

**STANDARDS**  
**OF**  
**APPRENTICESHIP**

**Formulated**

**by**

---

**(Sponsor name)**

**In cooperation with**

**the**

**VT DEPARTMENT OF LABOR  
APPRENTICESHIP DIVISION**

**the**

**VT STATE APPRENTICESHIP TRAINING COUNCIL**

**and the**

**UNITED STATES DEPARTMENT OF LABOR  
BUREAU OF APPRENTICESHIP AND TRAINING**

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## FOREWORD

It has been recognized by this Sponsor that in order to develop skilled professionals in this occupation there must be a well-developed plan of on-the-job training supplemented with related theoretical instruction. This recognition has resulted in the development of this apprenticeship program in accordance with the Standards of Apprenticeship as recommended by the Vermont State Apprenticeship Council and approved by the U.S. Department of Labor.

It is the desire of this Sponsor to cooperate with the Vermont State Apprenticeship Council and the U.S. Department of Labor in the training of apprentices and to assure the apprentices that, if they diligently apply themselves, they will be afforded an opportunity to become skilled professionals in the occupation.

## DEFINITIONS

APPRENTICE shall mean an employee who meets the qualifications established by the Sponsor, and who is employed under an Apprenticeship Agreement which provides that he/she will receive training and experience in accordance with these Standards of Apprenticeship. The apprentice shall be registered with the Vermont State Apprenticeship Council, Department of Labor, as an apprentice. The Apprenticeship Agreement shall be signed by the sponsor, the apprentice, a parent or guardian (if the apprentice is a minor), an authorized union representative (if a collective bargaining agreement is in effect), and an authorized representative of the Council.

APPROVING/REGISTRATION AGENCY shall mean the Vermont State Apprenticeship Council, Vermont Department of Labor, as recognized by the U.S. Department of Labor.

SUPERVISOR OF APPRENTICES shall mean the person designated by the Sponsor to perform the duties as outlined in these Standards.

APPRENTICESHIP AGREEMENT shall mean an individual, written Agreement between a Sponsor and an apprentice, and approved by the Vermont State Apprenticeship Council.

PARTIES TO THE APPRENTICESHIP AGREEMENT shall mean the apprentice and his/her parent or guardian (if he/she is a minor), a duly authorized representative of the sponsor, a union representative (if a Collective Bargaining Agreement is in effect), and an authorized representative of the Council. All shall sign the Agreement.

STANDARDS OF APPRENTICESHIP shall mean this entire document, including these definitions and attached appendices.

APPRENTICESHIP PROGRAM REPRESENTATIVE shall mean the person designated by the Vermont State Apprenticeship Council to service this program.

SPONSOR shall mean the apprentices' employer, an association of employers, an organization of employees or a joint apprenticeship training committee, whichever is sponsoring the Apprenticeship Program.

## SECTION I TERM OF APPRENTICESHIP

The term of apprenticeship for the occupation(s) of \_\_\_\_\_ shall be \_\_\_\_\_ hours of work experience and training on the job and \_\_\_\_\_ hours of related theoretical education for each 2,000 hours of training on the job.

## SECTION II PROBATIONARY PERIOD

A probationary period of \_\_\_\_\_ hours, following the effective date of the apprenticeship agreement is established for all apprentices. During the probationary period, either the sponsor or the apprentice may cancel the apprenticeship agreement by notifying the other parties. All hours worked during the probationary period will be credited to the apprentice at the successful completion of the probationary period.

After the probationary period, the agreement may be canceled at the request of the apprentice, or may be suspended, canceled, or terminated by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the sponsor will provide written notice to the apprentice and to the Registration Agency of the final action taken.

## SECTION III CREDIT FOR PREVIOUS EXPERIENCE

Apprentices who have previous training and/or related education in the occupation may receive credit toward the term of apprenticeship. For first time apprentices, the amount of credit is recommended to the council by the sponsor after the sponsor has had adequate opportunity to observe the apprentice in the work environment. Apprentices granted credit shall receive at least the wage of the period to which the credit advances them. The maximum number of hours of credit will rarely exceed 50 percent of the total term of apprenticeship. Credit for previous experience in another registered apprenticeship program may be granted on an hour-for-hour basis.

## SECTION IV CONTINUOUS EMPLOYMENT

The sponsor intends and expects to give the apprentice continuous employment and will use its best efforts to keep the apprentice employed during the full term of apprenticeship. If any apprentice is temporarily released due to business conditions, he/she shall be given the opportunity to be reinstated before any additional apprentice is employed in the same occupation. The apprentice will receive credit for any approved related instruction obtained during that layoff. In the case of a JATC or Group Non-Joint Program, the sponsor may arrange for the transfer of the apprenticeship agreement to another sponsor after receiving the consent of the apprentice and the new sponsor and the approval of the Registration Agency.

SECTION V

SUPERVISION OF APPRENTICES

The apprentice shall be under the daily supervision of the experienced professional with whom he/she will work and under the general supervision of the Supervisor of Apprentices, \_\_\_\_\_, whose duty it shall be to see that the apprentice receives the work experience and related instruction outlined in these Standards.

SECTION VI

PERIODIC EVALUATION

The apprentice shall be evaluated before each period of advancement by his/her supervisor to determine progress. All progress reports and evaluations shall be documented and maintained by the sponsor for a minimum of five years.

SECTION VII

RATIO OF APPRENTICES

The number of apprentices to be registered shall not exceed the current ratio approved by the Vermont State Apprenticeship Council, unless a waiver of ratio has been granted. The ratio applies separately to each occupation covered by these Standards and is as follows:

One-to-one for the first four fully-trained workers employed by the firm and one additional apprentice for every three fully-trained workers thereafter.

FULLY TRAINED  
WORKERS

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- etc.

APPRENTICES

- 1
- 2
- 3
- 4
- 4
- 4
- 5
- 5
- 5
- etc.

SECTION VIII

APPRENTICESHIP AGREEMENT

There shall be an individual, written Apprenticeship Agreement between the sponsor and each apprentice which will be approved by the Vermont State Apprenticeship Council.

Every apprenticeship agreement entered into under these Standards shall contain a clause making the Standards a part of the Agreement, and for this reason all parties to the agreement shall be given copies of the agreement and the opportunity to read/review the Standards.

Before signing the apprenticeship agreement, the Standards and the agreement will be read by the parties and the meaning and intent discussed.

The apprenticeship agreement shall be signed by all appropriate parties. After the agreement is signed, it will be approved and registered with the Vermont State Apprenticeship Council which is the Registration Agency.

## SECTION IX APPRENTICE QUALIFICATIONS

To be considered for apprenticeship training, each applicant must meet the following requirements:

1. Must be at least \_\_\_\_\_ years of age.
2. Must possess such speaking, reading, mathematic and comprehension abilities as may be essential for reading and understanding written and oral instructions applicable to the occupation.
3. Be physically and mentally able to carry out the duties listed in the job description. In no case will any applicant be eliminated from consideration based on occupationally irrelevant physical or mental impairment.
4. Must have reliable transportation to the job site.

## SECTION X SELECTION PROCEDURES

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, qualified disability or other prohibited discrimination under Title 21 V.S. A. Ch. 5. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the U.S. Department of Labor and the Vermont State Apprenticeship Council. Sponsors with 5 or more apprentices shall institute a formal, written Equal Opportunity/Affirmative Action Plan with the Vermont State Apprenticeship Council as required by the U.S. Department of Labor.

## SECTION XI EQUAL OPPORTUNITY PLEDGE

The recruitment, selection, employment, and training of apprentices during their

apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, sexual orientation, gender identity, ancestry, place of birth, age, qualified disability or other prohibited discrimination under Title 21 V.S.A. Ch. 5. The Sponsor will take affirmative action to provide equal opportunity in this apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, and the Fair Employment Practices law of the State of Vermont, Title 21, Section 495 et. seq., and regulations thereunder.

SECTION XII HOURS OF WORK

Apprentices shall work the same hours and be subject to the same conditions as govern skilled professionals employed by the sponsor in the occupation. Overtime hours worked will be credited toward completion of apprenticeship on the basis of actual hours worked.

The sponsor understands that apprentices are required to attend related instruction classes and that, absent a bona fide emergency, work will not be scheduled to conflict with an apprentice=s class schedule.

SECTION XIII WAGES

The apprentices shall be paid a progressively increasing schedule of wages consistent with skill, performance, and knowledge levels achieved. Apprentice wages may be expressed in dollar amounts or as percentages of the sponsor=s wage rate for a fully-trained professional in the occupation. The starting rate for an apprentice, without prior experience, is usually not less than 50% of the sponsor=s skilled rate for the occupation and in no instance less than the applicable minimum wage under federal and state laws, whichever is greater.

WAGE SCHEDULE

1<sup>st</sup> 1000 hours..... \_\_\_\_\_  
2<sup>nd</sup> 1000 hours..... \_\_\_\_\_  
3<sup>rd</sup> 1000 hours..... \_\_\_\_\_  
4<sup>th</sup> 1000 hours..... \_\_\_\_\_  
5<sup>th</sup> 1000 hours..... \_\_\_\_\_  
6<sup>th</sup> 1000 hours..... \_\_\_\_\_  
7<sup>th</sup> 1000 hours..... \_\_\_\_\_  
8<sup>th</sup> 1000 hours..... \_\_\_\_\_

Program Completion Rate in effect for the trade of \_\_\_\_\_  
as of \_\_\_\_\_ - \$ \_\_\_\_\_ per hour.

SECTION XIV                    SCHEDULE OF WORK PROCESSES

The apprentice shall receive instruction and work experience in all aspects of the occupation as listed on the Work Process attached and made part of these Standards (Appendix A). To permit the flexibility necessary to the sponsor's normal business operation, the work experience need not be in the precise order as listed, nor do the scheduled hours on any operation need to be continuous. Training hours for individual apprentices shall be recorded and maintained for each category in the work process.

SECTION XV                    RELATED INSTRUCTION

The apprentice shall be required to attend classes in occupationally- related subjects at a recommended 144 hours for each 2,000 hours of training on the job, unless otherwise authorized by the Vermont State Apprenticeship Council. The apprentice may, or may not, be compensated for hours spent in related instruction classes which are outside of regular working hours at the discretion of the sponsor.

Where instruction is not available locally, other forms of related education may be substituted if approved by the Registration Agency. Alternative education plans must cover material equivalent to the content of the related instruction outline and must include a mechanism to verify satisfactory understanding of instruction content.

Apprentices shall maintain a passing grade of at least seventy (70) percent in related instruction in order to advance to the next level.

Source:	Registration Agency	≥
	Sponsor	≥
	Other	≥

See Appendix A (Work Process/Related Instruction) for details.

SECTION XVI                    SAFETY

The sponsor shall provide adequate and safe facilities and equipment for training and supervision. Apprentices shall receive instruction in accident prevention and safe working conditions and practices during their entire term of apprenticeship.

Such instruction shall be provided both on-the-job and in the related instruction program.

SECTION XVII                    RECORDS

Records of the apprentice's work experience shall be kept by the Supervisor of Apprentices. Records of the Apprentice=s related instruction shall be kept by the Vermont State Apprenticeship Council. The apprentice shall submit monthly reports to the Supervisor, showing work completed and classes attended. The Supervisor shall verify the hours and evaluate, in writing, the

apprentice's progress. Hour and progress reports shall be maintained by the sponsor.

The sponsor shall maintain, for a period of five years, all records pertaining to the operation of this program including, but not limited to, records on the recruitment and selection of apprentices, and records on individual apprentice=s job assignments, promotions, demotions, layoffs, terminations, rates of pay or other forms of compensation, hours of work and training, evaluations, and other relevant data. All such records shall be made available to the Apprenticeship Program Representative upon request.

## SECTION XVIII

## REPORTS

The sponsor shall report to the Registration Agency, within 30 calendar days, in the event of any change in the status of any apprentice (resignations, layoffs, terminations, completions) or in the administration of the program.

## SECTION XIX

## REGISTRATION OF PROGRAM

These Standards shall be submitted to the Vermont State Apprenticeship Council for approval. Such approval is required before implementation of this program.

## SECTION XX MODIFICATIONS, CANCELLATION AND DEREGISTRATION

These Standards of Apprenticeship may, at any time, be amended by the sponsor provided such amendments are approved in advance by the Vermont State Apprenticeship Council. Such changes shall not apply to existing apprenticeship agreements without the consent of all the parties to the agreement, including the apprentice.

Cancellation and de-registration of the program may be accomplished voluntarily through a written request from the sponsor to the Registration Agency, or by formal de-registration proceedings, under reasonable cause, by the Registration Agency=s instituting formal de-registration proceedings in accordance with the provisions of Vermont State Apprenticeship Council Rules

## SECTION XXI

## DISPOSITION OF COMPLAINTS

Disagreements between apprentices and the sponsor should be informally resolved, if possible, between the apprentice(s) and the sponsor. If there is no resolution at this level, and if one exists, the Grievance Procedure contained in the Employee Company Manual is to be followed. The parties may also consult with the apprenticeship program representative servicing this program -

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Name

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Title

and/or the State of Vermont=s Apprenticeship Division Chief in Montpelier,

Patricia K. Nagy, Director  
Apprenticeship Division  
VT Dept. of Labor  
P.O. Box 488  
Montpelier, VT 05601-0488

If the complaint is still not resolved, any party to the apprenticeship agreement may bring the complaint before the State Apprenticeship Council (SAC)

Chair, Vermont State Apprenticeship Council  
c/o VT Dept. of Labor  
P.O. Box 488  
Montpelier, VT 05601-0488

The SAC will hear and consider all complaints, and make such rulings as it deems appropriate. Any party to any apprenticeship agreement may consult with the State Apprenticeship Council at any time for interpretations of any provision of the Standards or Agreements under dispute.

## SECTION XXII

## UNION AGREEMENTS

Nothing in these standards shall be interpreted as being inconsistent with existing or subsequent bargaining agreements between the sponsor and a union.

## SECTION XXIII

## CERTIFICATE OF COMPLETION

Upon satisfactory completion of all requirements of the apprenticeship program, the sponsor shall recommend to the Approving Agency that a State Certificate of Completion be awarded. Documentation of on-the-job training and all related instruction (content and hours) shall be included with such a request.



SIGNATURES

\_\_\_\_\_  
(Name of Sponsor)

By: \_\_\_\_\_

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

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

Developed by the Department of Labor

By: \_\_\_\_\_  
(Apprenticeship Program Representative)

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

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

APPROVED BY AND REGISTERED WITH THE  
VERMONT STATE APPRENTICESHIP COUNCIL

By: \_\_\_\_\_

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

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