

GROUP STANDARDS OF APPRENTICESHIP - CHECKLIST

PROGRAM SPONSOR: KEYSTONE DEVELOPMENT PARTNERSHIP
DATE FORM COMPLETED: 12.3.19

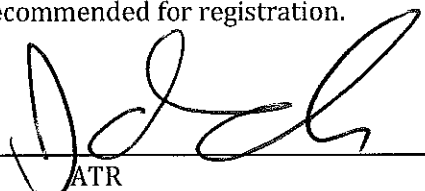
An Apprenticeship Program to be eligible for registration/approval by a Registration Agency must conform to the following standards. The program must have an organized, written plan (program standards) embodying the terms and conditions of employment, training and supervision of one or more Apprentices in the apprenticeable occupation as defined in this part, and subscribed to by a sponsor who has undertaken to carry out the Apprentice Training Program. The program standards must contain provisions that address:

<input checked="" type="checkbox"/>	(1) SKILLED OCCUPATION: The employment and training of the Apprentice in a skilled occupation. 29.5(b)(1)
<input checked="" type="checkbox"/>	(2) TERM: A term of apprenticeship, which for an individual apprentice may be measured either through the completion of the industry standard for on-the-job learning not less than 2,000 (two thousand) hours of work experience, consistent with training requirements as established by industry practice. (Time-based, Competency-based, Hybrid). 29.5(b)(2)
<input checked="" type="checkbox"/>	(3) WORK PROCESSES: 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 amount of time to be spent in each major process. 29.5(b)(3)
<input checked="" type="checkbox"/>	(4) RELATED TRAINING: Provision for organized related instruction in technical subjects related to the occupation. A minimum of 144 hours for each year of apprenticeship is recommended. 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. 29.5(b)(4)
<input checked="" type="checkbox"/>	(5) WAGES: A progressively increasing schedule of wages to be paid the apprentice consistent with the skill acquired. The entry wage must not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable Federal law, State law, respective regulations, or by collective bargaining agreement. 29.5(b)(5)
<input checked="" type="checkbox"/>	(6) PERIODIC REVIEW: Periodic review and evaluation of the apprentice's performance on the job and in related instruction, and the maintenance of appropriate progress records. 29.5(b)(6)
<input checked="" type="checkbox"/>	(7) RATIO: The numeric ratio of apprentices to journeyworkers, consistent with proper supervision, training, safety and continuity of employment, and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, workforce, department or plant. 29.5(b)(7)
<input checked="" type="checkbox"/>	(8) PROBATIONARY PERIOD: A probationary period reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship. The probationary period cannot exceed 25 percent of the length of the program, or 1 year, whichever is shorter. 29.5(b)(8)

<input checked="" type="checkbox"/>	(9) SAFETY: Adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on the job and in related instruction. 29.5(b)(9)
<input checked="" type="checkbox"/>	(10) MINIMUM QUALIFICATIONS: The minimum qualifications required by a Sponsor for persons entering the Apprenticeship Program, with an eligible starting age of not less than sixteen (16) years. 29.5(b)(10)
<input checked="" type="checkbox"/>	(11) APPRENTICESHIP AGREEMENT: The placement of an apprentice under a written Apprenticeship Agreement that meets the requirements by § 29.7 or the State apprenticeship law of a recognized Registration Agency. The Agreement must directly, or by reference, incorporate the Standards of the Program as part of the Agreement. 29.5(b)(11)
<input checked="" type="checkbox"/>	(12) CREDIT FOR PREVIOUS EXPERIENCE: The granting of advanced standing or credit for demonstrated competency, acquired experience, training or skills for all applicants equally, with commensurate wages for any progression step so granted. 29.5(b)(12)
<input checked="" type="checkbox"/>	(13) TRANSFER OF TRAINING: Transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors, and must comply with the following requirements. 29.5(b)(13)(i-iii)
<input checked="" type="checkbox"/>	(14) QUALIFIED TRAINERS AND SUPERVISION: Assurance of qualified training personnel and adequate supervision on the job. 29.5(b)(14)
<input checked="" type="checkbox"/>	(15) COMPLETION CERTIFICATE: Recognition for successful completion of apprenticeship evidenced by an appropriate certificate issued by the Registration Agency. 29.5(b)(15)
<input checked="" type="checkbox"/>	(16) COMPETENCY-BASED OR HYBRID APPROACH: Program standards that utilize the competency-based or hybrid approach for progression through an apprenticeship and that choose to issue interim credentials must 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 interim credential. Further, interim credentials must only be issued 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. 29.5(b)(16)
<input checked="" type="checkbox"/>	(17) REGISTRATION AGENCY: Identification of the Registration Agency as the US Department of Labor, Office of Apprenticeship or a recognized State Apprenticeship Agency. 29.5(b)(17)
<input checked="" type="checkbox"/>	(18) REGISTRATION/CANCELLATION/DEREGISTRATION OF PROGRAM: Provision for the registration, cancellation, and deregistration of the program and for the prompt submission of any program standard modification or amendment to the Registration Agency for approval. 29.5(b)(18)
<input checked="" type="checkbox"/>	(19) REGISTRATION/COMPLETION/CANCELLATION OF APPRENTICES: Provision for registration of apprenticeship agreements, modifications, and amendments; notice to the Registration Agency of persons who have successfully completed apprenticeship programs; and notice of transfers, suspensions and cancellations of apprenticeship agreements and a statement of the reasons therefore. 29.5(b)(19)
<input checked="" type="checkbox"/>	(20) PROBATIONARY PERIOD TERMINATION: Authority for the cancellation of an apprenticeship agreement during the probationary period by either party without stated cause, cancellation during the probationary period will not have an adverse impact on the sponsor's completion rate. 29.5(b)(20)

<input checked="" type="checkbox"/>	(21) EQUAL EMPLOYMENT OPPORTUNITY: Compliance with 29 CFR part 30, including the equal opportunity pledge prescribed in 29 CFR 30.3(b); an affirmative action plan complying with 29 CFR 30.4; and a method for the selection of apprentices authorized by 29 CFR 30.5, or compliance with parallel requirements contained in a State plan for equal opportunity in apprenticeship adopted under 29 CFR part 30 and approved by the Department. The apprenticeship standards must also include a statement that the program will be conducted, operated and administered in conformity with applicable provisions of 29 CFR part 30, as amended, or, if applicable, an approved State plan for equal opportunity in apprenticeship. 29.5(b)(21)
<input checked="" type="checkbox"/>	(22) PERSON TO RECEIVE COMPLAINTS: Contact information (name, address, telephone number, and e-mail address if appropriate) for the appropriate individual with authority under the program to receive, process and make disposition of complaints. 29.5(b)(22)
<input checked="" type="checkbox"/>	(23) RECORDS MAINTENANCE: Recording and maintenance of all records concerning apprenticeship as may be required by the Office of Apprenticeship or recognized State Apprenticeship Agency and other applicable law. 29.5(b)(23)
<input checked="" type="checkbox"/>	(24) EMPLOYER AGREEMENT: Make sure that the employer fills out the required information for this document. Wage Information, Employer Signature, Title, Employer Address and contact information, and workforce statistic information must be completed.
<input checked="" type="checkbox"/>	(25) ALL DOCUMENTS HAVE BEEN CHECKED FOR SPELLING, FORMATTING, GRAMMAR, (INCLUDING TABLE OF CONTENTS), ETC.

I hereby attest that the standards as submitted have been found to be in conformance with the requirements set forth in Title 29 CFR 29 and 30; meet each of the above provisions; have been reviewed for accuracy and are recommended for registration.



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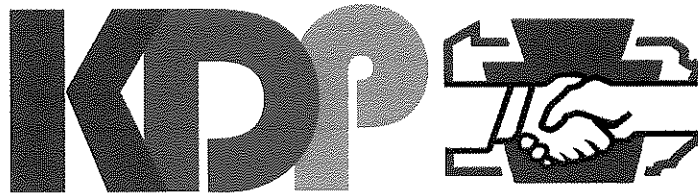
DATE: 12.3.19

 STATE DIRECTOR

DATE: _____

**PENNSYLVANIA GROUP
STANDARDS OF REGISTERED APPRENTICESHIP**

DEVELOPED BY



Keystone Development Partnership

FEIN: 20-1116318

Registered Apprenticeship Navigator

NAICS CODE: 813219

O*NET-SOC CODE: 13-1151.00

**APPROVED BY THE APPRENTICESHIP AND TRAINING COUNCIL
FOR THE COMMONWEALTH OF PENNSYLVANIA**

These standards comply with 34 Pa. Code § 81 and 34 Pa. Code § 83 and are tailored to this program sponsor's registered apprenticeship program. These standards do not create new legal requirements or change current legal requirements. The legal requirements related to registered apprenticeship that apply to registered apprenticeship programs are contained 34 Pa. Code § 81 and 34 Pa. Code § 83.

**IN COOPERATION WITH THE NATIONAL APPRENTICESHIP PROGRAM
IN ACCORDANCE WITH THE BASIC STANDARDS OF APPRENTICESHIP
ESTABLISHED BY THE SECRETARY OF LABOR**

DRAFT

Rev. 11/18/19

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SECTION 01 – PROGRAM ADMINISTRATION/SKILLED OCCUPATION 34 Pa. Code § 81.11; 34 Pa. Code §§ 81.61-81.64; 34 Pa. Code § 83.5(b)(1)

These **Keystone Development Partnership (KDP)** registered apprenticeship standards have as their objective the training of workforce development professionals skilled in all aspects of apprenticeship. The program sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning (OJL) combined with related technical instruction (RTI).

This recognition has resulted in the development of these standards of registered apprenticeship. They were developed in accordance with the basic standards recommended by the Pennsylvania Apprenticeship and Training Council (PATC) as a basis from which the program sponsor can work to establish an apprenticeship training program that meets the specific needs of an area.

A one-year initial provisional approval will be issued for newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by PATC, as provided for in 34 Pa. Code §§ 81.61- 81.64.

Program sponsors are responsible for the administration of all aspects of the registered apprenticeship program. Program sponsor means any person, association, committee, or organization operating a registered apprenticeship program and in whose name the program is (or is to be) approved and registered.

For employers with employees represented by a bona fide collective bargaining agent(s), the sponsor will establish as requested a Joint Apprenticeship Training Committee (JATC) to carry out the responsibilities and duties required of a program sponsor as described in these standards of registered apprenticeship.

For the JATC that is established by the program sponsor, a list of the membership and the areas of expertise they represent must be provided to the Department of Labor & Industry's Apprenticeship and Training Office (ATO).

For employers that do not have a bona fide collective bargaining agent, program sponsors, at their discretion, may establish an Apprenticeship and Training Committee (ATC) to carry out the responsibilities and duties required of a program sponsor as described in these standards of registered apprenticeship.

If an ATC is established by the program sponsor, a list of the membership and the areas of expertise they represent must be provided to the Department of Labor & Industry's Apprenticeship and Training Office. While ATO recommends that program sponsors that do not have employers with a bona fide collective bargaining agent utilize the services of an ATC, a program sponsor may also elect to administer the program without the services of an ATC.

Responsibilities of the program sponsor:

- A. Establishing and registering Standards of Apprenticeship with the Registration Agency and ensuring adherence thereto.
- B. Establishing and maintaining rules and requirements governing the policies, administration, supervision, and training of apprentices and journey workers. The rules and requirements shall be in conformity with any Collective Bargaining Agreement (CBA) and with the Apprenticeship Standards. A copy of the standards and the rules and requirements shall be provided to the Registration Agency and the Apprentice. Modifications must also be provided to the Apprentice and the Registration Agency.
- C. Determining the need for new apprentices, including when apprenticeship openings will be available and selecting apprentices in accordance with the Selection Procedures attached hereto and made a part of the Apprenticeship Standards.

- D. Initiating and electronically registering each accepted student in the Registered Apprenticeship Partners Information Data System (RAPIDS). In addition, KDP will notify the Registration Agency and other appropriate parties of the cancellation, suspension, extension, reinstatement, or completion of apprentices.
- E. Arranging for apprentices to receive the required OJL and RTI that will provide them with the diversity of training delineated in the attached Program of Study.
- F. Monitoring and evaluating the apprentices' progress, including the review of apprentice records to ensure apprentices are fulfilling their responsibilities under the program. Further, KDP will review, approve, and document all apprentice RTI hours, disciplinary actions, evaluations, successful completions, cancellations, competency completion, and any other performance or attendance-related issues.
- G. Hearing and adjusting complaints regarding Apprenticeship Agreement violations.
- H. Where applicable, certifying that the apprentice has completed the requirements for an Interim Credential, and submitted the certification to the Registration Agency with the request for the issuance of the appropriate Interim Credential.
- I. Certifying that the apprentice has completed both the required OJL and RTI and submitting the certification to the Registration Agency with the request for the issuance of a Certificate of Completion.
- J. Annually reviewing and updating or modifying (if deemed necessary) the Affirmative Action Plan, good faith efforts, selection procedures, and the Apprenticeship Standards. Such review will include an analysis of the KDP's success in meeting its goals, the good faith effort made, and the impact each element of the Affirmative Action Plan and Selection Procedures had on meeting the goals.

SECTION 2 - TERM OF APPRENTICESHIP – 34 Pa. Code § 83.5(b)(2)

The Registered Apprenticeship Navigator apprenticeship will be considered a Competency-Based Program and defined by the U.S. Department of Labor (DOL) as follows: “attainment of manual, mechanical, or technical skills and knowledge as specified by an occupational standard.” That occupational standard is compared against the employer’s submitted work process schedule and curriculum to ensure alignment.

The Registered Apprenticeship Navigator program will prepare individuals to meet the present and future workforce demands of industry. This shall be accomplished through a combination of OJL skills development, whereby the apprentice is placed under the tutelage of a skilled journey worker to acquire manual, mechanical or technical skills and knowledge through observation, participation, and mentoring. Additionally, the students attend RTI, under which the apprentice receives instruction to acquire knowledge of theoretical and technical subjects in their field.

The term of the apprenticeship shall be a period of reasonably continuous employment, including the probationary period, as prescribed in the OJL schedule found within these standards. In the event the apprentice is required to work overtime, they shall receive credit on their term of apprenticeship for only the actual hours worked. RTI hours shall be counted towards the apprentice’s total hour requirements.

An apprentice, who by exceptional aptitude or as a result of past education and/or practical experience achieves the desired level of competency in a phase of the apprenticeship program may be advanced to the next phase with the formal approval of KDP. The determination of such advancement is outlined in the competencies. It is the responsibility of the apprentice’s employer to confirm that all OJL competencies have been satisfactorily met, within the guidelines of these standards.

SECTION 3 - WORK PROCESS – 34 Pa. Code § 83.5(b)(3)

During the apprenticeship, the apprentice will receive OJL in all phases of the occupation necessary to develop the skill and proficiency of a skilled journey worker. The OJL will be under the direction and guidance of the apprentice’s

employer and supervisor. The work process schedule is included in APPENDIX A.

An apprentice who does not complete the required competencies of OJL during a given phase shall be required to continue OJL until all competencies are met.

SECTION 4 – RELATED TECHNICAL INSTRUCTION (RTI) – 34 Pa. Code § 83.5(b)(4)

During each phase of training, every apprentice is required to participate in coursework related to the job as outlined in APPENDIX A. A minimum of 144 hours of RTI is required annually during the term of apprenticeship, unless competency can be proven to the KDP Committee using other means. Apprentices will not be paid for hours spent attending RTI classes, unless an apprentice’s employers have agreed to pay them for this time.

Any apprentice who misses RTI classes must satisfactorily complete all missed class work, as well as missed time, before being advanced to the next level of training and wages. Should any apprentice fail to fulfill his/her obligations regarding RTI or OJL, KDP shall take appropriate disciplinary action, including but not limited to providing an opportunity for corrective action consistent with KDP Program Rules. If the problem is not corrected within the deadline set by KDP, the Apprentice may be subject to Suspension, Disciplinary Action or Termination of his Apprenticeship Agreement.

To the extent possible, RTI will be closely correlated with the practical experience and training received on the job. The program sponsor will monitor and document the apprentice’s progress in RTI classes.

The program sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The program sponsor may require the instructors to attend instructor training to meet the requirements of 34 Pa. Code § 83.5(b)(4).

SECTION 5 - APPRENTICE WAGE PROGRESSION – 34 Pa. Code §§ 83.5(b)(5)(i-v)

Apprentices will be paid a progressively increasing schedule of wages during their registered apprenticeship based on the acquisition of increased skill and competence on the job and in instruction. Before an apprentice is advanced to the next segment of training or to fully proficient or journey worker status, the program sponsor and apprentice employer will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and RTI courses. In determining whether satisfactory progress has been made, the program sponsor will be guided by the work experience and instruction records and reports.

The progressive wage schedule shall be an increasing percentage of the same-craft journey worker wage rate based on each employer’s pay scales. In no case, will the starting wages of apprentices be less than that required by any state or federal minimum wage law that may be applicable.

SECTION 6 – PERIODIC REVIEW – 34 Pa. Code § 83.5(b)(6)

The ATO will conduct periodic reviews and evaluations of the program and apprentice’s performance on the job and related instruction, and appropriate progress records shall be maintained.

SECTION 7 – RATIO – 34 Pa. Code § 83.5(b)(7)

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journey workers shall be consistent with applicable state requirements and the requirements of any governing CBA. At no time shall the number of apprentices exceed the number of same craft journey workers.

The standard PATC ratio shall be one apprentice employed for the first, second, third and fourth journey workers regularly employed; two apprentices for the fifth, sixth, seventh, eighth and ninth journey workers regularly

employed, three apprentices for the tenth, eleventh, twelfth, thirteenth and fourteenth journey workers regularly employed, and so on in units of five journey workers regularly employed. Exemptions to the PATC's standard ratios may be granted upon written request and approved of the Council.

The ratio of apprentices to journey workers will be as noted in APPENDIX A.

SECTION 8 - PROBATIONARY PERIOD – 34 Pa. Code § 83.5(b)(8)

Each applicant selected for apprenticeship shall serve a probationary period of no less than ninety (90) calendar days from the commencement of OJL. The probationary period shall not exceed 25 percent of the maximum program, but in no case shall the probationary period exceed one year.

During the probationary period, either the apprentice or KDP may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing.

The records for each probationary apprentice shall be reviewed by KDP prior to the end of the probationary period. Records shall consist of periodic reports regarding progression made in both the OJL and RTI and any actions taken during the probationary period. Each probationary apprentice evaluated as satisfactory after such review shall be given full credit for the probationary period and continue in the program.

Prior to the end of the probationary period, KDP must act on each probationary apprentice to end the probation, extend the probation, or cancel the apprenticeship agreement. All interested parties shall be notified of such action.

After the probationary period, the apprenticeship agreement may be canceled at the request of the apprentice or may be suspended or canceled by KDP for reasonable cause. Documented due notice must be given to the apprentice and a reasonable opportunity must be provided for corrective action. In such cases, KDP will provide written notice to the apprentice and to the Registration Agency of the final action taken.

The Registration Agency will be notified of all cancellations of Apprenticeship Agreements.

SECTION 9 - SAFETY AND HEALTH TRAINING – 34 Pa. Code § 83.5(b)(9)

A. Equipment and Facilities

Adequate and safe equipment and facilities shall be provided for the training and supervision of apprentices. This requirement includes apprentice activities involving both RTI and OJL. Safety is the responsibility of the employer.

B. Training for Apprentices

All apprentices shall receive instruction in safe and healthful work practices through both OJL and RTI. This training must be in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596 and its current amendments.

SECTION 10 - QUALIFICATIONS FOR APPRENTICESHIP – 34 Pa. Code § 83.5(b)(10)

Applicants of the Keystone Development Partnership Registered Apprenticeship Navigator Program will meet the following minimum qualifications:

A. Age

Applicants must not be less than 18 years of age.

B. Education

A High School diploma or GED equivalency is required. If a diploma is unavailable, applicant must provide an official transcript(s) for high school and or post high school education and training showing proof of graduation. All GED records must be submitted if applicable.

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

C. Physical

Applicants shall be physically capable of performing the essential functions of the apprenticeship program with reasonable accommodation where appropriate, and without posing a direct threat to the health and safety of the individual or others.

D. Test

No test required.

E. Referral Requirement

Applicants will be required to be referred by employer and mentor, and must be a full time employee in a role involving business engagement.

SECTION 11 - APPRENTICESHIP AGREEMENT - 34 Pa. Code § 83.5(b)(11); 34 Pa. Code § 83.6

After an applicant for apprenticeship has been selected, but before enrollment in RTI or OJL, the apprentice will be covered by a written Apprenticeship Agreement (APPENDIX B) which will be submitted electronically through the Registered Apprenticeship Partners Information Data System (RAPIDS), using the Apprentice Electronic Registration (AER) process by the program sponsor and the apprentice and approved by and registered with PATC. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. The program sponsor shall provide a copy of the apprenticeship agreement to the apprentice, ATO, the employer and if applicable, the union. An additional copy of the Apprenticeship Agreement can be provided to a Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they may be entitled (upon request).

Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these standards, the program sponsor's written rules and policies, and the apprenticeship agreement. ATO will be advised within 45 days of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

SECTION 12 - CREDIT FOR PREVIOUS EXPERIENCE - 34 Pa. Code § 83.5(b)(12)

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

Apprentice applicants seeking credit for previous experience gained outside the supervision of the program sponsor must submit the request at the time of application and furnish such records, affidavits, and other forms of proof to substantiate the claim. An applicant who is a veteran and who wishes to receive consideration for military training and/or experience must submit a DD-214. Applicants requesting credit for previous experience who are selected into the registered apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the program sponsor during the probationary period, when actual on-the-job and instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. ATO will be advised of any credit granted and the wage rate to which the apprentice is advanced. The granting of advanced standing will be uniformly applied to all apprentices.

SECTION 13 - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - 34 Pa. Code § 83.5(b)(13)

The transfer of an apprentice between registered apprenticeship programs and within a registered apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors and must comply with the following requirements:

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

The apprentice must receive credit from the new program sponsor for the training already satisfactorily completed.

SECTION 14 - SUPERVISION OF APPRENTICES - 34 Pa. Code § 83.5(b)(14)

The employer shall be responsible for the OJL portion of the apprentice's education. The supervisor of the apprentice(s) as designated by the employer shall, with the advice and assistance of KDP, be responsible for the apprentice's work assignments and ensure that the apprentice is working under the supervision of a skilled journey worker. The supervisor of the apprentice(s) shall also be responsible for the evaluation of work performance, and completion and submittal of written progress or electronic submission reports to KDP.

SECTION 15 - CERTIFICATE OF COMPLETION OF APPRENTICESHIP - 34 Pa. Code § 83.5(b)(15)

Upon satisfactory completion of the requirements of the registered apprenticeship program as established in these standards, the program sponsor will so certify to ATO and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using RAPIDS or in writing accompanied by the appropriate documentation for both OJL and the RTI as may be required by ATO.

SECTION 16 - COMPETENCY-BASED APPROACH

This apprenticeship program is competency-based with a regulatory minimum of 2,000 hours / 1 year of OJL plus 144 hours of RTI. Apprentices may achieve competency in all areas in varying time frames. Competency measures have been established (APPENDIX A) to ensure apprentice is completing program in its entirety. Each apprentice must successfully attain the competencies described in these program provisions.

SECTION 17 - REGISTRATION AGENCY - 34 Pa. Code § 83.5(b)(16)

The Registration Agency for these program standards is the Pennsylvania Apprenticeship and Training Council (PATC).

SECTION 18 - REGISTRATION, CANCELLATION, DEREGISTRATION, AMENDMENTS AND MODIFICATIONS - 34 Pa. Code § 83.5(b)(17); 34 Pa. Code § 81.82; 34 Pa. Code § 83.7

KDP shall coordinate development of Standards of Apprenticeship and shall submit to PATC for approval. If the program is approved, PATC will authorize the ATO Director to register the program and issue a Certificate of Registration as evidence of registration.

KDP reserves the right to discontinue at any time the registered apprenticeship program set forth herein. The program sponsor will notify ATO within 45 days in writing of any decision to cancel the program. PATC and ATO may initiate deregistration of these standards for failure of the program sponsor to abide by the provisions herein. Such deregistration will be in accordance with PATC's regulations and ATO's procedures.

The program sponsor will notify each apprentice of the cancellation of the program and the effect of same. If the registered apprenticeship program is cancelled at the program sponsor's request, the program sponsor will notify the apprentice(s) within 15 days of the date of ATO's acknowledgment of the program sponsor's request. If PATC or ATO orders the deregistration of the registered apprenticeship program, the program sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements 34 Pa. Code § 83.5(b)(17); 34 Pa. Code § 81.82; 34 Pa. Code § 83.7.

These standards may be amended or modified at any time by KDP provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to ATO Director for PATC approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION 19 - NOTICE TO STATE AGENCY – 34 Pa. Code § 83.5(b)(18)

ATO will be notified within 45 days of any apprentice action - e.g., registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons therefore.

SECTION 20 – TERMINATION OF APPRENTICESHIP AGREEMENT – 34 Pa. Code § 83.5(b)(19)

During the probationary period, either the apprentice or the program sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and RTI, and any disciplinary action taken during the probationary period.

After the probationary period, the apprenticeship agreement may be cancelled at the request of the apprentice or may be suspended or cancelled by the program sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the program sponsor will provide written notice to the apprentice and to ATO of the final action taken.

SECTION 21 - EQUAL OPPORTUNITY PLEDGE – 34 Pa. Code § 81.11; 34 Pa. Code § 83.5(b)(20); Title 29 CFR 29.5(b)(21) and 30.3

Keystone Development Partnership will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. **Keystone Development Partnership** will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30 and equal employment opportunity regulations of the Commonwealth of Pennsylvania.

SECTION 22 – AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES - 34 Pa. Code § 81.15; Pa. Code §§ 81.21-81.26; 34 Pa. Code §§ 81.31 – 81.35; Title 29 CFR 29.5(b)(21) and 30.4-30.19

KDP will adopt an affirmative action plan (APPENDIX C) and selection procedures (APPENDIX D), which will become part of these standards of registered apprenticeship.

SECTION 23 - ADJUSTING DIFFERENCES: COMPLAINT PROCEDURE – 34 Pa. Code § 83.5(b)(21); 34 Pa. Code § 81.71; 34 Pa. Code § 83.10

The program sponsor will have full authority to enforce these standards. Its decision will be final and binding on the employer, the program sponsor, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the registered apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

The program sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards for which written notification is received within 15 days of the alleged violations. The program sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with ATO for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate authority to receive, process, and dispose of complaints is:

Stuart Bass
KDP Executive Director
600 N. 2nd St. Harrisburg, PA 17101
(215) 284-4218
sbass@kdpworks.org.

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, and disability, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of a registered apprenticeship program may, personally or through an authorized representative, file a complaint with PATC or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

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

The complaint must be filed no later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to PATC must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by ATO for good cause shown.

Complaints of discrimination and failure to follow equal opportunity standards in the registered apprenticeship program may be filed and processed under 34 Pa. Code § 83.5(b)(21); 34 Pa. Code §81.71; 34 Pa. Code § 83.10 and the procedures set forth above. The program sponsor shall provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION 24 - MAINTENANCE OF RECORDS – 34 Pa. Code § 83.5(b)(22); 34 Pa. Code §§ 81.51-81.54; Title 29 CFR 30.12

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

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice's OJT;
- RTI reviews and evaluations;
- progress evaluations;

- record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship.

Program sponsors will also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the program sponsor's outreach, recruitment, interview, and selection process. Such records will clearly identify the race, sex and ethnicity (Hispanic or Latino/non-Hispanic or Latino) and when known, disability status of each apprentice and where possible, also identified for each apprenticeship applicant and must include, among other things, the basis for evaluation and for selection or rejection of each applicant.

All such records are the property of the program sponsor and will be maintained for a period of five years from the date of last action. They will be made available to ATO or PATC upon request.

SECTION 25 - HOURS OF WORK

Apprentices shall generally work the same hours as journey workers and insofar as possible, shall work under the supervision of a journey worker at all times.

SECTION 26- RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these standards formulated by the program sponsor, agree to all the terms and conditions contained herein and agree to abide by the program sponsor's rules and policies, including any amendments, and to serve such time, perform such manual training, and study such subjects as the program sponsor may deem necessary to become a skilled journey worker.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the registered apprenticeship program:

- A. Maintain and make available such records of work experience and training received on the job and in instruction as may be required by the program sponsor.
- B. Develop and practice safe working habits and work in such a manner as to ensure his/her personal safety and that of fellow workers.
- C. Work for the employer to whom the apprentice is assigned for the duration of the apprenticeship, unless the apprentice is reassigned to another employer or the apprenticeship agreement is terminated by the program sponsor.

SECTION 27 - TECHNICAL ASSISTANCE

Technical assistance, such as that from ATO, the U.S. Department of Labor's Office of Apprenticeship, and vocational schools, may be requested to advise KDP. KDP will also invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

SECTION 28 - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS

No section of these standards of registered apprenticeship shall be construed as permitting violation of any federal law or regulation.

SECTION 29 - COLLECTIVE BARGAINING AGREEMENTS - FOR JOINT EMPLOYERS ONLY

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

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

SECTION 30 – DEFINITIONS

The following definitions supplement the definitions set forth at 29 CFR 29.2.

APPRENTICE: An individual who has met all of the required minimum qualifications described in these Standards of Apprenticeship, has signed an Apprenticeship Agreement, and is registered with the appropriate Registration Agency.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and KDP (acting as agent for the employer), which sets forth the responsibilities and obligations of all parties with respect to the apprentice's employment and training. Each Apprenticeship Agreement must be filed with the Registration Agency.

CERTIFICATE OF COMPLETION: Document issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements for their chosen trade, craft or occupation as established in the Standards of Apprenticeship.

COLLECTIVE BARGAINING AGREEMENT: The agreement negotiated between a Union and signatory Employers that sets forth the terms and conditions of employment.

CONSULTANTS: KDP may request interested agencies or organizations to designate a representative to serve as a consultant. Consultants may be asked to participate without vote in conferences on special problems affecting the agencies or organizations they represent.

EMPLOYER: Any person or organization that employs an apprentice under these Apprenticeship Standards. An employer that participates in an apprenticeship training program is also known as 'Approved Training Agent.'

KEYSTONE DEVELOPMENT PARTNERSHIP (KDP): The sponsoring entity under which all standards shall be named. These Standards are registered by and under the Keystone Development Partnership.

INTERIM CREDENTIAL: Document issued by the Registration Agency, upon request of the appropriate sponsor, as certification of an apprentice's attainment of a competency recognized as a component of an apprenticeable occupation. The requirements for an Interim Credential must establish the process for assessing an individual apprentice's demonstration of competency associated with the particular interim credential. The Office of Apprenticeship, upon request by the program sponsor, may issue interim credentials to apprentices who have successfully met the requirements of an interim credential established in the program standards in those states where the Registration Agency does not issue interim credentials.

JOURNEY WORKER: An individual who has attained a documented level of skills, knowledge and competencies within a trade, craft or occupation, to be recognized as having mastered the skills and competencies required for the occupation. This individual is recognized by the Registration Agency as being fully qualified to perform the work required of the chosen trade, craft or occupation.

ON-THE-JOB LEARNING: Structured, supervised work experience that leads to the progressive attainment of manual, mechanical or technical skills and knowledge comprising a portion of the apprenticeship training requirements.

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

PROGRAM SPONSOR: The training entity with which the Standards of Apprenticeship have been registered, having the full responsibility for administration and operation of the apprenticeship program.

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

REGISTRATION AGENCY: A State Apprenticeship Agency recognized by the Office of Apprenticeship, Employment and Training Administration, U. S. Department of Labor; or where there is no such agency, the Office of Apprenticeship, Employment and Training Administration, U.S. Department of Labor.

REGISTERED APPRENTICESHIP INFORMATION SYSTEM (RAIS): The federal system which provides for the automated collection, updating, and retrieval of information related to apprentices and apprenticeship programs.

RELATED TECHNICAL INSTRUCTION (RTI): An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to his/her occupation.

STANDARDS OF APPRENTICESHIP: The policies, procedures, guidelines, and prescribed curriculum that the FTI Board of Trustees follows to properly conduct the program. Within the Finishing Trades framework, the standards are also filed with and approved by the appropriate Registration Agency.

WORK PROCESSES: Tasks in which the apprentice must demonstrate proficiency before a completion certificate is granted.

SECTION 31 ELIGIBLE TRAINING PROVIDER LIST

Your registered apprentices can be eligible for Workforce Innovation and Opportunity Act (WIOA) services which can support costs for the on-the-job training component of apprenticeships programs and pay for the cost of related classroom instruction including tuition, books, supplies, fees, uniforms, tools and other required items.

If you would like to take advantage of this valuable source of funding, your apprenticeship program will be included on PA's WIOA Statewide Eligible Training Provider List (ETPL). It is available to you at no cost, and your apprenticeship program can be supported by available WIOA funding distributed through your local PA CareerLink® offices and Workforce Development Boards.

Registered Apprenticeship programs are automatically included on the ETPL as soon as the Pennsylvania Apprenticeship and Training Council and Apprenticeship and Training Office have approved and registered your program.

You may indicate your willingness to be included on the statewide ETPL by signing these apprenticeship standards.

SECTION 32 - OFFICIAL ADOPTION OF REGISTERED APPRENTICESHIP STANDARDS

The Keystone Development Partnership hereby adopts these standards of registered apprenticeship on October 14, 2019.

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

Signature of Program Sponsor (designee)

Signature of Labor (designee)

Printed Name

Printed Name

PROGRAM SPONSOR INFORMATION	
Name of Contact:	Stuart Bass
Address:	600 N. 2 nd St. Harrisburg, PA 17101
Email:	sbass@kdpworks.org
Phone:	(215) 284-4218
Fax:	

REGISTERED WITH PENNSYLVANIA APPRENTICESHIP AND TRAINING COUNCIL

Chairman

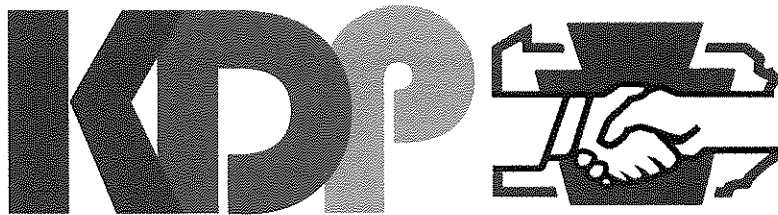
Secretary

Appendix A

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE



Keystone Development Partnership

**Training and Development Specialists
Registered Apprenticeship Navigator**

O*NET-SOC CODE: 13-1151.00

RAPIDS CODE: 90417

DRAFT

WORK PROCESS SCHEDULE

Training and Development Specialists / Registered Apprenticeship Navigator

O*NET-SOC CODE: 13-1151.00 RAPIDS CODE: 90412

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

1. TYPE OF OCCUPATION

Time-based

Competency-based

Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation is competency-based with the regulatory minimum of 2000 hours / 1 year OJT attainment supplemented by the minimum required 144 hours of related technical instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio for NON-JOINT EMPLOYERS is:

1 apprentice to 1- 4 journeyworkers

2 apprentices to 5-9 journeyworkers

3 apprentices to 10-14 journeyworkers

For each additional unit of five journeypersons regularly employed, one additional apprentice may be employed.

-OR-

The apprentice to journeyworker ratio for JOINT EMPLOYERS shall be consistent with proper supervision, training, safety, continuity of employment, and applicable provisions in CBAs, except where such ratios are expressly prohibited by the CBAs. The ratio shall be specified in (APPENDIX E).

4. WORKFORCE NUMBERS

Please use the Employer Acceptance Agreements (APPENDIX E) for the workforce numbers.

5. APPRENTICE WAGE SCHEDULE

Please use the Employer Acceptance Agreements (APPENDIX E) for the wage schedule information.

6. PROBATIONARY PERIOD

Each applicant selected for apprenticeship shall serve a probationary period of no less than ninety (90) calendar days from the commencement of OJL. The probationary period shall not exceed 25

percent of the maximum program, but in no case shall the probationary period exceed one year.

7. QUALIFICATIONS FOR APPRENTICESHIP

Applicants of the Keystone Development Partnership Navigator Program will meet the following minimum qualifications:

A. Age

Applicants must not be less than 18 years of age.

B. Education

A High School diploma or GED equivalency is required. If a diploma is unavailable, applicant must provide an official transcript(s) for high school and or post high school education and training showing proof of graduation. All GED records must be submitted if applicable.

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

C. Physical

Applicants shall be physically capable of performing the essential functions of the apprenticeship program with reasonable accommodation where appropriate, and without posing a direct threat to the health and safety of the individual or others.

D. Test

No test required.

E. Referral Requirement

Applicants will be required to be referred by employer and mentor, and must be a full time employee in a role involving business engagement.

WORK PROCESS INFORMATION

WORK PROCESSES OUTLINE

OCCUPATION: Training and Development Specialists / Registered Apprenticeship Navigator

O*NET-SOC CODE: 13-1151.00 Training and Development Specialists

RAPIDS CODE: 90417

SPONSOR: Keystone Development Partnership (KDP)

PURPOSE: To train workforce development intermediaries to become Registered Apprenticeship (RA) Navigators to assist the Pennsylvania Apprenticeship and Training Office (PA ATO), RA program sponsors, other RA partners in local workforce development board regions and directly for workforce development boards.

TERM OF APPRENTICESHIP: This apprenticeship program is competency based on program with the regulatory minimum of approximately 2,000 hours of on-the-job (OJT) plus 144 hours of related technical instruction. Apprentices may achieve competency in all areas in varying time frames, so competency measures have been established to ensure apprentice is completing program in its entirety; each apprentice must successfully attain the competencies described in these program provisions.

BACKGROUND: KDP is establishing an apprenticeship program for RA Navigators to support the PA ATO to provide structured, replicable, quality training that is worthy of a nationally recognized credential. This occupation can be used by other intermediary organizations to help expand apprenticeship into new occupations and industries.

RA Navigators will assist potential programs in the development of new or revised standards.

These RA navigators will establish relationships leading to partnerships with employers, unions, industry associations, community/faith-based organizations, community colleges, workforce development boards, CareerLinks and American Job Centers/Workforce Development Centers. RA Navigators will provide technical advice and assistance to employers and union representatives (either singly or jointly) on the effective maintenance and improvement of new and existing RA and Pre-RA programs, and on the better utilization of workers where particular training problems may be a concern. The RA Navigators will identify, analyze, and prepare training analysis reports and recommendations for further on-the-job learning.

WORK PROCESS SCHEDULE: In order to obtain well-rounded training and thereby qualify as a skilled workforce development intermediary, the apprentice shall have experience and training in the following areas and shall demonstrate competency, as specified herein. This instruction and experience shall include the following competencies but not necessarily in the sequence given. Time spent on specific competencies need not be continuous.

On-the-Job Learning (OJL)

1. The apprentice shall make every attempt to meet OJL requirements; Unsuccessful performance of the OJL training by the apprentice within the apprenticeship program cannot result in any adverse action toward the employee.

2. During the apprenticeship, the apprentice shall receive work experience and job-related education in all phases of the occupation. These include safe work practices necessary to develop the skill and proficiency of a skilled professional, including:

- Workplace violence
- Sexual harassment
- Cyber security
- Confidentiality / Privacy

The Navigator's employer will have policies on each that each apprentice signs on to and agrees to abide by. If an employer doesn't have specific policy in place, KDP will provide examples to adopt. Additional RA components will be delivered as part of Module 9 *Knowledge of PA Compliance Review and Quality Assessment Process*.

3. The program sponsor, KDP, or its designated apprenticeship committee, must ensure apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the apprenticeship, and identify what methodology will be used to track progression of on-the-job experience.

4. Such OJL shall be performed under the direction and guidance of a qualified professional.

The following identifies the major work processes in which apprentices will be trained:

1. APPRENTICESHIP ORIENTATION.
2. PA ATO POLICIES AND GUIDANCE.
3. DEVELOPING APPRENTICESHIP PROGRAMS.
4. PROGRAM SERVICING.
5. EEO.
6. NEW/REVISED OCCUPATIONS.
7. REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (*RAPIDS*).
8. PARTNER ENGAGEMENT.
9. INTERMEDIARY ROLE.

Competency Rubric

Competencies will be tracked as follows:

- **FE – Field Experience**: successfully attempted competency in the field
- **DC – Demonstrates Competence**: apprentice can perform the task with some coaching.
- **P – Proficient**: apprentice performs task properly and consistently.

Competency	Measure	FE	DC	P
PARTNER ENGAGEMENT				
Demonstrate ability to assess area businesses and industry training needs.	Apprentice successfully identified businesses in area where the apprenticeship model will assist in future workforce training and development.			
Demonstrate knowledge of the PA Apprenticeship Training Office, its functions, and responsibilities.	Apprentice successfully spoke to a potential employer or business about the duties of the Apprenticeship Training Office.			
Identify potential employer partner, visit facility, and determine capabilities of facility to properly train employees.	Apprentice successfully identified and spoke to a potential sponsor and determined their current training methods.			
Assist potential program employer partner in the determination of his/her additional training needs.	Apprentice successfully assisted potential program sponsor / employer with identifying training needs.			
Identify and explain goals of apprenticeship training programs to potential employer partner and how programs are administered.	Apprentice successfully explained RA to potential employer partner; including Fitzgerald Act, the PA Apprenticeship and Training Office, relationship between OA and SAA, the components of Registered Apprenticeship, and potential partnerships with training providers and more.			
Explain various types of apprenticeship programs; i.e. joint, non-joint, group, etc.	Apprentice successfully explained the different types of RA structures (joint, non-joint, etc.) to potential employer partner and identified appropriate one for their potential program.			
Explain Code of Federal Regulations: Title 29, CFR part 29: Apprenticeship Programs, Labor Standards for Registration, Amendment of Regulations Final Rule.	Apprentice successfully explained CFR Title 29 and standards to employer partner.			
Explain PA Apprentice and Training Office and its role in registering and overseeing a future program for employer partner.	Apprentice successfully explained the role of the Pennsylvania ATO in the RA Process.			

Competency	Measure	FE	DC	P
Explain PA Apprenticeship and Training Council and its governance / role in the RA Process.	Apprentice successfully explained the role of the PA State Apprenticeship & Training Council to employer partner.			
Explain PA Apprenticeship and Training Council and its governance / role in the RA Process.	Apprentice successfully explained the role of the PA State Apprenticeship & Training Council to employer partner.			
Explain Navigator program with potential employer partner; obtain agreement to initiate program and work with employer.	Apprentice successfully explained Navigator Program and how they could be of assistance to potential employer partner; and got employer to agree to work with them.			
DEVELOPING APPRENTICESHIP PROGRAMS				
Identify occupations of employer partner.	Apprentice successfully identified apprenticeable occupation, as approved by DOL, for employer partner.			
Identify training approaches: Time-based, Competency-based, or Hybrid.	Apprentices successfully, in conjunction with employer partner, identified appropriate RA program basis; hybrid, competency, time based.			
Research available work processes or develop training outline that is applicable to program.	Apprentice successfully researched and identified RTL and OJT processes appropriate to employer partners program.			
Identify vocational education facilities and/or other resources and capabilities for related technical training.	Apprentice successfully identified area educational facilities with the capability to deliver RTL needed in newly developing employer partner apprenticeship program.			
Present material to program sponsor.	Apprentice successfully presented a draft outline of employer partners potential program.			
Assist in preparation of standards and complete a review of the application documentation.	Apprentice successfully assisted employer partner in the creation of apprenticeship standards for program.			
Review 24-Point Checklist for Standards to ensure all documents have been checked for spelling, formatting, grammar, and etc.	Upon completion of newly developed apprenticeship standards, apprentice successfully reviewed the documents for accuracy; using the 24-point checklist			

Competency	Measure	FE	DC	P
Secure signatures of sponsor(s) on official standards.	Apprentice successfully secured signatures on all required documents to submit for approval.			
Submit for registration.	Apprentice successfully submitted application for approval of program; to PA ATO.			
Present and defend RA application to PATC.	In conjunction with employer partner, apprentice successfully attended PATC meeting to explain and defend the newly developed program.			
PROGRAM SERVICING				
Assist program sponsors in registering apprentices.	Apprentice successfully assisted employer partner with registering apprentices of new program.			
Consult with employer partners to maintain active programs.	Apprentice successfully followed up with employer partner to assist in maintaining program.			
Encourage completion ceremonies and presentation of certificates.	Apprentice successfully explained and encouraged completion ceremonies for graduating apprentices of new program.			
Provide information and training for employer partner personnel, arrange meetings, conferences, and seminars.	Apprentices successfully provided general information to employer partner(s) about RA.			
Become familiar with local, regional and national best practices in recruitment and retention and provide technical assistance in these areas to the apprenticeship program.	Apprentice successfully remained current on RA best practices and forward any relevant information to employer partner.			
EQUAL EMPLOYMENT OPPORTUNITY (EEO)				
Services provided to program sponsors include guidance to compliance with the requirements of the state and federal laws and regulations; e.g., amending standards, determining underutilization, developing affirmative action plan.	Apprentice successfully provided EEO information and guidance to employer partner.			
Encouraging recruitment and employment of minority and female applicants.	Apprentice successfully encouraged employer partner to recruit minorities and females into newly formed programs and provided best practices to do so.			
Identify and attend meetings to coordinate activities with various outreach programs.	Apprentice successfully connected to various outreach programs and attended meetings to become familiar with programs.			

Competency	Measure	FE	DC	P
RAPIDS SYSTEM (<i>Apprentices will use RAPIDS in coordination with and under the guidance of PA Apprenticeship and Training Representatives (ATRs). Apprentices will only have RAPIDS access with the permission of employers and sponsors.</i>)				
Inputting programs information and occupations.	Apprentice successfully navigated RAPIDS system and inputted proper data.			
Assisting programs in registering apprentices.	Apprentice successfully navigated RAPIDS system and inputted proper data.			
Maintenance programs on apprentice (registering, suspending, canceling, and completing).	Apprentice successfully navigated RAPIDS system and inputted proper data.			
Tracking Overdue apprentices.	Apprentice successfully tracked RAPIDS system to track apprentices in newly formed programs to ensure they are progressing timely.			
RAPIDS User Manual (ATO & Sponsor Guide).	Apprentice successfully obtained and became familiar with the RAPIDS Manual.			
RAPIDS help menu.	Apprentice successfully located and became familiar with the RAPIDS help section to answer questions about the system.			
PARTNER ENGAGEMENT				
Workforce Development Organizations				
Develop knowledge and if appropriate relationship with other workforce development organizations including Workforce Development Boards and PA CareerLink® offices.	Apprentice successfully became familiar with one or more workforce development groups and began a relationship.			
Collaborate with PA ATO to facilitate relationships with RA Program Sponsors.	Apprentice successfully became familiar with the activities of the PA ATO and gathered leads for potential partners.			
Unions – National, State, Local				
Present RA information and connect to RA Programs.	Apprentice successfully connected to various unions and explored new potential apprenticeship programs.			
Support Programs by attending workforce councils and advisory meetings.	Apprentice successfully attended various workforce development meetings to gather information for employer partners.			
Become knowledgeable about program resources and training that they offer.	Apprentice became familiar with different union programs, their training methods, and determined if new initiatives could be initiated.			

Competency	Measure	FE	DC	P
<p>Community Based Organizations (CBOs) & Programs - Including Chamber of Commerce, Business & Education Associations, Veterans Affairs (VA), Job Corps, YouthBuild, OVR, Faith-based Organizations, and minority, ESL & underserved population-focused CBOs</p>				
<p>Connect to RA Programs.</p>	<p>Apprentice successfully identified and connected to various Community Based Organizations and familiarized them with the Navigator program, and RA.</p>			
<p>Become knowledgeable about program resources and training that they offer.</p>	<p>Apprentice became familiar with different CBO programs, their training methods, and determined if new initiatives could be initiated.</p>			
<p>Women in Apprenticeship and Nontraditional Occupations (WANTO)</p>				
<p>Connect to RA Programs.</p>	<p>Apprentice successfully identified and connected to various organizations for women and familiarized them with the Navigator program, and RA.</p>			
<p>Become knowledgeable about program resources and training that they offer.</p>	<p>Apprentice became familiar with different organizations for women, their mission, and determined if new Navigator initiatives could be initiated.</p>			
<p>Pre-Apprenticeship</p>				
<p>Connect to RA Programs.</p>	<p>Apprentice successfully identified and connected to various Pre-Apprenticeship Programs and familiarized them with the Navigator program, and RA.</p>			
<p>Become knowledgeable about program resources and training that they offer.</p>	<p>Apprentice became familiar with different Pre-Apprenticeship programs, their training methods, and determined if new initiatives could be initiated.</p>			

8. RELATED INSTRUCTION OUTLINE

RELATED INSTRUCTION OUTLINE

Workforce Development Professional/ Registered Apprenticeship Navigator

O*NET-SOC CODE: 13-1151.00 RAPIDS CODE: 90417

RELATED INSTRUCTION INFORMATION	
Provider Type:	<input checked="" type="checkbox"/> Sponsor <input type="checkbox"/> Community College/Technical School <input type="checkbox"/> Vocational School <input type="checkbox"/> Other, please list. _____
Name of Provider:	Keystone Development Partnership
Address of Provider:	600 N. 2 nd St. Harrisburg, PA 17101
Provider Contact Name:	Stuart Bass
Provider Contact Email:	sbass@kdpworks.org
Provider Contact Phone:	(215) 284-4218
Total Hours of Instruction:	88
Method of Instruction:	<input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Correspondence/Shop <input type="checkbox"/> Online
<p>-If using a third party vendor for the instruction component of the program, please submit a letter verifying such from the training provider.</p>	

RELATED INSTRUCTION INFORMATION	
Provider Type:	<input type="checkbox"/> Sponsor <input type="checkbox"/> Community College/Technical School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Other, please list. <u>Four Year University</u>
Name of Provider:	Penn State University
Address of Provider:	329 Business Building University Park, PA 16801
Provider Contact Name:	Sue Greene
Provider Contact Email:	sag21@psu.edu
Provider Contact Phone:	570-713-7598
Total Hours of Instruction:	41
Method of Instruction:	<input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Correspondence/Shop <input type="checkbox"/> Online
<p>-If using a third party vendor for the instruction component of the program, please submit a letter verifying such from the training provider.</p>	