch your apprenticeship program. The partnerships formed as you were exploring the possibilities of Registered Apprenticeship are as critical now—partner collaboration is essential to successfully launching and sustaining your apprenticeship program.

Apprenticeship in the Advanced Manufacturing industry...

Our company has embraced the model of registered apprenticeship for numerous occupations within our northeast Kentucky facility. In cooperation with the local technical center and the community and technical college system, we are offering the TRACK pathway to high school students and apprentices to our incumbent employees. We've instituted the model in some non-traditional occupations as well. We feel the registered apprenticeship model is one of the most effective and efficient means to train our next generation of employees.

Camilla Moss, Training and Development Coordinator, Stober Drives, Inc., Maysville, KY

Resources



Kentucky Apprenticeship Statutes

343.010 Definitions for chapter.

As used in this chapter unless the context requires otherwise:

- (1) "Apprentice" means a worker at least sixteen (16) years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation as provided in 29 C.F.R. pt. 29;
- (2) "Apprenticeship agreement" means a written agreement, complying with 29 C.F.R. pt. 29 between an apprentice and either the apprentice's program sponsor, or an apprenticeship committee acting as agent for the program sponsors, which contains the terms and conditions of the employment and training of the apprentice;
- (3) "Commissioner" means commissioner of the Department of Workplace Standards, under the direction and supervision of the secretary of the Labor Cabinet, or any person authorized to act in his or her behalf, having jurisdiction over laws or regulations governing wages and hours of employees working in this state;
- (4) "Council" means the Commonwealth's Apprenticeship and Training Council, which provides advice and guidance to the Kentucky Labor Cabinet regarding the Commonwealth's apprenticeship program;
- (5) "Supervisor" means supervisor of apprenticeship and training;
- (6) "Trainee" means a person at least sixteen (16) years of age who has entered into an on-the-job training agreement with an employer or an association of employers or an organization of employees in a construction occupation under a program which has been approved by a federal agency as promoting equal employment opportunity in conjunction with federal-aid construction projects;
- (7) "Apprenticeship program" means a plan containing all terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices as required under 29 C.F.R. pts. 29 and 30, including such matters as the requirement for a written apprenticeship agreement;
- (8) "On-the-job training program" means a plan containing all terms and conditions for the qualification, recruitment, selection, employment, and training of a trainee, including such matters as the requirement for a written on-the-job training agreement other than an apprenticeship program; provided, however, that said program has been approved by a federal agency as promoting equal employment opportunity in conjunction with federal-aid construction projects;
- (9) "Sponsor" means any person, association, committee, or organization in whose name or title the program is or is to be registered, irrespective of whether such entity is an employer;
- (10) "Employer" means any person or organization employing an apprentice or trainee whether or not such person or organization is a party to an apprenticeship or on-the-job training agreement with the apprentice or trainee; and
- (11) "Related instruction" means an organized and systematic form of instruction designed to provide the apprentice or trainee with knowledge of the theoretical and technical subjects related to the apprentice's occupation.

Effective: July 15, 2014

History: Amended 2014 Ky. Acts ch. 8, sec. 1, effective July 15, 2014. -- Amended 2010 Ky. Acts ch. 24, sec. 1863, effective July 15, 2010. -- Amended 1984 Ky. Acts ch. 414, sec. 40, effective July 13, 1984. -- Amended 1974 Ky. Acts ch. 91, sec. 1. -- Recodified 1942 Ky. Acts ch. 208, sec. 1, effective October 1, 1942, from Ky. Stat. sec. 1599c-34.

343.020 Apprenticeship and Training Council.

(1) (a) The Governor shall appoint an Apprenticeship and Training Council composed of four (4) representatives from employer organizations, four (4) representatives from employee organizations, and three (3) at-large members who shall serve for a term of four (4) years and until their successors are appointed and qualified. The commissioner of the Department of Workplace Standards, the commissioner of the Department for Workforce Investment, and the chancellor for the Technical Institutions' Branch in the Kentucky Community and Technical College System shall be ex officio members of the council. The chairman shall be elected by vote of the Apprenticeship and Training Council.

(b) The regular members of the council shall each have one (1) vote. In the event of a tie vote among the regular members, the commissioner of the Department of Workplace Standards shall have the right to cast the tie-breaking vote. Each member of the council shall receive his or her actual and necessary expenses incurred in attending its meetings.

(c) The council shall meet at the call of the commissioner and shall aid him or her in formulating policies for the effective administration of this chapter. The commissioner with the advice of the council shall have the authority to make and revise such rules and regulations as he or she may deem appropriate to carry out the provisions and purposes of this chapter.

(2) (a) On July 15, 2014, the term of the at-large members appointed on December 31, 2011, shall expire, and the Governor shall appoint three (3) at-large members representing the general public to the Apprenticeship and Training Council. (b) Subsequent members shall serve terms of four (4) years and shall serve until their successors are appointed and qualified. (

3) The council shall be attached to the Labor Cabinet for administrative purposes.

Effective: July 15, 2014 **History:** Amended 2014 Ky. Acts ch. 8, sec. 2, effective July 15, 2014. -- Amended 2010 Ky. Acts ch. 24, sec. 1864, effective July 15, 2010. -- Amended 2009 Ky. Acts ch. 35, sec. 1, effective June 25, 2009. -- Amended 1997 (1st Extra. Sess.) Ky. Acts ch. 1, sec. 147, effective May 30, 1997. -- Amended 1990 Ky. Acts ch. 470, sec. 62, effective July 1, 1990. -- Amended 1984 Ky. Acts ch. 414, sec. 40, effective July 13, 1984. -- Amended 1974 Ky. Acts ch. 91, sec. 2.

343.030 Supervisor of apprenticeship and training -- Clerical, technical, and professional help.

The commissioner, with the approval of the Governor, may appoint a supervisor of apprenticeship and training. This appointment shall be subject to the confirmation of the council by a majority vote. He or she may also appoint such clerical, technical, and professional help as shall be necessary to effectuate the purposes of this chapter.

Effective: July 15, 2010 **History:** Amended 2010 Ky. Acts ch. 24, sec. 1865, effective July 15, 2010. -- Amended 1974 Ky. Acts ch. 91, sec. 3. -- Recodified 1942 Ky. Acts ch. 208, sec. 1, effective October 1, 1942, from Ky. Stat. sec. 1599c-32.

343.040 Supervisor's powers and duties.

The supervisor, under the direction of the commissioner and with the advice and guidance of the council, may:

- (1) Administer this chapter in cooperation with the Apprenticeship and Training Council;
- (2) Set up conditions and training standards for apprenticeship or on-the-job training programs and agreements;
- (3) Act as secretary to the council;
- (4) Approve, if in his or her opinion approval is to the best interest of both parties, any apprenticeship or on-the-job training program and agreement submitted to him or her by the parties thereto, that meets the standards established under this chapter;
- (5) Keep a record of apprenticeship and on-the-job training programs and agreements and their disposition;
- (6) Issue certificates of completion of apprenticeship and on-the-job training; and
- (7) Perform such other duties as are necessary to carry out the intention of this chapter.

Effective: July 15, 2014 **History:** Amended 2014 Ky. Acts ch. 8, sec. 3, effective July 15, 2014. -- Amended 2010 Ky. Acts ch. 24, sec. 1866, effective July 15, 2010. -- Amended 1974 Ky. Acts ch. 91, sec. 4. -- Recodified 1942

343.050 Apprenticeship or on-the-job training agreement -- Contents.

Every apprenticeship or on-the-job training agreement approved under this chapter shall contain:

- (1) The names and signatures of the contracting parties and the signature of a parent or guardian if the apprentice is a minor;
- (2) The date of birth of the apprentice or trainee;
- (3) A statement of the occupation or business which the apprentice or trainee is to be taught and the time at which the apprenticeship or on-the-job training will begin and end;
- (4) A statement showing:
 - (a) 1. The number of hours to be spent by the apprentice or trainee in work on the job in a time-based program; or
 2. A description of the skill sets to be attained by completion of a competency-based program, including the on-the-job training component; or
 3. The minimum number of hours to be spent by the apprentice and a description of the skill sets to be attained by completion of a hybrid program; and
- (b) The number of hours to be spent in related instruction in technical subjects related to the occupation, which shall be not less than one hundred forty-four (144) hours per year;
- (5) A statement setting forth a schedule of the processes in the occupation or industry divisions in which the apprentice or trainee is to be taught and the approximate time to be spent at each process;
- (6) A statement of the graduating scale of compensation to be paid the apprentice or trainee, and whether the required school time shall be compensated;
- (7) A statement providing for a period of probation not to exceed twenty-five percent (25%) of the length of the program or one (1) year, whichever is shorter, during which the apprenticeship or on-the-job training agreement may be canceled by either party to the agreement upon written notice to the registration agency, without adverse impact on the sponsor; and
- (8) A provision that all controversies or differences concerning the apprenticeship or on-the-job training agreement which cannot be adjusted by the parties shall be submitted to the supervisor for determination as provided in KRS 343.070.

343.060 Approval of agreements -- Signatures.

No apprentice or trainee agreements submitted for approval under this chapter shall be effective until written approval of the agreement is provided by the supervisor. Every apprenticeship or on-the-job training agreement, so submitted, shall be signed by the contracting parties and the parent or guardian if the apprentice or trainee is a minor. Where a minor enters into an apprenticeship or on-the-job training agreement under this chapter for a period of training extending into his majority, the apprenticeship or on-the-job training agreement shall likewise be binding for the period covered during his majority. **Effective:** July 15, 2014 **History:** Amended 2014 Ky. Acts ch. 8, sec. 5, effective July 15, 2014. -- Amended 1974 Ky. Acts ch. 91, sec. 6. -- Recodified 1942 Ky. Acts ch. 208, sec. 1, effective October 1, 1942, from Ky. Stat. sec. 1599c-36.

343.070 Settlements of controversies or complaints.

(1) Upon the complaint of either party to the agreement, or upon his or her own initiative, the supervisor may investigate or determine if there has been a violation of the terms of the apprenticeship or on-the-job training agreement approved under this chapter. He may conduct inquiries and other proceedings necessary to any investigation and determination. The parties to the agreement shall, after reasonable notice, be given an informal hearing before the supervisor.

(2) The determination of the supervisor shall be filed with the commissioner. If no appeal therefrom is filed with the commissioner within fifteen (15) days, the determination shall become final. Any party aggrieved by any determination or action of the supervisor may appeal to the commissioner, who shall hold an administrative hearing in accordance with KRS Chapter 13B.

(3) Any party to an apprenticeship or on-the-job training agreement aggrieved by a final order of the commissioner may appeal to the Franklin Circuit Court.

Effective: July 15, 2014

History: Amended 2014 Ky. Acts ch. 8, sec. 6, effective July 15, 2014. -- Amended 2010 Ky. Acts ch. 24, sec. 1867, effective July 15, 2010. -- Amended 1996 Ky. Acts ch. 318, sec. 316, effective July 15, 1996. -- Amended 1974 Ky. Acts ch. 91, sec. 7.

343.080 Applicability of terms or provisions of chapter.

(1) Nothing in this chapter or in any apprenticeship or on-the-job training agreement approved under this chapter shall operate to invalidate:

(a) Any apprenticeship or on-the-job training provision in any collective agreement between employers and employees setting up higher 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 administrative regulation.

(2) None of the terms or provisions of this chapter shall apply to any person, firm, corporation, or occupation, unless such person, firm, corporation, or occupation voluntarily elects that the terms and provisions of this chapter shall apply.

Effective: July 15, 2014 **History:** Amended 2014 Ky. Acts ch. 8, sec. 7, effective July 15, 2014. -- Amended 1974 Ky. Acts ch. 91, sec. 8. -- Recodified 1942 Ky. Acts ch. 208, sec. 1, effective October 1, 1942, from Ky. Stat. sec. 1599c-38.

Effective: July 15, 2014

History: Amended 2014 Ky. Acts ch. 8, sec. 8, effective July 15, 2014. -- Amended 1974 Ky. Acts ch. 91, sec. 9. -- Recodified 1942 Ky. Acts ch. 208, sec. 1, effective October 1, 1942, from Ky. Stat. sec. 1599c

343.090 Public policy as to apprenticeship and on-the-job training.

(1) It is the public policy of this state to foster, encourage, and develop interest and training in manual and industrial arts, and to encourage the entrance into voluntary agreements of apprenticeship and on-the-job training which will equip workers for profitable employment.

(2) Any contracts or practices which tend to stifle the opportunity as set forth in subsection (1) of this section are contrary to the public policy of this state.

Kentucky Apprenticeship Regulations

803 KAR 1:010. Registration of apprenticeship programs.

RELATES TO: KRS Chapter 343

STATUTORY AUTHORITY: KRS 343.020

NECESSITY, FUNCTION, AND CONFORMITY: KRS 343.020 authorizes the commissioner with the aid of the Apprenticeship and Training Council to promulgate administrative regulations to carry out the provisions and purposes of KRS Chapter 343. This administrative regulation establishes labor standards to safeguard the welfare of apprentices, promote apprenticeship opportunities, and to extend the application of those standards by prescribing policies and procedures concerning the registration of acceptable apprenticeship programs with the Kentucky Department of Workplace Standards, Supervisor of Apprenticeship and Training. These labor standards cover the registration, cancellation, and deregistration of apprenticeship programs and of apprenticeship agreements.

Section 1. Definitions. (1) "Apprentice" is defined by KRS 343.010(1).

(2) "Apprenticeship agreement" is defined by KRS 343.010(2).

(3) "Apprenticeship program" is defined by KRS 343.010(7).

(4) "Commissioner" is defined by KRS 343.010(3).

(5) "Council" is defined by KRS 343.010(4).

(6) "Employer" is defined by KRS 343.010(10).

(7) "Joint apprenticeship committee" means a committee, composed of an equal number of representatives of employers and employees, which has been established by an employer or group of employers and a bona fide collective bargaining agent or agents to conduct, operate, or administer an apprenticeship program and enter into apprenticeship agreements with apprentices selected for employment under the particular program.

(8) "Nonjoint apprenticeship program sponsor" means an apprenticeship program sponsor in which a bona fide collective bargaining agent does not participate, such as:

(a) An individual nonjoint sponsor, i.e., an apprenticeship program sponsored by one (1) employer without the participation of a union; and

(b) A group nonjoint sponsor, i.e., an apprenticeship program sponsored by two (2) or more employers without the participation of a union.

(9) "Office of Apprenticeship" means the Office of Apprenticeship within the United States Department of Labor.

(10) "Provisional registration" means the one (1) year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval shall be:

(a) Made permanent;

(b) Continued as provisional; or

(c) Rescinded following a review by the registration agency.

(11) "Registration agency" means the Kentucky Labor Cabinet, Department of Workplace Standards and its division charged with the responsibility and accountability for apprenticeship within the Commonwealth of Kentucky.

(12) "Registration of an apprenticeship program" means the acceptance and recording of the program by the supervisor, which confirms that the program meets the basic standards and requirements for approval as indicated by written evidence.

(13) "Related instruction" is defined by KRS 343.010(11).

(14) "Sponsor" is defined by KRS 343.010(9).

(15) "State apprenticeship agency" means the Kentucky Department of Workplace Standards and its division charged with the responsibility and accountability for apprenticeship within the Commonwealth of Kentucky.

(16) "Supervisor" is defined by KRS 343.010(5).

(17) "Technical assistance" means guidance provided by registration agency staff in the development, revision, amendment, or processing of a potential or current program sponsor's standards of apprenticeship, apprenticeship agreements, or advice or consultation with a program sponsor to further compliance with this administrative regulation or guidance from the Office of Apprenticeship to a state apprenticeship agency on how to remedy nonconformity with this administrative regulation.

(18) "Transfer" means a shift of apprenticeship registration from one (1) program to another or from one (1) employer within a program to another employer within that same program, if there is agreement between the apprentice and the affected joint apprenticeship committees or nonjoint apprenticeship program sponsors.

Section 2. (1) Only an apprenticeship program or agreement that meets the criteria established in this subsection shall be eligible for state apprenticeship agency registration.

(a) It is in conformity with the requirements of this administrative regulation and the training is in an apprenticeable occupation having the characteristics set forth in 29 C.F.R. 29.4.

(b) It is in conformity with the regulations on "Equal Employment Opportunity in Apprenticeship and Training" set forth in 29 C.F.R. Part 30, as amended, and Kentucky law on "Equal Employment Opportunity in Apprenticeship and Training" set forth in KRS Chapter 344.

(c) Except as provided under paragraph (d) of this subsection, apprentices shall be individually registered under a registered program. Individual registration may be accomplished:

1. By filing copies of each individual apprenticeship agreement with the registration agency; or

2. Subject to prior state apprenticeship agency approval, by filing a master copy of the agreement followed by a listing of the name, pursuant to KRS 343.050, of each individual when apprenticed.

(d) The names of persons in probationary employment as apprentices under an apprenticeship program registered by the state apprenticeship agency, if not individually registered under the program, shall be submitted within forty-five (45) days of employment to the state apprenticeship agency for certification to establish the apprentice as eligible for probationary employment.

(e) The registration agency shall be notified within forty-five (45) days of persons who have successfully completed apprenticeship programs; and of transfers, suspensions, and cancellations of apprenticeship agreements and a statement of the reasons therefore.

(f) Applications for new programs that the registration agency determines meet the required standards for program registration shall be given provisional registration for a period of one (1) year. The registration agency shall review all new programs for quality and for conformity with the requirements of this administrative regulation at the end of the first year after registration. At that time:

1. A program that conforms with the requirements of this administrative regulation shall:

a. Be made permanent; or

b. Continue to be provisionally registered through the first full training cycle.

2. A program not in operation or not conforming to the administrative regulations during the provisional registration shall be recommended for deregistration procedures.

(2) Approved apprenticeship programs shall be accorded registration, evidenced by a certificate of registration or other written indicia.

(3) Any modification or change to a registered program shall be promptly submitted to the registration office and, if approved, shall be recorded and acknowledged as an amendment to the program.

(4) The request for registration of an apprenticeship program, together with all documents and data required by this administrative regulation, shall be submitted in writing or electronic transmission to the supervisor of apprenticeship.

(5)(a) If a program is proposed for registration by an employer or employers' association, written acknowledgement of union agreement or "no objection" to the registration shall be required if the standards, collective bargaining agreement, or other instrument provides for participation by a union in any manner in the operation of substantive matters of the apprenticeship program.

(b) If union participation is not evidenced and practiced, the employer or employers' association shall simultaneously furnish a copy of the apprenticeship program and its application for registration to the union collective bargaining agent, if any, of the employees to be trained.

(c) The supervisor shall provide a reasonable time period of not less than forty-five (45) days for receipt of any union comments before final action on the approval.

(6) If the employees to be trained have no collective bargaining agent, an apprenticeship program may be proposed for registration by an employer or group of employers.

Section 3. The standards established in this section shall apply to an apprenticeship program.

(1) The program shall be an organized, written plan embodying the terms and conditions of qualification, recruitment, selection, employment, training, and supervision of one (1) or more apprentices in an apprenticeable occupation and subscribed to by a sponsor who has undertaken to carry out the apprentice training program.

(2) The standards shall contain the equal opportunity pledge prescribed in the Kentucky State Plan for equal employment opportunity in apprenticeship and, if applicable, an affirmative action plan and a selection method in accordance with the Kentucky State Plan for equal employment opportunity in apprenticeship, and provisions concerning the following:

(a) The employment and training of the apprentice in a skilled occupation;

(b) A term of apprenticeship, which for an individual apprentice shall be measured either through the completion of the industry standard for on-the-job learning (at least 2,000 hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach).

1. The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

2. The competency-based approach measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach shall still require apprentices to complete an on-the-job learning component of registered apprenticeship. The program standards shall address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for the competencies.

3. The hybrid approach measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

4. The determination of the appropriate approach for the program standards is made by the program sponsor, subject to approval by the registration agency of the determination as appropriate to the apprenticeable occupation for which the program standards are registered;

(c) An outline of the work processes in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate time to be spent in each major process;

(d) Provision for organized related and supplemental instruction in technical subjects related to the occupation. A minimum of 144 hours for each year of apprenticeship shall be required. This instruction in technical subjects may be accomplished through media such as classroom, occupational, or industry courses, electronic media, or other instruction approved by the registration agency. Every apprenticeship instructor shall:

1. Meet the state Department of Education's requirements for a vocational-technical instructor in the state of registration, or be a subject matter expert, which is an individual, such as a journeyworker, who is recognized within an industry as having expertise in a specific occupation; and

2. Have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the related technical instruction;

(e) A progressively increasing schedule of wages to be paid the apprentice consistent with the skill acquired and whether the required school time shall be compensated. The entry wage shall not be less than forty (40) percent of the established journeyman rate or not less than the minimum wage prescribed by federal or state law, whichever is greater. On projects where the wage rate has been established by law, the apprentice's rate of pay shall be based upon the established journeyman rate;

(f) Periodic review and evaluation of the apprentice's progress in job performance and related instruction and maintenance of appropriate progress records;

(g) The ratio of apprentices to journeymen consistent with proper supervision, training, and continuity of employment, and applicable provisions in collective bargaining agreements, but in a ratio of not more than one (1) apprentice for the first journeyman, and one (1) apprentice for each additional three (3) journeymen; unless approval is granted by the supervisor in cooperation with the commissioner and Apprenticeship and Training Council;

(h) A probationary period of reasonable duration in relation to the full apprenticeship term, during which the apprenticeship agreement may be terminated by either party, with full credit for this period toward completion of apprenticeship. The probationary period shall not exceed twenty-five (25) percent of the term of the apprenticeship or one (1) year, whichever is shorter;

(i) Adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on the job and in related instruction;

(j) Grant of advance standing or credit for previously acquired experience, training skills, or aptitude for all applicants equally, with commensurate wages for any accorded progression step;

(k) The transfer of an apprentice between apprenticeship programs and within an apprenticeship program shall be based on agreement between the apprentice and the affected joint apprenticeship committees or nonjoint apprenticeship program sponsors, and shall comply with the following requirements:

1. The transferring apprentice shall be provided a transcript of related instruction and on-the-job learning by the joint apprenticeship committee or nonjoint apprenticeship program sponsor;

2. Transfer shall be to the same occupation; and

3. A new apprenticeship agreement shall be executed when the transfer occurs between program sponsors;

- (l) Assurance of qualified training personnel and adequate supervision on the job;

(m) The placement of an apprentice under an apprenticeship agreement as required by KRS Chapter 343 and 803 Chapter 1. The agreement shall directly, or by reference, incorporate the standards of the program as part of the agreement;

(n) The required minimum qualifications for persons entering an apprenticeship program, with an eligible starting age to be not less than sixteen (16) years;

(o) Recognition for successful completion of apprenticeship evidenced by an appropriate certificate issued by the registration agency;

(p) Apprenticeship programs that utilize the competency-based or hybrid approach for progression through an apprenticeship and for which program sponsors choose to issue interim credentials shall clearly identify the interim credentials, demonstrate how these credentials link to the components of the apprenticeable occupation, and establish the process for assessing an individual apprentice's demonstration of competency associated with the particular interim credential. Further, interim credentials shall only be issued by program sponsors for recognized components of an apprenticeable occupation, thereby linking interim credentials specifically to the knowledge, skills, and abilities associated with those components of the apprenticeable occupation;

(q) Identification of the registration agency;

(r) Name and address of the appropriate authority under the program to receive, process, and make disposition of complaints;

(s) Recording and maintenance of all records concerning apprenticeship as may be required by the state apprenticeship agency or other applicable law; and

(t) Provision that all controversies or differences shall be resolved in accordance with KRS 343.050(8).

Section 4. Program Performance Standards. (1) Every registered apprenticeship program shall have at least one (1) registered apprentice, except for the following specified periods of time, which shall not exceed one (1) year:

(a) Between the date when a program is registered and the date of registration for its first apprentice; or

(b) Between the date that a program graduates an apprentice and the date of registration for the next apprentice in the program.

(2) Registration agencies shall evaluate performance of registered apprenticeship programs.

(a) The tools and factors to be used shall include quality assurance assessments, equal employment opportunity (EEO) compliance reviews, and completion rates.

(b) Any additional tools and factors used by the registration agency in evaluating program performance shall adhere to the goals and policies articulated in this administrative regulation.

(3) In order to evaluate completion rates, the registration agency shall review a program's completion rates in comparison to the national average for completion rates. Based on the review, the registration agency shall provide technical assistance to programs with completion rates lower than the national average.

(4) Cancellation of apprenticeship agreements during the probationary period shall not have an adverse impact on a sponsor's completion rate.

Section 5. The apprenticeship agreement shall contain explicitly:

(1) The information required by KRS 343.050;

(2) The signatures required by KRS 343.060;

(3) Name and address of the program sponsor and registration agency;

(4) A reference incorporation as part of the agreement standards of the apprenticeship program as it exists on the date of the agreement and as it may be amended during the period of the agreement; and

(5) A statement that the apprentice will be accorded equal opportunity in all phases of apprenticeship employment and training, without discrimination because of race, color, national origin, sex, or age.

Section 6. Deregistration of a program may be initiated upon the voluntary action of the sponsor by request for cancellation of the registration, or upon a finding of good and sufficient reason by the supervisor instituting formal deregistration proceedings in accordance with the provisions of this section.

(1) Request by sponsor. The supervisor may cancel the registration of an apprenticeship program for good and sufficient reason by written acknowledgment of the request stating, but not limited to, the following matters:

(a) The registration is cancelled at sponsor's request, the reason for the cancellation, and effective date; and

(b) That, within fifteen (15) days of the date of the acknowledgment, the sponsor shall notify all apprentices:

1. Of the cancellation, the reason for the cancellation, and the effective date;
2. That the cancellation automatically deprives the apprentice of individual registration; and
3. That the deregistration of the program removes the apprentice from coverage for state and federal purposes; and
4. That all apprentices are referred to the registration agency for information about potential transfer to other registered apprenticeship programs.

(2) Deregistration by the registration agency upon reasonable cause. Formal deregistration. Deregistration proceedings may be undertaken if the apprenticeship program is not conducted, operated, and administered in accordance with the registered provisions or the requirements of this administrative regulation, except that deregistration proceedings for violation of equal opportunity requirements shall be processed in accordance with the provisions in the Kentucky State Plan for equal employment opportunity in apprenticeship.

(a) If it appears the program is not being operated in accordance with the registered standards or this administrative regulation, the supervisor shall so notify the program sponsor in writing. The notice shall be sent by certified mail, with return receipt requested. The notice shall state the violations and the remedy required, and that a determination of reasonable cause for deregistration will be made unless corrective action is effected within fifteen (15) days. Upon request by the sponsor for good cause, the fifteen (15) day term may be extended by the supervisor. During the period for correction, the sponsor shall be assisted in every reasonable way to achieve conformity. If the required correction is not effected within the allotted time, the supervisor shall send a notice to the sponsor, by certified mail, return receipt requested, stating the following:

1. The notice is sent pursuant to this section;
2. Certain deficiencies (stating them) were called to sponsor's attention and remedial measures requested, with dates of the occasions and letters; and that the sponsor has failed or refused to effect correction; and
3. Based upon the stated deficiencies and failure of remedy, a determination of reasonable cause has been made and the program may be deregistered unless, within fifteen (15) days of the receipt of this notice, the sponsor requests a hearing.

(b) If a request for a hearing is not made, the supervisor shall issue a determination with respect to deregistration of the program.

(c) If the sponsor has not requested a hearing, the supervisor shall file his determination with the commissioner. This determination shall contain all pertinent facts and circumstances concerning the nonconformity, including the findings and copies of all relevant documents and records.

(d) The supervisor's determination shall become final in accordance with KRS 343.070.

(e) If the sponsor requests a hearing, the commissioner shall convene a hearing after due notice to the parties and shall make a final decision on the basis of the record before him.

(f) Any party to the dispute aggrieved by the order or decision of the commissioner may appeal in accordance with KRS 343.070.

Section 7. The commissioner shall 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 reciprocity is requested by the apprenticeship program sponsor. Program sponsors seeking reciprocal approval shall meet the wage and hour provisions and apprentice ratio standards of the reciprocal state. (LAB 1; 1 Ky.R. 47; eff. 10-2-1974; Am. 4 Ky.R. 65, 177; eff. 11-2-77; TAm eff. 8-9-2007; 35 Ky.R. 1909; 2432; eff. 6-5-2009; 41 Ky.R. 1150; 1526; eff. 2-6-2015.)

KENTUCKY APPRENTICESHIP

APPRENTICESHIP STANDARDS

Program Number:

Provisional Registration Date:

Final Registration Date:



Registered with the
Kentucky Labor Cabinet
Department of Workplace Standards
in cooperation with the
U.S. Department of Labor
Office of Apprenticeship,
as part of
The National Apprenticeship Program
In accordance with the
basic standards of apprenticeship.
29 CFR parts 29 and 30

APPRENTICESHIP STANDARDS

for

(Registration Number) (Name of Sponsor)

(Address) (County)

(City) (State) (Zip)

Federal Employer ID Number _____ Type of Program _____

Number of Employees _____ Initial Number of Apprentices _____

We hereby subscribe to the basic requirements for apprenticeship set forth by the Kentucky Labor Cabinet, the Kentucky Apprenticeship and Training Council and the Supervisor of Apprenticeship as prescribed in 803 KAR 1:010, in cooperation with the U.S. Department of Labor, Office of Apprenticeship.

(Name of Sponsors Authorized Representative) (Phone)

(Signature of Sponsors Authorized Representative) (Title)

(Date Signed)

(Approving ATR Signature) (Date)

(Supervisor of Apprenticeship) (Date Program Approved)

I. STANDARDS

It is understood and agreed that effective on the date of approval, the following will constitute the standards of apprenticeship for:

(Name of program sponsor)

II. OBJECTIVES

The purpose of this program is to promote high standards of learning opportunities resulting in certification of a specified occupation. These standards of apprenticeship shall be met by on-the-job training supplemented with related classroom instruction. It shall be the policy of the sponsor that all apprentices shall be employed and training in accordance with these standards.

III. DEFINITIONS

A. Sponsor

Any person, committee or organization in whose name or title the program is to be registered, irrespective of whether such an entity is an employer.

B. Employer:

Any person or organization employing an apprenticeship whether or not such person or organization is a party to an Apprenticeship or on-the-job training agreement with the Apprentice.

C. Apprenticeship Agreement:

A written agreement voluntarily entered into by the apprentice or through his/her parent or guardian with the sponsor which must be registered with the registration agency. The said agreement contains the terms and conditions of employment and training of the apprentice to enable to apprentice to learn the business, craft, or occupation of the sponsor.

D. Council:

The Kentucky Apprenticeship and Training Council appointed by the Governor of Kentucky.

E. Registration Agency:

The Kentucky Labor Cabinet, Department of Workplace Standards, Division of Employment Standards, Apprenticeship and Mediation, Supervisor of Apprenticeship.

F. Office of Apprenticeship:

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

G. Related Classroom Instruction

An organized and systematic form of instruction designed to provide the theoretical and technical subjects related to the registered occupation.

H. Subject Matter Expert

A subject matter expert is an individual, such as a journey worker/mentor, who is recognized within an industry and by the sponsor as having expertise in the related occupation.

I. Supervisor of Apprenticeship

The Kentucky Labor Cabinet, Department of Workplace Standards, Division of Employment Standards, Apprenticeship and Mediation, Supervisor of Apprenticeship, as affirmed by the Apprenticeship and Training Council and the Governor of Kentucky.

J. Commissioner

The Commissioner of the Department of Workplace Standards or any authorized person to act in his/her behalf, having jurisdiction over laws or regulations governing wages and hours of employees working in this state.

K. Consultants

The term consultant shall mean a representative of the Kentucky Labor Cabinet, Division of Employment Standards, Apprenticeship and Mediation, the Supervisor of Apprenticeship, or a representative of the U.S. Department of Labor, Office of Apprenticeship or a representative contracted by the Supervisor of Apprenticeship to act as a consultant on problems of apprenticeship training.

III. EQUAL EMPLOYMENT OPPORTUNITY PLEDGE

The recruitment, selection, and employment and training of apprentices shall be without discrimination because of race, creed, color, religion, national origin, sex, age or handicap. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 Code of Federal Regulations part 30 revised and the Kentucky State EEO Plan.

IV. SELECTION PROCEDURES

Selection procedures shall define the method of recruitment of apprentices if a program has five (5) or more apprentices in the program.

V. RATIO

The sponsor agrees to employ apprentices consistent with the proper journey worker supervision, training and reasonable continuity of employment, in a ratio of not more than one apprentice for the first journey worker and one apprentice for each additional three journey workers thereafter; i.e. ratios of 1-1, 2-4, 3-7, 4-10 etc.

VI. SUPERVISION OF APPRENTICES

Apprentices will be under the supervision of the sponsor who is responsible for the duty assignment of the apprentices. To ensure adequate training, the sponsor shall designate a person to supervise the apprentice(s) and be responsible for his/her on-the-job training. The apprentice must work under the direct supervision of a journey worker at all times.

VII. HOURS OF WORK

The scheduled workday and work week for apprentices are subject to the sponsors operating plan and to the training requirement of the apprentice.

Conditions for overtime work;

1. It is not the intent that apprentices will displace journey workers for overtime work.
2. The sponsor may assign overtime to apprentices. Overtime shall not conflict with the apprentice's attendance of his/her regularly scheduled related classroom instruction.

VIII. PROGRAM REGISTRATION/MODIFICATION/DEREGISTRATION

The sponsor may modify these standards for operational needs of the employer or to incorporate changes in technology; however, the sponsor shall promptly notify the registration agency in writing or electronic transmission of any changes, modification or amendments.

This program may be deregistered upon the voluntary action of the sponsor by the sponsor's written request for cancellation to the registration agency or upon a finding of good and sufficient reason by the registration agency according to 803 KAR 1:010.

IX. APPRENTICESHIP AGREEMENT

Each apprentice employed and training under these standards of apprenticeship shall be signatory to an apprenticeship agreement between the apprentice and sponsor. The apprenticeship agreement shall be incorporated as part of these apprenticeship standards and the said apprenticeship agreement shall be registered with the Supervisor of Apprenticeship.

The sponsor of these apprenticeship standards shall notify the registration agency in writing or electronic transmission, of all apprentice registrations, modification, amendments, cancellations, suspensions, terminations, and completions of the apprenticeship agreement and causes thereof and dates of any action taken.

The sponsor shall give the apprentice adequate notice in writing of any adverse action affecting the apprentice (i.e. disciplinary action, layoff, etc.)

Copies of the apprenticeship agreement must be distributed as follows:

1. Apprentice
2. Program Sponsor
3. Registration Agency
 - a. The registration agency may require different methods of transmitting the agreement for approval. I.e., RAPIDS, or any other electronic registration system deemed appropriate.

X. CREDIT FOR PREVIOUS EXPERIENCE

Credit for previous experience may be allowed at the discretion of the sponsor. Such credit shall be stated on the apprenticeship agreement at the time of

registration or may be granted at any time during the apprentice probationary period upon written request of the sponsor. Credit for previous experience shall be limited to fifty (50%) percent of the term of apprenticeship unless said previous experience was acquired as a registered apprentice in a program registered with the Office of Apprenticeship or a recognized state registration agency. Credit for previous experience shall be awarded to apprentices equally. Apprentices who receive credit for previous experience shall be paid upon entrance to the program the wage rate to which such credit advances them. Previous agreements with pre-apprenticeship programs for completion credit should be granted at the time of registration and said pre-apprenticeship program noted on the apprenticeship agreement.

XI. PROBATIONARY PERIOD

The first _____ hours (not to exceed 667) of the apprenticeship shall be probationary period. During the probationary period, either party may cancel the apprenticeship agreement by written notice to the registration agency without adverse impact on the sponsor. After the probationary period, the apprenticeship agreement may be cancelled or suspended for good cause with due notice to the apprentice and a reasonable opportunity for corrective action. Written notice of final action taken must be provided in writing to the apprentice and the registration agency. The probationary period shall be counted toward the completion of the apprenticeship.

XII. RELATED TECHNICAL INSTRUCTION / ON-THE-JOB TRAINING / PERFORMANCE

For journey worker certification requirements, each apprentice shall be required to complete instructional classes as established by the sponsor for not less than 144 hours for each year of the term of his/her apprenticeship.

Related classroom instruction may be provided by an entity recognized as a quality technical provider by an accredited agency. Other methods of instruction, including online courses, may be offered. If approved by the registration agency.

All related technical instructors must meet the state education requirements for a vocational technical instructor in Kentucky, or be a subject matter expert.

The apprentice shall be required to follow instructions and perform tasks assigned by the sponsor for on-the-job training. OJT hours must be recorded daily by the program sponsor on an appropriate log sheet showing the actual tasks and hours of work performed by the apprentice.

The apprentice's total record of performance shall be reviewed periodically by the sponsor. The sponsor will assure each apprentice that they will be provided qualified training personnel.

Failure on the part of the apprentices to fulfill their obligation as to the related training studies and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their apprenticeship agreement.

An apprentice may be removed from the program whenever a review of performance shows that he/she has failed to satisfactorily perform the related or on-the-job training requirements.

An outline of the related technical instruction to be included in this training is attached hereto.

XIII. RECORDKEEPING

Appropriate records reflecting the apprentice's progress in on-the-job-training, job performance, and related instruction shall be maintained for each apprentice. These records shall also include a periodic review of the apprentice's progress in each of the above mentioned area. All records concerning apprentice selections, action, and performance shall be kept and maintained for a minimum of five (5) years.

XIV. CERTIFICATION OF COMPLETION

Upon satisfactory completion of the apprenticeship training under these standards, the sponsor shall request that the registration agency issue a Certificate of Completion of Apprenticeship on behalf of the program sponsor.

XV. SAFETY

Pursuant to the provisions set forth in Chapter 338 of the Kentucky Revised Statutes, the sponsor shall be required to comply with all applicable occupational safety and health laws, rules, regulations and standards. The apprentice shall be instructed in safe working practices in accordance with the Occupational Safety and health Act, Public Law 91.506 and Chapter 338 of the Kentucky Revised Statutes.

XVI. FEDERAL AND STATE LAW

Nothing in these standards shall be contrary to Federal or State laws and regulations.

XVII. COMPLAINTS

All complaints and concerns regard this program should be directed to:

(Name)

(Title)

(Address)

(Phone)

OCCUPATION INFORMATION

(a separate sheet must be attached for each occupation)

(Occupation) _____ (DOT number)

(Term of Apprenticeship) _____ (Wage progression measurement)
(years, months, hours)

Journey worker work week _____ (Hours) _____ (Number of Journeypersons employed)

Journey worker Wage Rate: _____ per hour.

WAGE RATE/SCHEDULE

The wage rates paid to the apprentices shall be paid in periods and expressed as a percentage of the established journey workers wage rate listed above and must meet the minimum wage rate prescribed by law. This period is expressed as indicated in the wage progression measurement listed above.

	Period	% Rate		Period	%Rate
1 st	_____	_____ %	6 th	_____	_____ %
2 nd	_____	_____ %	7 th	_____	_____ %
3 rd	_____	_____ %	8 th	_____	_____ %
4 th	_____	_____ %	9 th	_____	_____ %
5 th	_____	_____ %	10 th	_____	_____ %

QUALIFICATIONS FOR APPRENTICESHIP

(Any sponsor requiring specific qualifications for the apprenticeship program must list them here. Please attach another sheet if necessary.)



APPRENTICE REGISTRATION-SECTION II

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

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

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

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

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

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

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

10. Wages: (Instructions on reverse)

10a. Pre-Apprenticeship Hourly Wage \$ _____ 10b. Apprentice's Entry Hourly Wage \$ _____ 10c. Journeyworker's Hourly Wage \$ _____

Check Box	Period 1	2	3	4	5	6	7	8	9	10
10d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.										
10e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>										

11. Signature of Sponsor's Representative(s) Date Signed	13. Name and Address of Sponsor Designee to Receive Complaints (If applicable)
12. Signature of Sponsor's Representative(s) Date Signed	

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

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



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KENTUCKY LABOR CABINET
APPRENTICESHIP AND TRAINING COUNCIL
POLICY ON YOUTH PRE-APPRENTICESHIP

DEFINITIONS

- (A) “Apprentice” means a worker at least sixteen years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation as provided in 29 C.F.R. sec 29.4 under standards of apprenticeship fulfilling the requirements of 29 C.F.R .29.5.
- (B) “Apprenticeable occupation,” means one which:
- (1) Is customarily learned in a practical way through a structured, systematic program of supervised training on the job;
 - (2) Is clearly identified and commonly recognized or accepted throughout an industry;
 - (3) Requires two thousand or more work hours of work experience to learn;
 - (4) Requires related instruction to supplement the on-the-job experience training;
 - (5) Involves manual, mechanical, and/or technical skills applicable in like occupations throughout an industry; and
 - (6) Is recognized by the registrant entity and/or the US Office of Apprenticeship as meeting the foregoing five criteria.
- (C) “Apprenticeship program” means a plan containing all terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices, as required under 29 C.F.R. Parts. 29 and 30, including such matter as the requirement for a written apprenticeship agreement.
- (D) “Apprenticeship sponsor” means any person, association, committee, or organization in whose name or title the program is or is to be registered or approved, irrespective of whether such entity is an employer.
- (E) “Council” means the Kentucky Apprenticeship and Training Council, which provides advice and guidance to the Kentucky Labor Cabinet regarding the operation of the Commonwealth’s apprenticeship program.
- (F) “National apprenticeship system” means the combined set of all registered apprenticeship programs nationwide, those organizations that provide service to such programs, and the government agencies at various geographic levels that oversee such programs.
- (G) “Internship” means a system of gaining on-the-job experience by placement in a work environment for a period of over one week. Interns are employed in the production methodology associated with the specific occupations and are supervised at all times by a worker that is considered an expert in the specific occupation. A primary goal of internship is to build both technical and job awareness skills. Internships may be paid or unpaid.

- (H) “Job Shadowing” means a system of gaining on the job knowledge through observation. Those job shadowing are assigned to a work environment where the production methodology associated with the specific occupation is ongoing. Those job shadowing are not employed in the production process, but gain knowledge of the occupation through observation. Job shadowing experiences will not extend beyond one week for a single site assignment. Job shadowing participants are unpaid.
- (I) “Pre-apprenticeship operating plan” means a written plan describing a pre-apprenticeship program in terms of the requirements for state recognition that are specified by the Kentucky Labor Cabinet Policy on Youth Pre-Apprenticeship.
- (J) “Pre-apprenticeship program” means a program that teaches basic technical and job-readiness skills for a designated apprenticeable occupation or occupational sector, to prepare participants for Registered Apprenticeship training. The term refers particularly to a program that receives recognition under the Kentucky Labor Cabinet Policy on Pre-apprenticeship and must be sponsored and affiliated with a Registered Apprenticeship program registered in the Commonwealth of Kentucky.

Pre-apprenticeship normally features a classroom and/or lab setting, but may also involve work-site visits, job shadowing, on-the-job training, or other activities outside the program facility, to provide exposure to the work environment for the targeted occupation(s). The model for pre-apprenticeship training varies depending on the targeted group recruited for training

- (1) Youth Pre-Apprenticeship – A pre-apprenticeship program that primarily serves trainees under the age of 21. Youth Pre-Apprenticeship can have various institutional frameworks, depending on which segments of youth are served.
 - a. Students, who are still in school, may receive pre-apprenticeship training through collaboration between their school and Registered Apprenticeship sponsors that provide exposure to the work environment, including but not limited to minimal on-the-job training.
 - b. Programs for out-of-school youth are often sponsored by community or faith based organizations in partnership with Registered Apprenticeship sponsors that address the behavioral, economic, and other barriers to employment of youth who do not have a clear career path. These programs provide a work experience for participants through the Registered Apprenticeship sponsor partner.
- (K) “Pre-apprenticeship training provider” means any organization or partnership that operates a pre-apprenticeship program recognized by the Cabinet as meeting its criteria for safety and quality under the Kentucky Labor Cabinet Policy on Youth Pre-Apprenticeship and is recognized by the sponsoring Registered Apprenticeship program as a training provider.

COUNCIL RECOGNITION

The Commonwealth of Kentucky is committed to facilitating its citizens' access to the proven advantages of Registered Apprenticeship training. Quality pre-apprenticeship programs can provide an important bridge to apprenticeship for Kentuckian who may lack the skills or experience, but not the motivation, to take that step in their career path.

Though pre-apprenticeship training is not subject to laws governing the Registered Apprenticeship system, it has a direct effect on stakeholders in that system. For the benefit of those stakeholders – the workers, employers, and apprenticeship sponsors of Kentucky – the Kentucky Labor Cabinet establishes the following means to identify and publicly recognize quality pre-apprenticeship training.

ELIGIBILITY FOR RECOGNITION

To obtain Kentucky Labor Cabinet recognition for quality training, a pre-apprenticeship provider must receive approval by the Supervisor of Apprenticeship for an operating plan that describes the program's objectives and practices, and demonstrates conformity with the following criteria.

- (A) EEO – The plan must contain language which conforms with the regulations on “Equal Employment Opportunity in Apprenticeship and Training” set forth in 29 C.F.R. Part 30, as amended, and Kentucky Employment Opportunity in Apprenticeship and Training” set forth in KRS Chapter 344 and must also include provisions for ensuring fairness in recruitment, selection, and treatment of trainees.
- (B) Enrollment – The operating plan must state the criteria for eligibility to enroll in the program, and describe the application, selection, and enrollment procedures. All methods used in, and leading to, the selection of applicants for pre-apprenticeship, shall be applied consistently and fairly, and shall be subject to approval by the Cabinet.
- (C) Instructional Content – The operating plan shall describe the details of training, to include:
 - (1) The apprenticeable occupation(s) or occupational sector(s) for which participants will be trained;
 - (2) A definition of progressive stages of training and criteria for enrollment at any of those stages;
 - (3) A procedure for periodically evaluating each pre-apprentice's progress in the program, including his/her performance in work activities and related instruction, and for keeping adequate records of this progress.
 - (4) An instructional design that:
 - a. Is aligned with prevailing industry standards for the targeted occupation(s);
 - b. Specifies the competencies that the program will impact, categorized by type (e.g. basic academic, technical, job-readiness, etc.);
 - c. Describes the basic format(s) of instruction, with a general break-down by practical instruction (hands-on, work experience, labs, etc.) and theoretical instruction (classroom, reading, etc.)

- d. Presents an evaluation methodology detailing the selection and use of skill assessment tools to be used before, during, and at the end of training;
- e. Describes a formal means of imparting structured work experience to the program participants in the occupations or occupational sectors addressed by the program. This work experience shall be delivered through paid or unpaid internships. In situations where clearly defined safety issues are recognized, and with the permission of the Cabinet, an extensive job-shadowing experience may be permitted in lieu of internship. This experience will be managed by a Registered Apprenticeship sponsor.
- f. Is developed in collaboration with Registered Apprenticeship sponsors and with curriculum experts of the Kentucky Office for Career and Technical Education (for in school youth) and/or the Kentucky Community and Technical College system or other nationally accredited technical instructional system (for out of school youth).

(D) Participant Status – The operating plan shall provide clear procedures for reporting to the Cabinet regarding pre-apprentices in the program, including:

- (1) Information about each trainee at the point of enrollment, including name, age, education level, and in what stage of training the individual will be placed;
- (2) Notice of each trainee's exit from the program, along with their training status (completed, suspended, or canceled before completion);
- (3) Documentation of skill attainments in the program, based on the progressive stages outlined in the details of training.

(E) Safety and Welfare –

- (1) The plan shall state specific provisions for training all pre-apprentices in safety practices appropriate to their occupation(s), and for ensuring that all equipment and facilities used in the program are adequate and safe. Further, a student enrolled in a pre-apprenticeship program, must successfully complete a minimum of eight (8) safety modules as chosen by the sponsoring Registered Apprenticeship program and provided online by the Division of Education and Training within the Kentucky Labor Cabinet prior to completion of the program.
- (2) The plan for Youth Pre-Apprenticeship must adhere to the child labor laws of Kentucky as set forth in KRS Chapter 339.

(F) Program administration – The plan shall include:

- (1) The official name and contact information for the provider organization;
- (2) The name, title, and contact information for the person authorized to represent the program provider in matters relating to state recognition.

(G) Linkage – The plan shall include a statement attesting to and describing a process of ongoing collaboration between the program and Registered Apprenticeship sponsors in the relevant occupation(s) for the purpose of:

- (1) Ensuring the relevance of pre-apprenticeship instruction to the skill expectations of current Registered Apprenticeship programs;
- (2) Familiarizing pre-apprentices with the procedures for entering and completing such programs.

This statement shall be signed by the authorized representative of the Registered Apprenticeship sponsor, the Pre-Apprenticeship Training Provider and the Supervisor of Apprenticeship for the Commonwealth of Kentucky.

RECOGNITION PROCEDURE

- (A) An organization seeking program recognition shall provide the Cabinet with copies of its proposed operating plan to assure compliance with the Registered Apprenticeship statutes and regulations and the guidelines of the Kentucky Labor Cabinet policy on pre-apprenticeship.
- (B) The Kentucky Labor Cabinet shall record every program recognition in a database specifically for tracking the program and progress of the pre-apprentice.
- (C) Any proposed modification or change to a recognized program shall be promptly submitted to the Cabinet and, if approved, shall be acknowledged and recorded as an amendment to such program.
- (D) All successful completers of the Pre-Apprenticeship program meeting all of the criteria set forth in the Policy on Youth Pre-Apprenticeship and recommended by the Registered Apprenticeship sponsoring organization, shall earn and be issued a program specific Pre-Apprenticeship Completion Certification from the Kentucky Labor Cabinet on behalf of the sponsoring Registered Apprenticeship program.

Adopted by the Apprenticeship and Training Council on October 22, 2013

Current Kentucky Occupations Being Apprenticed

Construction

CARPENTER
 CONSTRUCTION CRAFT LABORER
 ELECTRICIAN
 ELEVATOR CONSTRUCTOR
 ELEVATOR REPAIR
 FENCE ERECTOR
 FURNACE OPERATOR
 HVAC
 HVACR
 INSULATION WORKER
 IRONWORKERS
 MILLWRIGHT
 OPERATING ENGINEERS
 PAINTER
 PIPE FITTER
 PIPE FITTER\SPRINKLER FITTER
 PLUMBER
 REINFORCING METAL WORKER
 ROOFER
 SHEET METAL WORKER
 SPRINKLERFITTER
 STRUCTURAL STEEL/IRONWORKER
 TELECOMMUNICATIONS TECH
 TILE FINISHER

Utility

LINE ERECTOR
 LINE INSTALLER-REPAIRER
 LINE MAINTAINER

Manufacturing

ACCOUNTING TECHNICIAN (HY)
 CNC SETUP PROGRAM
 CYLINDER GRINDER
 ELECTRIC METER REPAIRER
 ELECTRIC MOTOR REPAIRER
 ELECTRICAL TECHNICIAN
 ELECTRICIAN, MAINTENANCE
 ELECTRONICS TECHNICIAN
 FORMER, HAND (Any Ind)
 INDUSTRIAL MAINTENANCE MECHANIC
 INSPECTOR ELECTROMECHANIC
 JEWELER
 MACHINE ASSEMBLER
 MACHINE BULIDER
 MACHINE OPERATOR I
 MACHINE REPAIRER
 MACHINIST
 MACHINIST, AUTOMOTIVE
 MAINT REPAIRER, INDUSTRIAL
 MAINTENANCE MACHINIST
 MAINTENANCE MECHANIC
 MECHINIST
 MOLD MAKER DIE-CAST & PLAST
 MOLD SETTER
 SALES PERSON PARTS
 TOOL AND DIE MAKER
 WELDER COMBINATION

SAMPLE WORK PROCESS**MAINTENANCE MECHANIC**

O*NET-SOC CODE: 49-9041.00 RAPIDS CODE: 0308

APPROXIMATE HOURS

Electrical	2,500
Cable Wiring	500
Installation of switches, fixtures, panels, receptacles, and devices	200
Grounding	250
Installation of conduit	200
Installation of conductors	300
Installation of control panels	50
Installation of power and control transformers	150
Installation of motors	100
Control wiring	200
Cable splicing and termination	100
Switch gear panels and disconnects	100
Raceways, wireways, and supports	100
Magnetic starters	250
 Heating	 4,000
Service methods and shop work	500
a. Theory	
b. General troubleshooting	
c. Motors, fans, pumps, etc.	
 Installation and servicing oil burners	 2,000
a. High pressure gun burners	
b. Low pressure atomizers	
c. Rotary burners	
d. Electrical equipment and circuits, proper grounding and short circuits, protection fusing, starter, and contactor overloads motor	
e. Settings and mounting equipment	
f. Fittings, tubing, and piping	
g. Vibration elimination	
h. Control installation	

- i. Soldering and brazing
- j. Hangers - installation and sizing

Controls 500

- a. Thermostatic switches
 - 1. low pressure
 - 2. high pressure
- b. Humidistats
- c. Timing devices
- d. Starters
 - 1. contactors
 - 2. relays
- e. Pneumatic systems - damper
- f. Oil Burner controls (thermostats, aquastats, limit controls, and primary controls) as used in steam, hot water, warm air, and vaporizing burner

Valves 500

- a. Pressure relief valves
- b. Low water cutoff valve
- c. Pressure reducing valve
- d. Service valves

Servicing, testing, and adjusting 500

- a. Nozzles
- b. Ignition
- c. Pumps and regulating valves
- d. Smoke and soot
- e. Noise
- f. Excessive fuel consumption

Refrigeration 1,500

Installation and service of compression systems 500

- a. Compressors, all types
- b. Condensers
 - 1. water
 - 2. air cascade
 - 3. evaporative

- 4. combinations
- c. Receivers
 - 1. tube
 - 2. shell
- d. Evaporators
 - 1. tube
 - 2. shell
 - 3. fin
 - 4. plate
 - 5. brine
 - 6. wet and dry
- e. Piping, all materials

Refrigerant controls 500

- a. Expansion valves
- b. Power elements and mechanisms
- c. Capillary tubes
 - 1. sizing
 - 2. orifices
- d. Check valves
 - 1. solenoids
 - 2. unloaders
 - 3. pressure and relief

Commercial Refrigeration 500

- a. Condensing units, all types
- b. Coils and evaporators
 - 1. wet
 - 2. dry
- c. Heat exchangers
 - 1. chemical reactivators
 - 2. driers
- d. Vacuum and pressure tests
 - 1. evacuating
 - 2. charging
- e. Surge tanks, separators, refrigerant piping, and insulating
- f. Multiple installations
 - 1. multi temp
 - 2. freezers
- g. Cold storage and processing
 - 1. maintenance
 - 2. service

TOTAL HOURS

8,000

RELATED THEORETICAL TRAINING

The following related training outline identifies subject matter which must be mastered by the apprentice in order to successfully complete the program:

<u>MATH</u>	<u>SCIENCE</u>	<u>GRAPHICS</u>	<u>COMMUNICATIONS</u>	<u>TRADE-THEORY</u>
Algebra I	General Physics I	Blueprint Reading	Business Mgt	RAC I
Technical Math	General Physics II	Basic Draft	Communications I	RAC II
		Electrical Drafting	Technical Writing	OSHA
		Schematics	Human Relations	NFP 30
				Oil Burner Codes
				DC Circuits Theory & Lab or Electricity/Electronics II
				AC Circuits Theory & Lab
				Electric Motors
				Three Phase Transformers Theory and Lab or Transformers
				Industrial Electronics Theory and Lab or Electrical Controls Wiring Practices
				Advance Wire Theory and Lab
				National Electrical Code
				Introduction to Computers



ApprenticeshipUSA

Frequently Asked Questions

What is Registered Apprenticeship?

- Registered Apprenticeships are innovative work-based learning and earn-and-learn models that meet national standards for registration with the U.S. Department of Labor and the Kentucky Office of Apprenticeship
- Apprenticeship is a formal system of employee training that combines on-the-job training with related technical instruction. It is designed to produce highly skilled workers who are fully competent in all aspects of an occupation, including: knowledge, skill and proficiency on the job. With apprenticeship training, there is a written contract between the apprentice and the sponsor, approved by and registered with the Commonwealth of Kentucky, that specifies the length of the training, school hours, an outline of the skills of the trade to be learned and the wages the apprentice will receive.
- Kentucky's apprenticeship program allows employers to design their own apprenticeship program that provides apprentices with specific skills, training and job-related instruction tailored to the company's needs.

How is Registered Apprenticeship different from other types of work-based training?

- Registered Apprenticeship training is distinguished from other types of workplace training by several factors: (1) participants who are newly hired (or already employed) earn wages from employers during training; (2) programs must meet national standards for registration with the U.S. Department of Labor (or federally-recognized State Apprenticeship Agencies); (3) programs provide on-the-job learning and job-related technical instruction; (4) on-the-job learning is conducted in the work setting under the direction of one or more of the employer's personnel; and 5) training results in an industry-recognized credential.

What is an Apprenticeshipable occupation?

Federal Regulations define an apprenticeshipable occupation as one that:

- Is customarily learned in a practical way through a structured, systematic program of supervised on-the-job training.
- Is clearly identified and commonly recognized throughout an industry.

- Involves manual, mechanical or technical skills and knowledge and requires a minimum of 2,000 hours of on-the-job work experience.
- Requires related instruction to supplement the on-the-job training. Such instruction may be given in a classroom, through correspondence courses, self-study, or other means of approved instruction.

Is Registered Apprenticeship a Job?

- Yes, Apprentices start working from day one with incremental wage increases as they become more proficient. The average starting wage for an apprentice is approximately \$15.00 per hour.

What occupations can I train for through Registered Apprenticeship?

- The Registered Apprenticeship program offers access to 1,000 career areas, including the following top occupations: **Carpenter, Chef, Child Care Development Specialist, Construction Craft Laborer, Dental Assistant, Electrician, Elevator Constructor, Fire Medic, Over-the-Road Truck Driver, Pipefitter, CNC Operator, Maintenance Mechanic and Plastic Injection Mold Setter.**

What types of companies have apprenticeship programs?

- A variety of types and sizes of companies have apprenticeship programs. Construction, manufacturing, transportation and the printing trades benefit greatly from apprenticeship programs. In fact, without a continuous flow of apprentices becoming skilled journeymen, quality industrial standards would be severely affected

Are Apprentices paid and how much money can an apprentice earn?

- Apprentices earn competitive wages, a paycheck from day one and incremental raises as skill levels increase. Apprentices must be full-time employees of the employer who is sponsoring the training program. However, in the event of a School-to-Registered Apprenticeship program, apprentices may be employed part-time. Typically, the wage of an apprentice starts at 40-50% of a skilled worker's wage. The average wage for a fully proficient worker who completed an apprenticeship translates to approximately \$50,000 annually. Apprentices who complete their program earn approximately \$300,000 more over their career than non-apprenticeship participants¹.

How do I qualify for a Registered Apprenticeship program?

- Registered Apprenticeship program sponsors identify the minimum qualifications to apply for a program. The eligible starting age can be no less than 16 years of age. Program sponsors also identify additional minimum qualifications to apply, (e.g., education, ability to physically

perform the essential functions of the occupation, proof of age.) All applicants are required to meet the minimum qualifications.

What are the costs?

- Successful employers realize that a sound apprenticeship program is not merely a cost but also an investment in the future of their industries.
- Experience indicates that apprentices are motivated, learn their jobs faster, attain journeyworker status sooner and are more likely to become supervisors than workers trained in other ways.
- The employer may also pay all required schooling costs.

How long are Registered Apprenticeship programs?

- The length of an apprenticeship program depends on the complexity of the occupation and the type of program (Time-based, Competency-based, or Hybrid). Apprenticeship programs range from one (1) year to six (6) years, but the majority of programs are four years in length. During the program, the apprentice receives both structured, on-the-job training (OJT) and job-related education. For each year of the apprenticeship, the apprentice will receive normally 2,000 hours of on-the-job training and a required minimum of 144 hours of related classroom instruction.

Do you earn college credit while participating in a Registered Apprenticeship program?

- Today, most Registered Apprenticeship opportunities include on-the-job training, and classroom instruction provided by apprenticeship training centers, technical schools, community colleges, and even distance learning. Often Registered Apprenticeship sponsors work directly with community colleges that ultimately provide college credit for apprentice.
- Like other aspects of Registered Apprenticeship, the employer or local committee determines the Related Technical Instruction training requirements according to industry standards.

Are all Registered Apprenticeships union-based?

- No. Registered Apprenticeship is used widely across all industries and includes union and non-union programs. Registered apprenticeship sponsors include unions, but also employers, community colleges and universities, workforce investment boards, industry associations, and the military.

What do I receive upon completion of a Registered Apprenticeship program?

- After completion of an apprenticeship program, the apprentice earns a nationally recognized credential from the Kentucky Labor Cabinet, supported by the U.S. Department of Labor, that is portable and stackable. Additionally, an apprentice, along with earning a paycheck throughout the apprenticeship, is also elevated to journeyworker status that leads to increased pay and upward career opportunities.

Who are typical Registered Apprenticeship Partners?

- Through a proven system of public-private partnerships, Registered Apprenticeship partners with a wide range of organizations including, (but not limited to): Businesses, employer and industry associations, Labor-Management organizations, State and local workforce development agencies, Workforce Investment Boards, Two- and four-year colleges that offer associate and bachelor's degrees in conjunction with a Certificate of Completion of Apprenticeship , U.S. Military, Community Based Organizations and economic development organizations.

Is the Registered Apprenticeship program sponsor also the eligible training provider for the Workforce Investment System?

- Yes, Registered Apprenticeship program sponsors/employers are initially eligible if they sign up to be an eligible training provider. The local Workforce Services agency will determine a job seeker's eligibility.

What costs associated with Registered Apprenticeship may be considered for eligible clients through the Workforce Investment System?

- Funds may be used to provide the cost of tuition, books, supplies, fees, uniforms, tools and other items needed by the client to complete the Registered Apprenticeship program.
- WIA funding can support: outreach, recruitment, application; intake and assessment; supportive services; related technical instruction/classroom training; on-the-job training and customized training.
- Funding limits are set by each local area or program.

What are the benefits of Registered Apprenticeship?

Employer:

- Skilled workers trained to industry/employer specifications to produce quality results
- Reduced turnover
- Provides systematic training to develop more informed, highly skilled employees
- Apprentices are more committed to the employer
- Increased productivity
- Reduced training costs
- Lower recruitment costs
- Increased workplace safety

Apprentice:

- Paid to learn a trade/occupation
- Guaranteed wage increases
- Portable credentials that are nationally recognized
- Opportunity for college credit

Who oversees or “runs” the Registered Apprenticeship system?

- The U.S Department of Labor’s Office of Apprenticeship, works in conjunction with the Kentucky Labor Cabinet to administer the program within the Commonwealth. The agency is responsible for registering apprenticeship programs that meet federal and state standards; protecting the safety and welfare of apprentices; issuing nationally recognized and portable Certificates of Completion of Apprenticeship to apprentices; promoting the development of new programs through marketing and technical assistance; assuring that all programs provide high quality training; and assuring that all programs produce skilled and competent workers. In addition, a wide variety of stakeholders exist, including state organizations, industry associations, educational organizations (both secondary and post-secondary), workforce development organizations, economic development organizations, community-based organizations, and others. These stakeholders have a substantial interest in its success of Registered Apprenticeship.

Where can I find technical assistance resources to help me develop and registered my apprenticeship program with US DOL?

- The U.S. Department of Labor maintains a number of web-based resources available at <http://www.dol.gov/apprenticeship>. Here you can find our newest technical assistance products including our Quick Start Toolkit, which provides helpful steps and resources to start and register an apprenticeship program as well as our Federal Resources Playbook, which provides information on using the other Federal funds and resources to support your registered apprenticeship program.
- www.kentuckyapprenticeship.com

Contact information

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Apprenticeship**USA**

