



APPRENTICESHIP: WORKS FOR WISCONSIN.
WORKERS FOR YOU.
TECHNICAL ASSISTANCE GUIDE



Content Revision Date: July, 2011

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Section I.

I NTRODUCTION

This Wisconsin Apprenticeship Technical Assistance Guide for Sole Sponsors is designed to provide both potential and existing apprenticeship program sponsors with information and resources to establish and operate an apprenticeship program. In addition there is no fee associated with setting up an apprenticeship program or for services provided by the Department of Workforce Development—Bureau of Apprenticeship Standards.

Sole sponsors operate individually sponsored programs where the training is conducted in one plant, firm or business. In Wisconsin, all programs outside of the building and construction trades are considered individually sponsored programs.

It is our hope that this technical assistance guide will be a useful reference for you, when it comes to discharging your important responsibilities as an apprenticeship sponsor. The guide explains how to develop and register a program and describes what is required to maintain an apprenticeship program once established.

To the greatest extent possible, this guide covers the most important information you need as an apprenticeship sponsor. However, if you have more detailed or unusual questions, you are encouraged to contact your apprenticeship training representative (ATR). A listing of the BAS ATRs is located in section 17. If your representative is unavailable, you may contact the Apprenticeship Director at (608) 266-3332 or the Chief of Field Operations at (608) 266-3132 for additional information or guidance.

A. WHAT IS REGISTERED APPRENTICESHIP?

The apprenticeship method of training—with a skilled worker passing on craft knowledge to another—is almost as old as recorded history.

Since the middle ages, skills have been passed on through a master-apprentice system in which the apprentice was indentured (contracted) to the master for a specified period of years. The apprentice usually received food, shelter, and clothing in return for the work the apprentice performed while under the apprentice indenture (contract). The indenture was a legally binding document, but there was no oversight or regulation of the indenture.

Apprenticeship in the U.S. continued as an unregulated system until 1911, when Wisconsin

passed the country's first apprenticeship law. With safeguards for both the apprentice and the employer, Wisconsin's law became a model for the other states and for the federal government in developing their own systems. Also, in 1911, the Wisconsin legislature established the state's vocational school system (now known as the Wisconsin Technical College System) to provide the related classroom instruction to apprentices. From 1911 to present day, thousands of apprentices have gone through the system and have contributed to the state's economy.

B. WHAT IS A SOLE SPONSOR?

Sole sponsors are employers who operate individually sponsored programs where the training is conducted in one plant, firm, or business. In Wisconsin, all programs outside of the building and construction trades are considered sole sponsored programs.

C. EIGHT ESSENTIAL COMPONENTS OF APPRENTICESHIP

Apprenticeship is made up of eight essential components.

1. **Structured Training** Apprenticeship is a training strategy that:

- a. combines supervised, structured on-the job learning with related instruction; and
- b. is sponsored by employers, employer associations or labor/management groups that have the ability to hire and train in a working environment. The employment opportunity is the most basic requirement for any apprenticeship. Without the job, there is no on the job learning. On the job learning represents approximately 90% of the program; and
- c. provides quality related instruction. Related instruction is theoretical and technical, and it is usually provided by the Wisconsin Technical College System or a training center. Related Instruction is a key part of each apprenticeship and it is required by apprenticeship law. The requirement is that there needs to be 144 hours of related instruction per year if a program runs for two years or less and a minimum of 400 hours if the apprenticeship is three or more years.

2. **Skilled Training** Apprenticeship is a training strategy that prepares people for skilled employment by conducting training in bona fide and documented employment settings. The content of training, both on-the-job and related instruction, is defined by the industry.

Wisconsin uses state apprenticeship trade advisory committees and an apprenticeship advisory council. The purpose of the committees is to formulate minimum state standards for each trade and to make recommendations to the Bureau of Apprenticeship Standards.

Members of the state committees are made up of an equal number of employee and employer members who are from industries involved in actively training apprentices.

3. **Apprenticeship Laws** Apprenticeship is a training strategy with requirements that are clearly stated in Federal and State laws and regulations. The National Apprenticeship Act of 1937 (also known as the Fitzgerald Act) provides the guidance from the federal level. Wisconsin Statutes Chapter 106 provides additional state requirements. These laws and regulations establish minimum requirements for protecting the welfare of the apprentice, such as:
 - a. the length of training
 - b. type and amount of related instruction
 - c. supervision of the apprentice
 - d. appropriate ratios of apprentices to journeyworkers
 - e. apprentice selection and recruitment procedures, etc.

4. **Credentials** Apprenticeship is a training strategy that by virtue of a legal contract leads to a certificate of completion and official/recognized journeyworker status. The contract and completion certificate is issued by the Bureau of Apprenticeship Standards. These credentials have explicit meaning, recognition and respect in the eyes of federal and state governments and relevant industries.

Also required is the approval and monitoring of the program by the Bureau of Apprenticeship Standards. When employers desire to start or modify an apprenticeship program, they are provided technical assistance by the Bureau.

5. **Investment in Training** Apprenticeship is a training strategy that involves a tangible investment on the part of the apprentice, program sponsor, employer or labor/management group.
 - a. The apprentice's investment is the time and effort spent to learn skills and to perfect those skills on the job.
 - b. The apprentice is required to manage his/her time, keep his/her work records, attend classes, and to progress in the apprenticeship program.
 - c. The apprentice may also be required to pay for tuition or books.
 - d. The employer's investment includes paying wages while the apprentice is in related instruction and the wages of the skilled worker while training the apprentice on the job.
6. **Earn and Learn** Apprenticeship is a training strategy that pays wages to apprentices during the term of their apprenticeship. These wages are a portion of the skilled wage rate that increases throughout the training program in accordance with a predetermined wage scale. The wages must average 60% over the apprenticeship term and must not be less than minimum wage.
7. **Supervised Training** Apprenticeship is a training strategy where participants learn by working under the supervision of skilled workers in the craft, trade or occupational area.

- 8. Apprentice Contract** Apprenticeship is a training strategy that involves a written agreement, or contract between the apprentice, the sponsor, and the state. This agreement specifies the length of the training, the related school requirements, an outline of the skills (work processes) of the trade to be acquired, and the wages the apprentice will receive.

The Contract allows for additional requirements not covered elsewhere in the Contract.



Section II.

PARTNER ROLES & RESPONSIBILITIES

Your apprenticeship program is structured to operate smoothly and efficiently. In order for that to happen, all apprenticeship partners must know and carry out their important roles and responsibilities.

A. BUREAU OF APPRENTICESHIP STANDARDS

The Wisconsin Department of Workforce Development (DWD) is the state agency that has primary responsibility for implementing and monitoring programs in Wisconsin. Specific responsibility for administering apprenticeship standards is held by the Bureau of Apprenticeship Standards (BAS), which is housed within the Division of Employment and Training.

The BAS jointly reviews classroom training with the Wisconsin Technical College System Office (WTCS) which has responsibility for conducting most of the classroom instruction connected with the apprenticeship programs.

The BAS works closely with the sole sponsors of all major trades, labor unions, employers recognized apprenticeship training centers and employer associations to ensure a high level of quality and consistency in Wisconsin's apprenticeship programs.

State apprenticeship representatives, also known as Apprenticeship Training Representatives (ATRs), are assigned specific sole sponsors in their service area for oversight and to assist with program administration. The ATR works with the sole sponsor in the interpreting the laws; as well as BAS rules and regulations, and provides technical assistance. The ATR also assists in the development of apprenticeship and on-the-job learning programs and works with all groups interested in promoting apprenticeship in Wisconsin.

The Bureau's responsibilities are to:

1. Register, monitor and assess programs, employers and apprentices to ensure conformity to state standards, laws, rules and policies.
2. Assist apprentices and employers with questions or concerns.
3. Provide technical assistance; which includes modification to programs and resolution of complaints or other conflicts.

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Partner Roles & Responsibilities

4. Confer with the provider of related instruction to insure a quality classroom experience.
5. Maintain Equal Opportunity and Affirmative Action Compliance.

B. SOLE SPONSOR (EMPLOYER)

Your role as a Sole Sponsor in registered apprenticeship goes beyond that of a simple employer. Your commitment to the apprenticeship method of training is structured into a number of responsibilities that require you to:

1. Comply with the provisions of the Apprentice Contract.
2. Provide supervision and on the job learning by a skilled worker.
3. Provide well-rounded, diversified training so the apprentice has learned all aspects of the trade by the completion of the training program as listed in the Schedule of Processes to be worked.
4. Safeguard the training of the apprentice on the job.
5. Pay apprentices hourly rate while attending classroom (paid related) instruction at the same rate as for services performed.
6. Monitor the apprentice's on the job progress and provide feedback on performance. A manager/supervisor and/or an "in plant committee" may be assigned this responsibility.
7. Provide recommendations and advice on their trade's policy and program matters to BAS and the WTCS regarding all aspects of the apprenticeship program and curriculum.
8. Utilize in plant or internal committees to offer the best possible training program. Employers with five or more apprentices shall have committees comprised of equal employer and employee representatives, where possible. The duties of the committee include advising the sponsor, the BAS and/or the provider of paid related instruction on apprenticeship matters. Some committees review apprentices on an annual or semiannual basis and make recommendations on candidates for new apprenticeship openings.

C. WISCONSIN TECHNICAL COLLEGE SYSTEM

The partnership between Wisconsin's apprenticeship agency (BAS) and what is now the Wisconsin Technical College System (WTCS) dates back to the founding of both systems in 1911. Delivering apprentice related instruction is central to the WTCS mission. One of the major components of this partnership is to provide qualified instructional staff for both paid and unpaid related/technical instruction. The WTCS currently provides apprentice related instruction to the vast majority of Wisconsin's registered apprentices. They also offer an Associate Degree option for journey level workers who have completed a Wisconsin registered apprenticeship program.

D. OTHER APPROVED TRAINING PROVIDERS

In some cases, sponsors provide related instruction in-house at their workplace or send their apprentices for related instruction outside of the WTCS. The sponsor must receive approval from the Bureau of Apprenticeship Standards prior to the beginning of related instruction. The location must be inspected to insure the classroom facilities are adequate, the instructor is qualified and that appropriate related instruction hours are maintained.



Section III.

E STABLISH YOUR PROGRAM

There are four primary steps to establishing an apprenticeship program. In Step 1, contact your Apprenticeship Training Representative (ATR). During Step 2, review the criteria and standards that govern your trade(s). Next, in Step 3, work with your ATR to develop your program. Finally, you will register your program as described in Step 4.

A. STEP 1: CONTACT YOUR ATR

The Bureau of Apprenticeship Standards has offices located throughout the State with staff who specialize in assisting employers to establish apprenticeship training programs. To find the contact information for the ATR in your area, check the Bureau of Apprenticeship website at www.wisconsinapprenticeship.org or see the BAS Contract on page 94 for the listing. Once contact has been made with the Bureau, an Apprenticeship Training Representative (ATR) will meet with you to assist in setting up your program.

B. STEP 2: REVIEW CRITERIA, STANDARDS AND RESPONSIBILITIES

If the trade being considered for an apprenticeship is represented by a state committee, the basic standards (guidelines and rules) are in place for the trade and need to be followed. If the trade being considered for an apprenticeship is not represented by a state committee, the ATR will assist the employer in developing standards.

In general, to begin an apprenticeship program with an employer who has not previously trained apprentices, the following criteria must be met:

1. The employer must have been in business for a minimum of one year and must have an unemployment insurance account number. See Section 16 for unemployment contacts.
2. The employer must have skilled workers, journeyworkers, supervisors or other “qualified individuals” to train the apprentice in the trade being considered.
3. The trade must be apprenticeable in the State of Wisconsin.

4. The program must be developed. If it is a new trade/occupation, the ATR will work with the employer to develop the basics for the trade/occupation being considered based on Federal Apprenticeship guidelines. If it is an existing trade/occupation, the ATR will provide the employer with work processes as a starting point to use in development of the program.

5. Standards must be approved. Apprenticeship programs are required to have standards that are reviewed and approved by the Bureau. Depending on the trade/occupation, standards may have already been established by State Advisory Committees. Regardless, apprenticeship regulations require that all standards include the following components:

- ◆ Skilled occupation. The occupation must meet the requirements as stated in DWD 295.15 (2).
- ◆ Term of apprenticeship. The term of the apprenticeship program may be specifically stated in hours, months or years or competencies or hybrid which is a combination of time and competencies.
- ◆ Work Processes. A schedule of work processes must outline the different phases of training with the approximate hours or competencies needed in each area for the apprentice to receive a well-rounded education in all facets of the trade. The training need not be given in sequence and time on specific operations need not be continuous.
- ◆ Related Instruction. All apprenticeship programs are required to provide a minimum of 144 hours of paid related instruction per year. For programs whose term is three (3) years or longer, there must be at least 400 hours. Attendance at school is not considered as work for overtime purposes.
- ◆ Progressive Wage Scale. An apprenticeship program must use a progressively increasing schedule of wages to reflect the progress of apprentices throughout the apprenticeship program.
- ◆ Periodic evaluation of the apprentice's progress, both on-the-job and in related instruction and maintenance of the resulting records.
- ◆ Stated ratio of the number of skilled workers to apprentices to ensure thorough and safe training.
- ◆ Length of the probationary period.
- ◆ Statement of how the employer will ensure adequate and safe training.
- ◆ Minimum qualifications for an applicant must be stated. The following minimums are recommended:
 - Starting age of an apprentice to be not less than 18 unless a high school graduate or equivalent; except for Barbering /Cosmetology. See Section 7, Part B.
 - Full and fair opportunity to apply for apprenticeship.
- ◆ Selection of apprentices must occur on basis of qualifications.
- ◆ Apprentice contract must be in writing.
- ◆ Statement regarding the provision of advanced standing for credit into the program acquired by prior experience or training.
- ◆ Transfer statement which may be used by the employer that may increase the flexibility for an apprentice to continue his/her apprenticeship program in the event of the necessity of a canceled Apprentice Contract by the employer.

- ◆ It is necessary that specific responsibility for the apprentice's training be placed on someone who is qualified. Standards must include a statement to address the requirement of qualified supervision of on-the-job learning with adequate facilities to train apprentices.
- ◆ Recognition for successful completions.
- ◆ If interim credentials are included as part of the program, statement of this requirement.
- ◆ General statement that the standards must be submitted by the employer for approval and such approval must be acquired before implementation of the program.
- ◆ General statement that BAS must be notified of all sponsor actions.
- ◆ Statement of nondiscrimination in all phases of apprenticeship.
- ◆ Complaint procedures and appropriate contacts must be included.
- ◆ Requirement of the proper maintenance of records. Apprenticeship records must be maintained five (5) years past the last action.

After ensuring that all criteria can be met, the next course of action depend on whether the employer is signatory to a bargaining agreement.

If the employer is not signatory to a labor agreement:

1. Contact your ATR. They will make an on-site visit and work with you to determine appropriate trade titles and the training schedule.
2. Determine the knowledge and skills needed for the occupation to be included in the program.
3. Develop basic details of the program as a set of apprenticeship standards. Your ATR will assist you in the development of the standards.
4. Appoint an apprenticeship supervisor to oversee the apprenticeship program in your establishment and serve as the main contact person.
5. Determine the need and if necessary set up an apprenticeship advisory group. This group should be made up of individuals who are interested in using apprenticeship to train skilled workers including, managers, human resources, craft supervisors, and skilled workers or other qualified individuals.

If the employer is signatory to a labor agreement:

1. Contact your ATR. In most cases, the ATR will make an on-site visit and work with you to determine appropriate trade titles and the training schedule.
2. Work with the ATR who will help you determine if your selected trade is apprenticeable and, if so, help you develop the on the job learning schedule.
3. Discuss the proposed program with the appropriate parties if the training involves employees who would be covered under the collective bargaining agreement.

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Establish Your Program

4. Establish an in-house apprenticeship committee with equal representation of labor and management, if possible. Although not mandatory for employers with less than five apprentices, the in-house committee is a recommended tool to help to administer even the smallest programs.
5. Secure agreement on a set of standards for training, including occupations, selection procedure and number of apprentices to be trained.
6. Capture these details in writing as the standards of the apprenticeship program and submit them for official approval.
7. Determine if the union will jointly administer the apprenticeship program. If not, a waiver must be obtained in order for you to proceed.

An important part of this process is to determine that there will be adequate supervision of apprentices by a skilled person. The responsibility for training of the apprentice should be by someone who is qualified and in a position to direct the apprentice's training. This qualified person may be the foreman, journeyworker, or supervisor, or other qualified individual but the arrangement must be known to the apprentices and the person with the responsibility for training.

PROGRAM SPONSOR RESPONSIBILITIES:

1. Recruit and select qualified applicants for the training program.
2. Provide skilled employees or journeyworkers to provide supervision and training for the apprentices.
3. Meet the ratio or number of skilled workers or journeyworkers to ensure adequate training for the program.
4. Determine if the applicant's prior work and school experience warrants the request for granting of any up front work or school credit.
5. Ensure that the apprentices receive proper training and are moved around in their job duties to be trained in all aspects of the trade.
6. Train apprentices in proper safety and work rules for the job.
7. Insure that apprentices are able to attend scheduled paid related instruction.
8. Perform periodic evaluations to monitor on the job performance and provide feedback of the apprentices at regular established intervals.
9. Pay the appropriate wages as provided by the Apprentice Contract.
10. Notify your ATR of any changes in your program or apprentices that would require updating.
11. Maintain records for each apprentice, including, but not limited to: job assignments, promotions,

demotions, lay-offs, terminations, rates of pay, progress in training as outlined in the work processes, and any other records that may be needed to comply with the program guidelines and requirements.

Changes at your company that would affect the ability to provide on the job learning and/or supervision, relocation or ownership of your company, or changes in mailing address, or any change in employment status of your apprentice must be reported to your ATR immediately!

JOURNEYWORKER RESPONSIBILITIES:

Skilled workers who are selected to train the apprentices are important in establishing a quality apprenticeship program.

A skilled worker should have the demonstrated skills, knowledge and maturity of judgment to be recognized in the industry and amongst their peers as journeyworkers. It is not a requirement that such trainers have previously completed a registered apprenticeship program in that trade. This status may be obtained either through a formal apprenticeship program or through practical on-the-job experience.

Some guidelines for such qualified skilled trainers are as follows:

1. Must be technically competent. They must be proficient in the areas of the job they are going to teach and be capable of both demonstrating how the work is done and communicating the technical knowledge required.
2. Must have sufficient time to train the apprentices. They must have adequate and sufficient time in their work schedules to provide the training and guidance necessary.
3. Apprentices shall be under the close supervision (quick and easy access to communicate about a task) of a journeyworker or a “qualified individual” as defined above during the apprenticeship program. During the final years of the apprenticeship, depending on the trade, the apprentice may be supervised indirectly. Such indirect supervision is defined as having immediate access to a journeyworker or a “qualified individual”.
4. Throughout the course of the training period, the apprentice should work under the direction of as many different journeyworkers and/or “qualified individuals” as possible.
5. Certain licensed occupations may have different requirements for supervision.
6. Must be willing to assist apprentices to learn all aspects of the trade. They must ensure the apprentice is properly exposed to all aspects of the trade/occupation and work processes as outlined in the work processes and in the contract.
7. Must evaluate apprentice progress. They must review, assess, and record apprentice progress on a periodic basis to ensure the skills are being acquired, and address any deficiencies in training and/or knowledge.

APPRENTICE RESPONSIBILITIES

The apprentice has certain responsibilities and duties to stay in the program. These duties include, but are not limited to the following:

1. Work safely, not just for personal safety, but for that of co-workers.
2. Avoid absenteeism and tardiness at work or school.
3. Attend and participate in related instruction and maintain satisfactory grades.
4. Show dedication, interest, and progress in learning the occupation/trade.
5. Record and maintain a record of training hours and advise the employer of any deficiencies in the apprenticeship training.
6. Follow the employer's work rules and policies.
7. Comply with provisions of the Apprentice Contract.

Once Standards for the employer have been developed and submitted for approval, the employer may begin the third step in the process.

C. STEP 3: DEVELOP YOUR PROGRAM

The third step in developing an apprenticeship program is to create the Apprentice Contract. The Apprentice Contract is an agreement between the State of Wisconsin, the apprentice and the sponsor which details the training program requirements. The contract is prepared at no fee by the Apprenticeship Training Representative (ATR) and consists of two parts; the contract face page and Exhibit A (the trade information).

CONTRACT FACE PAGE

The contract face page identifies the apprentice and sponsor, the start date and the occupational title of the specific apprenticeship program. The face page is signed by the apprentice, sponsor, and the BAS Director which verifies that they agree to fulfill the obligations of the contract as required by Chapter 106.01 of the laws of Wisconsin. The provisions of the contract are binding and the department (BAS) is the only party to the contract with the authority to approve a cancellation request. By signing the contract, the apprentice authorizes the release of grades, attendance, and progress to the sponsor while the contract is in effect. The department shall issue a Certificate of Apprenticeship upon successful completion of the program.

CONTRACT EXHIBIT A

The Exhibit A to the Apprentice Contract contains the trade information which specifies the

training requirements for the specific trade with the sponsor. While there is some flexibility to meet local employer requirements, the contract must meet the minimum requirements of state trade apprenticeship committees, where applicable. The ATR will supply the appropriate trade standards to follow when developing the program.

The trade information consists of six separate sections, of which five are defined by law. Each must be approved by BAS. They consist of:

1. Extent Or Period Of Apprenticeship: The term of each apprenticeable trade that has been approved by the Bureau. The term may be competency, hybrid or time based as determined by industry and approved by the bureau. The length of the apprentice probationary period begins on the Apprentice Contract start date. All apprentices serve one probationary period per Apprentice Contract. It can be stated in months or hours but cannot exceed 25% of the length of the contract up to a maximum of one year. The probationary period shall constitute part of the apprenticeship period. During the probationary period apprenticeship agreements may be terminated without cause, by either party upon written notice to the ATR.

2. School Attendance: The minimum number of hours the apprentice will attend paid related instruction is specified in the contract. Generally, the apprentice will attend 144 hours of instruction for each year of the apprenticeship term at an assigned Wisconsin Technical College or other approved training provider.

The employer must pay the apprentice the same rate per hour for attending related instruction as for services performed. This requirement cannot be waived.

The ATR will assign the apprentice to a specific technical college district or other approved facility for related instruction purposes. The assignment is generally based on where the apprentice lives or for specific curriculum offerings. Employers can request to provide the related instruction in-house or to utilize other delivery methods or institutions. BAS approval is required.

3. Schedule of Processes To Be Worked: This schedule outlines the different phases of training and experience to be provided along with the approximate hours needed in each area to ensure the apprentice receives a well-rounded education in all facets of the trade/occupation. The training need not be given in the sequence listed or all at one time. The hours of paid related school instruction are listed on the schedule as a part of the total of the contract hours.

4. Minimum Compensation To Be Paid: The wage progression provides a graduated scale based on hours or months in the apprenticeship program and percentages of the base skilled wage rate. The wage scale must average a minimum of 60% of the current base skilled wage rate over the term of the contract.

The base skilled wage rate, or journey level rate, is the minimum wage rate paid to

employees already fully trained in the trade. This may be determined by the employer or by a collective bargaining agreement and may be subject to change during the term of the contract.

- 5. Credit Provisions:** Credit requests for previous work or school credit must be submitted to the ATR by the employer.

Apprentices may be granted credit for documented previous work or school experience. Such credit should only reflect actual work time that relates directly to the trade or school time relating directly to the trade related instruction. Credit should be granted prior to the end of the probationary period or as soon as a proper evaluation can be made.

Credit for all previously registered time in the trade/occupation (school and work) in an approved Wisconsin apprenticeship program must be granted to the apprentice, unless there are extenuating circumstances and the credit is not approved by BAS. If application of the credit advances the apprentice to a higher wage, that wage must apply.

An official transcript outlining previous relevant school experience must accompany related instruction credit requests. The technical college will evaluate the transcripts and make a credit recommendation to the BAS. Credit approval or denial will be made by the ATR based upon the recommendation.

A credit request form will be provided by the ATR.

- 6. Special Provisions:** This section of the Apprentice Contract is often used to describe extra requirements. These may include items such as additional unpaid schooling, tool purchases, CPR and First Aid and bonuses paid to apprentices upon successful completion.

Effective January 1, 2002, all new apprentices are required to complete the Transition to Trainer course prior to the end of their apprenticeship, in their final year. The course addresses the skills needed by journey workers to effectively train apprentices.

CONCLUSION OF REGISTRATION PROCESS

The apprenticeship registration process is concluded when the Apprentice Contract is signed by the apprentice and the company official and is approved by BAS. These approved copies are distributed to all parties by the BAS Administrative Office.

PROVISIONAL REGISTRATION

When the Bureau determines that an employer's apprenticeship program meets the criteria for apprenticeship registration, the employer is provisionally registered. Employers will be provisionally registered for one full training cycle.

Employers who are provisionally registered have all rights, privileges and responsibilities

associated with being a registered apprenticeship program. However, at the end of each year during the training cycle, the ATR will review the sponsor's program to determine if all apprenticeship training requirements are being met. Technical assistance will be provided, as needed.

SELECTION PROCEDURES

In order to register apprentices, every sponsor must use selection procedures geared towards ensuring uniformity and fairness to all applicants. Guidelines are set forth under DWD Chapter 296 Federal Equal Opportunity Standards for Apprenticeship Programs. The scope includes the recruitment and selection of apprentices, and all conditions of employment and training during apprenticeship.

NON-DISCRIMINATION PLEDGE

All apprenticeship sponsors are required to sign the following Non-Discrimination Pledge:

Sponsor Non-Discrimination Pledge

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex, age creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States, or this state. The sponsor will take affirmative action to provide equal employment opportunity in apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30, the Wisconsin Fair Employment Law, and all other applicable state laws.

D. STEP 4: REGISTER YOUR PROGRAM

The Bureau of Apprenticeship Standards (BAS) is the registration agency for apprenticeship programs in the State of Wisconsin. Apprentice registration is the process of making an apprentice applicant an active and approved apprentice. This should not be confused with registering for related classroom instruction. An apprentice applicant does not become an active apprentice until the Apprentice Contract is signed by the apprentice and the designated company official and approved by BAS. Only BAS has authority to approve Apprentice Contracts.

To start the apprentice registration process the sponsoring employer must submit the required employer and apprentice application forms to the Apprenticeship Training Representative. This provides the basic information in order to prepare the Apprentice Contract.

Contact your ATR for Apprentice and Employer Application forms.

E. VETERANS AND THE APPRENTICESHIP PROGRAM

Many military veterans enter Wisconsin apprenticeship programs after their discharge from the military or while serving as an active military reservist. Military veterans who are eligible to collect Veteran’s Educational Benefits (GI Bill) may do so while serving their apprenticeship.

See “Section X.” on page 43 for additional information specific to Veterans and the Apprenticeship Program.



Section IV.

M AINTAIN YOUR PROGRAM

Once your apprenticeship program is established, it is important that you take steps to maintain your program. The successful apprenticeship sponsor makes time to analyze and evaluate what is working well or needs improvement. In addition, a properly maintained program adheres to the following guidelines.

A. REQUIRED RECORD KEEPING

Each sponsor must keep adequate records in order to maintain their apprenticeship program. These records shall include:

1. A summary of the qualifications of each applicant; and
2. The basis for evaluation, selection or rejection of each applicant; and
3. Information relative to the operation of the apprenticeship program, including:
 - a. job assignment
 - b. promotion
 - c. demotion
 - d. lay-off or termination
 - e. rates of pay or other forms of compensation
 - f. conditions of work
 - g. any other records pertinent to a determination of compliance with these regulations, as may be required by BAS
4. All records must be maintained for a period of five years from the date of last activity.

The records pertaining to individual applicants, whether selected or rejected shall be maintained in such a manner as to permit identification of minority and female (minority and non-minority) participants. (WI Admin. Code DWD 296.08(1))

Because the training and schooling extends over several years, a record must be maintained to assure all program aspects have been covered.

To assist sponsors and apprentices with the record keeping process the Bureau has developed

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Job Record Keeping Books for specific trades and occupations. Additionally, your BAS ATR can assist you with examples/development of work record books or cards systems.

In addition to maintaining the information regarding the OJL and related instruction training of apprentices, sponsors are required to maintain and make available to the BAS ATR other information regarding the operation of the apprenticeship program including:

- Periodic evaluation reports on apprentices; and
- Payroll records evidencing appropriate apprentice wage increases; and
- Number of journey workers; and
- Affirmative Action plan if required; and
- If required, progress toward achieving Affirmative Action goals; and
- If required, records of recruitment efforts and notices per Affirmative Action plan.

B. PROGRAM MONITORING

Once you have registered your program and apprentices, and you are no longer provisionally registered, you will receive periodic contacts from your ATR. The purpose of these visits is to verify that your program is being conducted in accordance with provisions of the standards and Apprentice Contract. During these reviews the ATR will:

1. Compare Bureau registration records with your apprentice records and resolve discrepancies;
2. Review adherence to the trade/occupation/profession's apprentice-to-journeyworker ratio;
3. Review apprentices' training and payroll records to verify apprentices are being paid in accordance with the wage progression schedule stipulated in their Apprentice Contract;
4. Verify that apprentices are evaluated at least once per year by the employer;
5. Randomly interview apprentices to determine their degree of satisfaction with the program;
6. Check EEO compliance and, if required, employer's AA goals and plan;
7. Respond to any concerns or problems that the employer might want to discuss.

If at any time the employer's contact person changes, the Bureau ATR must be notified.

C. APPRENTICE COMPLETIONS

When an apprentice has completed all terms of the Apprentice Contract (on the job learning, paid related instruction and Special Provisions), the sponsor must notify the ATR, in writing, of the proposed completion date, apprentice name, trade and current address of the apprentice.

Upon approval of the above, the ATR will process the completion and all parties to the contract will be notified by mail of the completion. A Certificate of Completion will be signed by the Bureau Director and forwarded to the employer for signature and presentation to the apprentice. In addition, a completion card will be mailed directly to the apprentice.

Employers of a completing apprentice are urged to recognize this educational milestone with an appropriate ceremony.

D. APPRENTICE TERMINATIONS

A request for cancellation of an Apprentice Contract may be made by any party to the contract.

PROBATIONARY PERIOD CANCELLATION

Should either party to the contract wish to cancel the contract during the probationary period, they may do so by requesting cancellation to the Bureau in writing. Because the probationary period provides an opportunity for both the apprentice and the employer to adjust to each other and the program, no reason needs to be provided for the cancellation.

CANCELLATION AFTER PROBATIONARY PERIOD

1. After the expiration of the probationary period, the approval of the Bureau must be secured before the contract may be cancelled.
2. The Bureau may investigate and hold hearings prior to ruling on the termination of any contract.
3. Such consent will be given when it is clear that the continuance of the contract will be a hardship to either party. The contract remains in force, however, until the Bureau has approved the cancellation.
4. A contract may be cancelled on the written mutual request of the apprentice and employer.
5. The Bureau may also cancel a contract on its own motion if the terms of the contract are violated. Such a cancellation may involve the application of fines and penalties.

E. HEARINGS

Hearings may be ordered by the Bureau on any complaint alleging that the provisions of the Apprentice Contract are not being complied with by a party to the agreement. The Bureau shall not hold a hearing on complaints for matters which are unrelated to the provisions of the Apprentice Contract.

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Examples of subject matter appropriate for hearing include but are not limited to:

1. The employer or other party to the agreement failed to provide the apprentice proper training as required in the contract.
2. The employer or other party to the agreement failed to provide the schooling as required in the Apprentice Contract.
3. The employer or other party to the agreement has assigned the apprentice duties that do not provide for proper training.
4. The employer or other party to the agreement failed to pay wages as agreed to in the agreement.
5. The apprentice is not satisfactorily progressing in the training or schooling required in the Apprentice Contract.

Examples of matters unrelated to the provisions of the contract which are not appropriate subject matter for hearings by the Bureau include, but are not limited to:

1. Apprentice absenteeism or tardiness at work or school.
2. Apprentice use of drugs or alcohol on the job or at school.
3. Apprentice insubordination.
4. Apprentice refusal to perform work as assigned.
5. Apprentice violation of the employer's printed work rules.



Section V.

T ECHNICAL COLLEGE ROLE

Apprenticeship is a partnership among industry, government and education. The WTCS and the Local Technical Colleges provide the vast majority of related instruction to Wisconsin's registered apprentices. The partnership between the Bureau of Apprenticeship Standards and the WTCS dates back to the founding of both systems in 1911. Delivering apprentice related instruction is central to the WTCS mission. The WTCS operates under a model of shared governance between the Wisconsin Technical College System Board and 16 local district technical college boards. State guidelines, local policies and economic realities determine how and where related instruction is provided.

A. GENERAL INFORMATION

While processes differ slightly from district to district the overall role of the Technical College is essentially the same. If an apprentice or sponsor has any questions concerning any of these processes they should contact the Apprenticeship Office at the local technical college for assistance. Once the BAS ATR agrees that the apprentice and employer have met all program requirements, the apprentice is allowed to attend related instruction. Technical Colleges require a copy of the approved contract prior to the apprentice registering for class.

Each technical college has a designated Apprenticeship Coordinator charged with the development, maintenance and supervision of related instruction in that district. In addition, the WTCS Apprenticeship Coordinators Council, a committee of the whole that includes the coordinators, the WTCS Apprenticeship Consultant and the BAS Director meet regularly to coordinate the ongoing inter-district delivery of apprentice related instruction.

B. ASSIGNMENT TO WTCS DISTRICT

The BAS ATRs assign registered apprentices to specific technical college districts for related instruction. This assignment is generally based on where the apprentice lives or for specific curriculum offerings. Because of low enrollments, economic limitations, instructor availability or other reasons, the district apprenticeship coordinators from several districts can recommend that the apprentices be grouped together at one designated district. In these cases an agreement must be reached between the coordinators of all districts, BAS and the affected local employers.

C. ADVANCED STANDING

The request for advanced standing must be made to the Bureau of Apprenticeship Standards ATR by the employer at the beginning of the application process. The BAS representative will work with the Technical College for assessment. In some cases the Technical College may recommend advanced standing for apprentices who have previous knowledge and experience in classroom materials. The BAS has the sole responsibility to establish school credit based on all recommendations. They will notify the college, employer and apprentice of their decision.

D. REGISTRATION

Upon receipt of an Apprentice Contract and assignment from the BAS ATR, the college will contact, by mail, each apprentice and employer to convey all pertinent information with regard to the start of class and registration process. This letter should include start date, instruction times, classroom location and costs. The apprentice is responsible for the payment of books and fees. If the employer elects to pay the tuition and/or books, the WTCS district school will request an authorization form to be completed and submitted by the apprenticeship sponsor prior to the start of class.

Some technical colleges provide an orientation for all new apprentices before the start of class while others will provide this orientation on the first day of class. Issues such as; the attendance policy, rights and responsibilities, college facilities, expectations, college rules and contact information for the assessment office are covered in these orientations.

E. FILES AND RECORD KEEPING

Each college will maintain an active file for each apprentice in which will reside a copy of the Apprentice Contract, copies of all communications, grade and attendance records, and all other college related documentation. This file is maintained for a period of five years after the last action. Transcripts and admissions records may be retained indefinitely.

As a student of the college, the apprentice has rights upon written request to inspect and or review materials in the student records. The exceptions to the right of review are listed under the regulations implementing the federal Family Educational Rights and Privacy Act (FERPA).

F. RELEASE OF INFORMATION

When apprentices sign their Apprentice Contract, they give the WTCS district school the authority to release information to the employer and BAS ATR about apprenticeship classes they have attended. This information will include the hours of instruction, attendance records and

grades received. The phrase on the Apprentice Contract is as follows:

The apprentice's signature authorizes the assigned provider(s) of paid and unpaid related instruction to release progress, grades and attendance reports to the Department, sponsor, and employer, while this contract is in effect.

If apprentices wish to release confidential information to any other party they should contact the Apprenticeship Office to sign a specific release form.

G. ATTENDANCE

Classroom attendance will be recorded and maintained. When the apprentice is absent from related instruction classes, it is the apprentice's responsibility to inform the employer and the instructor immediately. Neither the college nor the instructor will excuse an absence. In addition the Technical College will inform the BAS, employer, committee (if applicable) and the apprentice of any recorded absence in a timely manner, normally within a week of the absence. Typical class days are eight hours in duration. Arriving late or leaving early for any reason will generate an absence report.

H. GRADES

Apprentice grades will be recorded and maintained by the Technical College as part of the permanent student record. Both the employer and the apprentice will be notified of the grade report at the end of each semester. Upon receiving an employer/sponsor request, additional grade/progress reports may be provided.

I. CURRICULUM

Statewide core curriculum is the backbone of related instruction. This promotes uniform training on a statewide basis for an occupational area. The related training is primarily theoretical with demonstration and lab work to reinforce the theoretical training. The curriculum is drawn from national sources or is developed on a statewide basis. Only BAS approved curriculum will be delivered.

Curriculum is the broad based course of study or list of courses that make up an educational program. Classroom resources, facilities and the method of instruction and evaluation of apprentices' progress may vary slightly from college to college. But focusing on competencies, the major skills, knowledge, attitude and abilities needed to perform a task is imperative in working toward statewide consistency regardless of location, instructor or type of program.

Employer input and clear communication is fostered through a variety of means to include surveys and advisory committees.

J. QUALIFICATIONS OF INSTRUCTORS

All instructors utilized to teach within the apprenticeship program curricula shall be WTCS certified instructors. Whenever possible a completed apprenticeship and at least seven (7) years of occupational experience are required parts of this initial certification. Instructors are encouraged and supported in their efforts to remain current and up to date with changing technology. Apprentices and their employers will have opportunities to evaluate their instructors and course materials. This provides valuable information to the instructor and college on what is going well and what areas may need improvement.

If instructors are not certified by the WTCS, the Bureau will review for initial certifiability based on occupational experience. Instructors must be a subject matter expert, must have at least seven (7) years experience in a specific occupation and have taken classes in teaching techniques and adult learning styles.

K. APPRENTICE RIGHTS AND RESPONSIBILITIES

As a registered student of the local Technical College, apprentices have the right to expect any and all services and facilities are available for use to the apprentices within the college. This includes special needs or accommodations mandated by the Americans with Disabilities Act, counseling services, use of library, remedial and goal labs, computer labs and other facilities. Apprentices are bound by the general rules of conduct in effect at the college.

L. ADDITIONAL CLASSES

The college will attempt to provide any and all additional classes provided for under the “Special Provisions” section of the contract, including Transition to Trainer and First Aid/CPR.

M. FIELD TRIPS

Where the curricula or opportunity exists, many colleges offer off campus events related to the trade. These field trips are normally on regularly scheduled class days. The employer may not be notified of these events. Employers may choose not to support the event but normally the apprentice will be marked absent for the class meeting.

N. COMPLETION OF RELATED INSTRUCTION

Upon successful completion of all curriculum components and/or competencies, the college will notify the sponsor, BAS and apprentice in writing. In some cases the number of hours allowed for completion of the competencies in the contract will not be exact due to holidays or other absences. If the apprentice does not complete the competencies or curricula in the allotted time, the sponsor may decide to have the apprentice complete the extra course work on their own time. This should be discussed with the Apprenticeship Coordinator and the BAS ATR.

O. WHERE TO ADDRESS QUESTIONS, COMMENTS OR CONCERNS

Where questions, comments or concerns arise with regards to any fact of the paid and unpaid related instruction, college or policies, please do not hesitate to contact the college Apprenticeship Coordinator and/or the BAS ATR.



Section VI.

I N-HOUSE COMMITTEE ROLE

Most employers who have more than two apprentices have an “in-house” committee. The purpose of the “in-house” committee is to oversee the training of apprentices and to ensure that the conditions of the Apprentice Contract are being met. The value of having an in-house committee is the local control of your program. From the onset with the help of the BAS, you set up your program to fit your needs. As a result, the skill sets of your apprentice turned journeyworker will be what your company needs.

A. LOCAL COMMITTEE DUTIES AND RESPONSIBILITIES

BAS recommends that employers who have five (5) or more apprentices form an in-house committee to assist in complying with Regulations. The duties of the “In-House Committee” are delegated by the employer.

FUNCTIONS AND DUTIES

1. Ensure that apprentices receive the required range of work process experience and safeguard the training of apprentices on the job.
2. Review the status and progress of every apprentice prior to the end of the probationary period and recommend any appropriate action to the employer.
3. Review and make sure that adequate classroom and on-the-job learning (OJL) records are kept for apprentices. All reviews must be in writing.
4. Review and evaluate classroom and work performance on a regular basis and before recommending completion to BAS.
5. Recommend credit for previous experience/education to BAS in conformity with BAS policies and procedures.
6. Advise BAS and the local technical colleges on all matters pertaining to related instruction in the employer’s area. Assist in securing related instruction with the state, or local technical college, or other provider of related instruction.
7. Respond to surveys and questionnaires sent by BAS regarding information on participating employers, apprentices, meetings held and Affirmative Action/Equal Opportunity Standards

for the apprenticeship program.

8. Conform to the state committee written meeting procedure requirements, if any.
9. Encourage parties to a contract to bring issues before the in-house committee. If not resolved, provide recommendations to BAS.
10. Take part in statewide trade or industry marketing and apprenticeship promotion.
11. Recommend modifications to ratios in state standards to help meet area workforce needs in conformity with bargaining agreements, where applicable.
12. Keep minutes and make available to the local BAS ATR of the BAS, if necessary.
13. Recommend completion of the apprentice to the BAS.



Section VII.

LICENSED TRADES

There are three occupations which qualify for training in the apprenticeship program: Funeral directors, barber/cosmetologists and industrial electricians require licensure with the appropriate licensing department(s). Funeral directors and barber/cosmetologist establishments and apprentice applicants must be eligible for such licensure prior to apprenticeship registration. The Department of Safety and Professional Services (DSPS), formerly the Department of Regulation and Licensing (DRL), and related professional boards administer education, experience, examination requirements, set professional practice standards, and ensures compliance by enforcing occupational licensing laws. Relevant statutes and rules are available online at <http://dsps.wi.gov/Boards-Councils/Administrative-Rules-and-Statutes>

A. FUNERAL DIRECTOR APPRENTICESHIP PROGRAMS

Preparation for a funeral director license includes registered apprenticeship and attendance at a college of mortuary science.

The Department of Workforce Development (DWD), Bureau of Apprenticeship Standards (BAS), and the DSPS Funeral Directors Examining Board, are the legally designated agencies responsible for the registration and supervision of funeral director apprentices. The apprenticeship program has been developed to serve as a guide for a licensed funeral director in assisting an apprentice to acquire the necessary knowledge, technical skill and experience to qualify for the provision of future funeral services as a licensee.

1. Establishment Licensure: An establishment providing funeral services must be licensed by the DSPS. Credentialing requirements and application forms are available on line at <http://dsps.wi.gov/Licenses-Permits/Credentialing>
2. Licensure Requirements: To be eligible for a funeral director license, a person must meet all of the following requirements:
 - a. Be at least 18 years of age.
 - b. Must not have an arrest or conviction record.
 - c. Have completed two academic years of instruction in a recognized college or university, in a course of study approved by the examining board, or have equivalent education.

- d. Have satisfactorily completed nine months or more instruction in a prescribed course in mortuary science approved by the examining board at any time after having completed one year of college work or equivalent education.
- e. Have completed one year of apprenticeship at any time after having completed at one year of college work or equivalent and either before or after taking the course in mortuary science.
- f. Have successfully passed a comprehensive examination conducted by the examining board. The examination may be taken at any time after completion of the college and mortuary school instruction.

- 3.** Apprentice Applications: Applicants are eligible to apply for an apprenticeship after completing at least one year of college or university. Applications are available on line at <http://dsps.wi.gov/Licenses-Permits/Credentialing>

The application is to be submitted to the DSPS or the appropriate licensing agency by a licensed funeral director. Once an apprentice permit has been issued, the Department of Workforce Development will be contacted to make arrangements to register the apprentice.

- 4.** Term of Apprenticeship: The term of an apprenticeship is at least 2000 hours which must be completed within four years of the date of registration. The apprentice must complete nine months or more instruction in a prescribed course in a mortuary science school and two years of academic instruction in a college or university. Attendance at mortuary school cannot be concurrent with the apprenticeship registration. A registered apprentice must make application for license and appear before the examining board for examination within four years from the date of registration.

- 5.** Work Processes: All training must be supervised by a licensed funeral director.

- 6.** Funeral Director Apprenticeship Training Workbook: All apprentices are provided with this workbook when issued a permit. It contains forms for which to record all tasks performed and mastered during the apprenticeship. It also contains the case reports and forms used for mandatory semiannual reports required by Wisconsin Statutes.

At the fulfillment of all terms of an apprenticeship, the apprentice and the funeral director employer must send the completed workbook to the DSPS or the appropriate licensing agency.

- 7.** Completion of the Program: Apprentices will be completed upon successfully passing the funeral director license examination.

Since July 2001, the Wisconsin Funeral Directors Examining Board requires initial applicants to pass both the National Board Examination (NBE) and the Wisconsin State Laws examination to be eligible for licensure. Prior to that date, the Board administered their own two-part written examination, Funeral Service Science and Funeral Service Arts.

This examination was not a national examination. The Funeral Service Science written examination covered embalming. The Funeral Service Arts written examination covered state laws and rules and federal laws (Federal Register and OSHA).

B. BARBER/COSMETOLOGY APPRENTICESHIP PROGRAMS

In Wisconsin, there are additional rules and regulations that apply specifically to apprenticeship within the Barber/Cosmetology trade. These rules and regulations are detailed below.

- 1. Training Establishments:** All establishments where barbering/cosmetology are practiced must be licensed as a barbering and cosmetology establishment and must employ a full time licensed cosmetology manager.

The salon must be financially reliable, must demonstrate financial responsibility, and a Wisconsin employer covered under UI Law.

BAS reserves the right to deny apprentices to a salon with serious licensing violations or other evidence of inadequate levels of health, safety, and program quality.

- 2. Licensure Requirements:** Apprentices are issued a permit which allows them to work under the supervision of a licensed manager. The apprentice permit is valid only at the salon to which the apprentice is registered. The salon name is printed on the permit. Notify DSPS if the designated manager changes.

- 3. Responsibilities of the Salon:** The salon must commit to employ the apprentice for the length of the apprenticeship. They must be supervised at all times by a licensed manager who is employed by the salon.
 - The salon must provide training in all work processes as stated in the Apprentice Contract or be able to provide training in all aspects of the occupation. Employers must submit a written plan for BAS approval of such training. This is a full time training program.
 - Apprentices receive at least 32 hours of training per week. No apprentice is to be scheduled less than 32 hours per week without written approval from DSPS. An exception is required for high school students.
 - The salon shall provide each apprentice with a workstation containing adequate equipment, supplies and products to practice all barbering and cosmetology services.
 - The salon is responsible to keep records of all apprentice's practical work hours, training and wages paid and make these records available to BAS upon request.
 - Notify BAS of any changes in the apprentice's employment status. If the apprentice leaves employment with the salon, also return the apprentice permit to the DSPS.
 - Booth rental by apprentices is illegal and is prohibited.

g. Salons cannot charge apprentices for the training.

4. **Ratio of Apprentices:** Initially, one (1) apprentice may be employed by a qualified salon. After one (1) year, a salon may employ two apprentices per qualified manager and/or licensed practitioner. Apprentices who are beyond two years as an apprentice and who have completed all paid related instruction are ratio neutral.

5. **School Requirements:** Barber/Cosmetology apprentices are required to enroll in the first available course of theory instruction at the assigned Technical College and maintain acceptable attendance and progress. Attendance is required during the entire school year.

It is the apprentice's responsibility to register for the classes, pay the tuition, attend scheduled classes and satisfactorily complete the coursework.

Apprentices are to be paid by the salon for the time in class at the same hourly rate received for work and training in the salon.

Failure to attend related instruction shall result in the cancellation of the Apprentice Contract and permit.

6. **Completion of the Program:** Upon completion of all training, apprentices are to apply to the designated testing agency of DSPS to take the practitioners examination. Upon approval of the application, the apprentice will be completed from the program and will be issued a temporary permit to practice. All apprenticeship restrictions apply until the temporary permit has been issued.

The practitioners examination application is available on DSPS's website at <http://dsps.wi.gov/Licenses-Permits/Credentialing>

7. **Sponsor Qualifications:** In order to qualify to register an apprentice, the salon must:

- Have an active unemployment insurance account (not the same as workers' compensation).
- Be in business as a licensed salon at least one year.
- Be current on all licensing required by DSPS.
- Meet all facilities requirements per BC 3.01.
- Meet all DSPS sanitation requirements.
- Employ sufficient licensed staff, with a licensed manager or qualified practitioner available to supervise the apprentice at all times.
- Provide a designated workstation and all necessary tools, equipment and supplies for the apprentice.
- Perform the full range of services or have a training plan for the full range of services.

- 8.** The following checklist provides guidance on establishing a Barber / Cosmetology apprenticeship program:
 - a. Review the minimum qualifications to be an apprenticeship sponsor and ensure that your salon meets them.
 - b. Contact your local ATR to obtain an application form.
 - c. Complete the application form and send it to the ATR, along with the permit fee.
 - d. Work with your ATR to develop your Barber/Cosmetology program standards.
 - e. Register your apprentice(s). Your ATR will meet with your designated salon manager and apprentice onsite at the salon to review and finalize the contract. Once approved, DSPS will issue the apprentice permit and assign apprentice to an apprenticeship class.
 - f. Once the contract has been approved, the apprentice begins work in order to participate in the on the job and related instruction identified in the contract.

C. INDUSTRIAL ELECTRICAL APPRENTICESHIP PROGRAMS

Effective July 1, 2001, the former Department of Regulation and Licensing was restructured and is now the Department of Safety and Professional Services. This restructuring consolidated certain regulatory functions from the Department of Regulation and Licensing, the Department of Commerce, the Department of Agriculture, Trade and Consumer Protection, and the Department of Veterans Affairs.

Effective April 13, 2013, industrial electricians must receive a credential from the appropriate licensing agency. An industrial electrical apprentice may do wiring within an industrial setting under the general supervision of a master electrician, and may do other wiring under the direct supervision of a master electrician or a journeyman electrician with this credential.

A person applying for registration as a registered industrial electrical apprentice shall submit an application, an application fee, and a registration fee as required by the credentialing agency.

The term for the credential is one year. A renewal letter will be sent to the credential holders approximately 45 days before the renewal date. Proof of apprentice registration will be required for renewal.



Section VIII.

R ECORD KEEPING LAWS & RULES

A. WISCONSIN'S OPEN RECORDS LAW

Each program sponsor is responsible for maintaining records as required by Wisconsin Administrative Code, DWD 296.08(1).

The text reads as follows:

OBLIGATION OF SPONSORS: Each sponsor shall keep adequate records, including a summary of the qualifications of each applicant, the basis for evaluation or selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, lay-off, or termination, rates of pay, or other forms of compensation or conditions of work, and any other records pertinent to a determination of compliance with these regulations, as may be required by the agency. The records pertaining to individual applicants, whether selected or rejected shall be maintained in such a manner as to permit identification of minority and female (minority and non-minority) participants.

B. SPONSOR'S RECORDS

Minutes and any other correspondence regarding actions taken on any apprentice or applicant must be kept on record by the sponsor.

An individual may look at his/her own records simply by making a request to the sponsor or BAS field representative. The individual may look at, but may not change, any of the wording on the record.

Sponsor records must be kept five (5) years after the last action.



Section IX.

COMPLAINT & APPEAL PROCEDURES

BAS is committed to ensuring that the proper mechanisms exist for the resolution of problems and complaints when they arise. A number of formal procedures have been established for handling appeals and complaints. Following is a description of those procedures.

A. COMPLAINTS

A complaint is a question or request for assistance to solve a problem, or alleged problem, regarding any part of the apprenticeship program. A complaint can be made by anyone and can be received in writing, by telephone or in person.

Complaints are normally handled by the BAS ATR who has responsibility for the sponsor under which the apprentice is serving his/her apprenticeship. If the complaint concerns an ATR, the complaint is handled by the Chief of Field Operations. If the complaint is about a member of the Bureau's administrative office staff, it is referred to the Bureau Director.

The responsible BAS employee will investigate the complaint and attempt to resolve it in a time frame that is helpful to the complainant. If any follow-up is required, a complaint file is started. This file contains comprehensive notes and any documents obtained during the investigation. If the complaint appears valid and cannot be resolved at the level where it was initially investigated, the entire file is forwarded to the next level of supervision for resolution.

Complaints should be resolved within 20 calendar days. Records are kept both in paper form and on the Bureau of Apprenticeship Standards Information System (BASIS.) Notes must be retained for a minimum of two years. Formal complaint files must be retained for a minimum of five years and are purged only with the approval of the Bureau Director.

B. APPEALS

An appeal is a request made to the BAS for reconsideration of an action or a pending action.

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Complaint & Appeal Procedures

An appeal differs from a complaint by virtue of the fact the appeal causes the Bureau to review its actions, or pending actions, whereas a complaint results in the Bureau reviewing someone else's action(s). An appeal may be the result of the Bureau's inability to resolve a complaint to everyone's satisfaction. There are basically two types of appeals:

1. An appeal objecting to the cancellation of an Apprentice Contract. This type of appeal can only be made by signatories on the contract.
2. An appeal on any other decision the Bureau had made or is about to make.

The difference between these two is that Chapter 106 and DWD 295 require a specific process for cancellation. Other appeals may not require the same due process.

20 DAY INTENT TO CANCEL NOTICE

When a party to the contract requests cancellation of the contract, the Bureau will send a 20-day "Intent to Cancel Notice" to all parties to the contract. The notice states that the contract will be cancelled 20 calendar days from the date of the Notice, unless the BAS receives written objection from any party within the 20 day period. The BAS provides a standardized form, which is used when the party wishes to object to the proposed action.

If no objection to the cancellation is received by the expiration of the 20 day period, the contract is cancelled effective the date shown on the Notice.

If the Bureau receives the objection within the 20 day period provided in the Intent to Cancel Notice, the Bureau will determine if the information provided is adequate before making a final decision to determine whether the Apprentice Contract should be cancelled. If the information provided is unclear or incomplete, the department will investigate further before making the final decision. The department will then investigate and issue the final decision within 40 days.

If the reason for the cancellation **IS** subject to a hearing, the ATR will send the appeal packet to the Bureau Administrative Office for review, and, if needed, a hearing will be conducted.

If the determination is made to conduct a hearing, the Bureau makes the arrangements for a Hearing Examiner (including date, location, etc.) and forwards a copy of the issues to the Examiner. All parties are notified in writing of the hearing. The Bureau is responsible for all matters pertaining to the hearing, including the calling of witnesses, coordination between involved parties, etc. If the Chief of Field Operations does not have prior knowledge of the facts, he will be the Hearing Examiner. If the Chief of Field Operations does have prior knowledge of the facts, a different person will be the Hearing Examiner. Staff from the Bureau of Apprenticeship Standards will also attend all hearings to serve as expert witnesses

on apprenticeship law, rules and policy, if required.

The Hearing Examiner will only consider information presented at the hearing in reaching a determination. After the hearing, the Hearing Examiner must produce written findings and an order in accordance with State Statutes and send the findings to the parties concerned. This decision is final and subject only to Department or judicial review. The Bureau will act immediately upon receipt of the findings to carry out the directives.

Appeal/hearing files are maintained in the Administrative Office for at least five (5) years and are purged only with the approval of the Bureau Director.

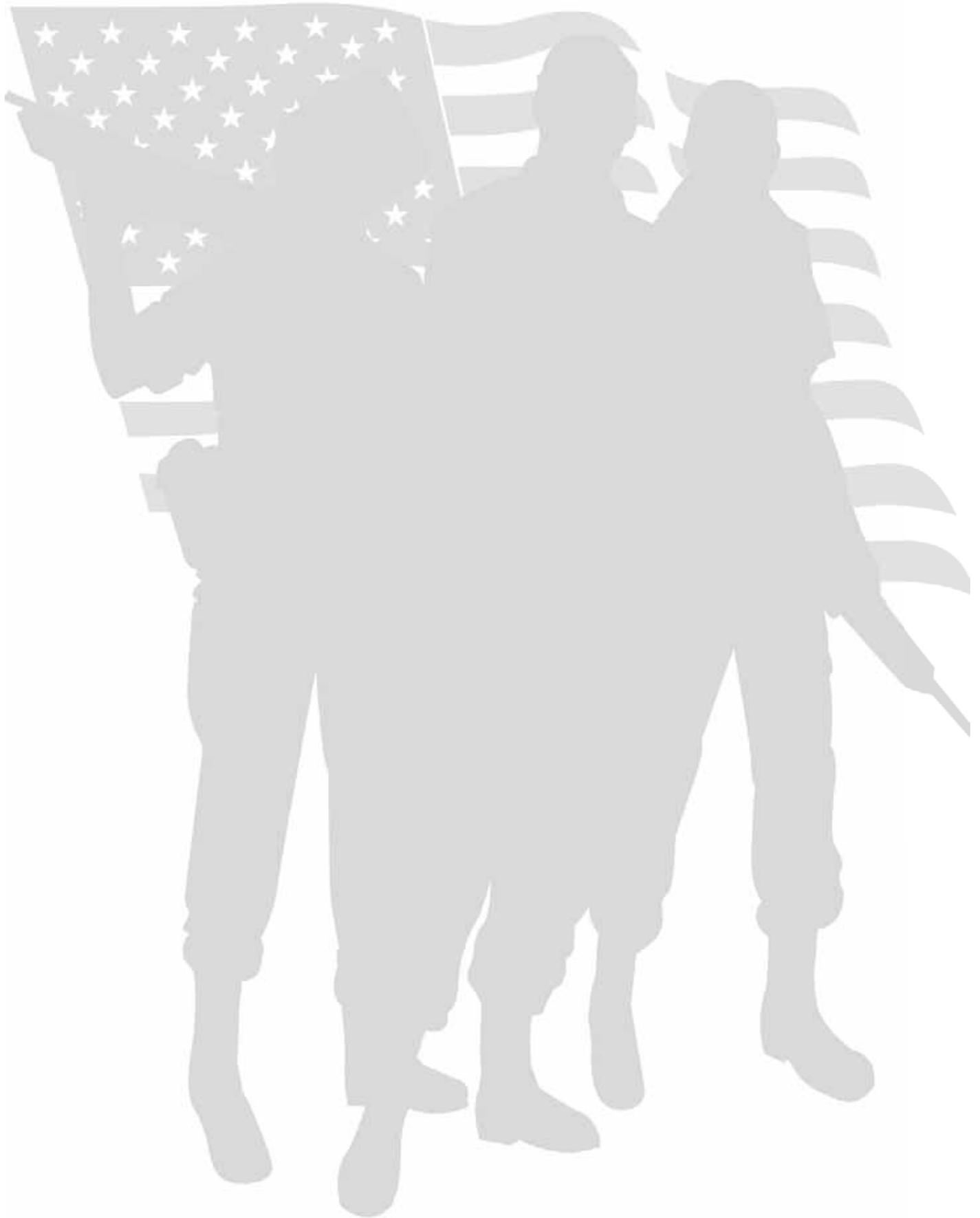
C. WISCONSIN TECHNICAL COLLEGE SYSTEM - COMPLAINTS

A complaint is a question, concern or a request for assistance to solve a problem or alleged problem in the apprenticeship program. A complaint can be made by anyone and can be in writing, by telephone or in person.

The complaint should be directed to the District Apprenticeship Coordinator or assigned administrator. A response will be given in a reasonable amount of time.

If the complainant is not satisfied with the response, it is suggested that a formal letter be written to the applicable Technical College Apprenticeship Coordinator or assigned administrator with a request to have the coordinator's immediate supervisor get involved in the process.

When a complaint is made by an apprentice, the Apprentice Student will follow the appeals process that is outlined in the WTCS District Student Handbook.



Section X.

VETERANS & APPRENTICESHIP

Many military veterans enter Wisconsin apprenticeship programs after their discharge or while serving as an active military reservist. Military veterans eligible to collect Veteran's Educational Benefits (GI Bill) may do so while serving their apprenticeship.

This benefit is an entitlement paid directly to the veteran apprentice, not money to the employer to offset the cost of training. The benefit rate is at its highest level during the first six month period when apprenticeship wages are at their lowest. They are paid at a reduced rate during the second six-month period and reduced again to a fixed amount for the remainder of the program.

The Bureau assists in completion of the benefit paperwork to ensure that it is completed and submitted properly. An approved Apprentice Contract and the following Department of Veterans Affairs forms are required. The web address for obtaining these forms may be accessed at www.gibill.va.gov

1. **VA Form 22-1990, Application for Education Benefits.** This is completed by the apprentice or the County Veteran Services Officer (CVSO) and is the application for veteran's benefits.
2. **VA Form 22-1999, Enrollment Certification.** This form (which must be signed by the apprenticeship sponsor) certifies that the veteran is in an approved apprenticeship.
3. **VA Form 22-8794, Designation of Certifying Official(s).** This designates those officials who are authorized to certify enrollment information and monthly verification of apprentice hours. It is completed and signed by the employer or, in the designated committee area, the local committee representative or training director. This form only needs to be completed once for a sponsor. It needs to be resubmitted only when a change of officials is required.
4. **VA Form 22-1995, Request for Change of Program or Place of Training.** This is completed by the veteran if they are changing trades, sponsors or type of program (i.e. college to apprenticeship).
5. **VA Form 22-5490, Application for Survivors' and Dependents' Education Assistance.** This is the benefit application for the son, daughter or spouse of a veteran who is either permanently disabled or has died of the results of a service connected disability.
6. **VA Form 22-6553d-1, Monthly Certification of On-The-Job and Apprenticeship Training.** This form is used to verify the monthly hours of apprentice training that is signed by both the

apprentice and the Designated Certifying Official and submitted to the VA for award of the monthly benefit. This form is unavailable on the VA website. If you need a copy of this form, contact your local ATR.

Wisconsin is a leader in the nation in the number of apprentices receiving benefits and the Bureau encourages veteran apprentices to apply even if they are unsure they are eligible. This will help ensure that all eligible veteran apprentices will receive this important entitlement.

The Bureau will confirm eligibility status with the US Department of Veterans Affairs (USDVA). If USDVA cannot confirm eligibility, the Bureau will supply Form 22-1990 which must be submitted by the applicant to USDVA.



Section XI.



AFFIRMATIVE ACTION & EQUAL EMPLOYMENT OPPORTUNITY

Maintaining a positive work environment is a major step toward supporting diversity in the workplace for all apprentices. It is important for apprenticeship sponsors to be aware of workplace circumstances that can have a negative impact on apprentices' performance.

A. CHANGING WORKFORCE

The face of the American workforce is changing. The past decade has seen the greatest wave of immigration since the turn of the last century. Many of these people are hardworking, motivated men and women, but they may face adversity when they enter the workplace.

- Two out of three new workers in the future will be women and minorities.
- Women will comprise 47% of the labor force.
- Hispanics will outnumber African Americans as the largest minority in our country; in Wisconsin the Asian population is growing even faster than the Hispanic population.
- Caucasian males comprised 83% of the construction labor force in 1986; to maintain that percentage every Caucasian male graduating from high school from now on would have to enter the construction field.
- Currently the average construction worker is in the mid to late 50's. Younger men and women will be entering the workforce to replace these workers.

B. GENERATIONAL DIFFERENCES

The values of the average worker have changed significantly over the past several decades which is causing employers to deal with several generations of workers. As employers need to deal with questions about how to help each group work effectively with each other, so do local committees.

Included in the Guide is a chart that summarizes the characteristics of the current generations in the workforce and their attitudes. It is important to understand and react to the differences. No matter the differences, studies have shown that the vast majority of workers, regardless of their generational roots, want to be proud of the work they do and their organization. Further, they want to be treated fairly, and value harmonious relationships with co-workers.

GENERATIONAL DIFFERENCES

	Veterans (1922-1945)	Baby Boomers (1946-1964)	Generation X (1965-1980)	Generation Y (1981-2000)
Core Values	Hard Work Dedication and sacrifice Respect for rules Duty before pleasure Honor	Optimism Team orientation Personal gratification Involvement Personal growth	Diversity Techno literacy Fun and informality Self-reliance Pragmatism	Optimistic Feel civic duty Confident Achievement oriented Respect for diversity
Education	A dream	A birthright	A way to get there	An incredible expense
Money	Put it away Pay cash	Buy now, pay later	Cautious Conservative	Earn to spend
Work ethic	Hard work Respect authority Sacrifice Duty before fun Adhere to rules	Workaholics Work efficiently Personal fulfillment Desire quality Question authority	Eliminate the task Self-reliance Want structure and direction Skeptical	Multitasking Tenacity Goal oriented Tolerant What's next
Work is ...	An obligation	An exciting adventure	A difficult challenge A contract	A means to an end Fulfillment
Leadership style	Directive Command and control	Consensual Collegial	Challenge others Ask why	Unknown (to be determined)
Communication	Formal Memo	In person	Direct Immediate	Email Voicemail
Feedback and Rewards	No news is good news Satisfaction in a job well done	Don't appreciate it Document it Money Title recognition	Sorry to interrupt, but how am I doing? Freedom is the best reward	Whenever I want it, at the push of a button Meaningful work
Messages that motivate	Your experience is respected	You are valued You are needed	Do it your way Forget the rules	You will work with other bright, creative people
Work and Family Life	Ne'er the twain shall meet	No balance Work to live	Balance	Balance

C. HARASSMENT IN THE WORK PLACE

Harassment becomes illegal when an employer, supervisor, or co-worker harasses a person because of their race, color, creed, ancestry, national origin, age (40 and up), disability, sex, arrest or conviction record, marital status, sexual orientation or membership in the military reserve. It is offensive, belittling, or threatening behavior directed at an individual or group of employees. The behavior is unwelcome, unsolicited, usually unreciprocated, and often repeated. Bullying is a form of harassment and also a failure to show respect and courtesy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature. Note that harassment is in the “eye of the beholder”. What might be acceptable to one worker might be offensive and unwelcome to another. The Courts have adopted the “reasonable person” standard in determining if conduct is harassing.

Race, Color, and National Origin. The law dealing with race, color, national origin and ancestry, as well as religion, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or Wisconsin covers all employers, employment agencies, licensing agencies and unions. Although some employment actions seem to be harsh, insensitive or unjust, they may not be a violation of the law. Adverse treatment violates the law when it is based, at least in part, on a person or group’s race, color, national origin, ancestry or other protected class characteristics.

It is the responsibility of the employer to address harassment with its employees. An employer is responsible for its own acts and those of its agents regardless of whether the acts were authorized or even forbidden by the employer and regardless of whether the employer knew or should have known of those acts.

Although claims can start with a letter from an apprentice, more often the first notice is when the apprentice reports the allegation to the sponsor. There is an expectation that the sponsor will take action if the sponsor becomes aware of harassment, discrimination, or other alleged illegal activity. This is important because you, the employer is held accountable.

If the allegation is against an instructor who is employed by a technical college, contact the local technical college Apprenticeship Coordinator with the information. Although the sponsor/ employer may still be involved in an investigation, the technical college is also responsible for enforcing their own work rules.

It is not uncommon, when someone makes a complaint of discrimination or harassment, for the complainant to ask that the complaint be kept confidential or request that no action be taken.

In some situations it is possible to remedy a situation without revealing the identity of the apprentice. For example, a general warning may be given to a class about appropriate behavior. At the other extreme, honoring a request for confidentiality or not taking action may prevent that person from later suing, but it does not protect you if some other apprentice is subjected to the same type of discrimination.

D. AFFIRMATIVE ACTION PLANS AND REVIEWS

DWD Chapter 296 sets forth the policies and procedures that BAS will use in the administration of the apprenticeship program as it relates to affirmative action. The scope includes the recruitment and selection of apprentices, and to all conditions of employment and training during apprenticeship and the procedures established provide for review of the apprenticeship program, for registering apprenticeship programs, for processing complaints and for deregistering non-complying apprenticeship programs.

It is the obligation of all apprenticeship sponsors to recruit, employ and train apprentices without discrimination. Sponsors must apply uniform rules and regulations to apprentices including wage advances, assignment of work and all other aspects of the apprenticeship program administered by the sponsor. If sponsors have a deficiency in the utilization of minorities or females, they must undertake outreach and positive recruitment actions to equalize opportunity for apprenticeship in order to allow for the full utilization of minority and female work potential.

It is the responsibility of the Bureau to ensure that apprenticeship programs in Wisconsin are bias free. In order to carry out this responsibility, the Bureau shall ensure that:

1. Each sponsor has adopted a written Affirmative Action plan, where appropriate; and
2. Regularly conducts a review of the program.

Affirmative Action as defined in DWD 296 is the guiding force for the Bureau in carrying out its responsibilities as it relates to affirmative action. DWD 296.05 (2) states:

***Definition of Affirmative Action.** Affirmative Action is not mere passive nondiscrimination. It includes procedures, methods, and program for the identification, positive recruitment, training, and motivation of present and potential minority and female (minority and nonminority) apprentices. It is action, which will equalize opportunity in apprenticeship so as to allow full utilization of minority and women work potential. The overall result to be sought is equal opportunity in apprenticeship for all individuals participating in or seeking entrance to Wisconsin's labor force.*

All apprenticeship sponsors with five or more apprentices must have Affirmative Action plans. In addition, all apprenticeship sponsors must sign a non-discrimination pledge.

On a periodic basis, the Bureau will conduct Compliance Reviews to determine if apprenticeship sponsors are meeting their Affirmative Action goals and to determine if the sponsor is complying with DWD Chapter 296.

Compliance Reviews must be done on a regular basis. The following four items are evaluated during the Compliance Review.

1. Proper use of apprentice selection procedures; and
2. Achievement of the Affirmative Action Plan, goals and timetables; and
3. Achievement or good faith effort to achieve goals and timetables if they are not met; and
4. Proper maintenance and retention of apprenticeship records.





Section XII.



AMERICANS WITH DISABILITIES ACT (ADA)

Wisconsin's Fair Employment Law gives civil rights protections to qualified persons with disabilities. The law applies to virtually all private and public employers, regardless of the number of employees. Under the federal American with Disabilities Act (ADA), disability discrimination is also prohibited for employers having 15 or more employees.

The law also prohibits an employer from retaliating against applicants who assert rights under the law.

The law protects individuals with disabilities who are qualified and can perform the essential functions of a job, with or without reasonable accommodation. In many cases, it is difficult to decide if a condition is a disability under the law without having a written diagnosis from a physician or other health care provider.

When an applicant decides to request an accommodation, the individual or his/her representative must notify the sponsor that he/she needs an adjustment due to a medical condition. To request the accommodation, the applicant may use plain English and need not mention the ADA or use the phrase "reasonable accommodation." A family member, friend, health professional or other representative may request a reasonable accommodation on behalf of an individual with a disability. The request does not have to be in writing.

The applicant may request the reasonable accommodation at any time during the application process. The ADA does not preclude an individual with a disability from requesting a reasonable accommodation because he/she did not ask for one when applying for a job or after receiving the job offer.

After receiving the request, the sponsor may ask the applicant questions concerning what reasonable accommodation is needed and to clarify what the individual needs are of the applicant.

When the disability is not obvious, the employer may ask the applicant for documentation about his/her disability and functional limitations. The employer is entitled to know that the applicant has a covered disability for which he/she needs a reasonable accommodation. If the disability and the need for the accommodation are obvious, the employer cannot ask for documentation.

In addition, the employer must provide a reasonable accommodation to a qualified applicant with a disability even if it believes that it will be unable to provide this individual with a reasonable accommodation on the job. The law requires an individual to have an equal opportunity to participate in the application process and to be considered for a job unless it can show undue hardship. The employer should assess the need for accommodations for the application process separately from those that may be needed to perform the job.

There are different rules when an employer may or may not ask disability-related inquiries and require medical examinations for employees and applicants. The ADA limits the ability to make disability-related inquiries or require medical examinations at three stages:

1. Pre-offer—at the first stage (prior to an offer of employment) an employer may not ask any disability-related questions or require any medical examinations, even if they are related to the job. Blood and urine tests to determine the current use of illicit drugs, physical agility and physical fitness tests and polygraph examinations are not considered medical examinations.
2. At the second stage, after an applicant is given a conditional job offer, but before he/she starts work, any employer may ask disability related questions and conduct medical examinations, regardless of whether they are related to the job, as long as it does for all entering employees in the same job category under the ADA.
3. After employment begins, the employer may make disability-related inquiries and require medical examinations only if they are job-related and consistent with business necessity.

Section XIII.

FAMILY AND MEDICAL LEAVE ACT 1993 (FMLA)

The Family and Medical Leave Act (FMLA) is intended to provide a means for employees to balance their work and family responsibilities by taking unpaid leave for certain reasons. The Act is intended to promote both the stability and economic security of families, and the national interests in preserving family integrity. Because apprentices are part of the workforce, they are covered under the FMLA.

A. WHO MUST COMPLY?

The FMLA is applicable to any employer in the private sector who is engaged in commerce or in any industry or activity affecting commerce, and who has fifty (50) or more employees each working day during at least twenty (20) calendar weeks or more in the current or preceding calendar year. Employers must comply with any provisions of state or local law that provide greater family or medical leave rights than the rights established by the federal FMLA. The U.S. Department of Labor will not enforce state family and medical leave laws, and states may not enforce federal family and medical leave laws. Employees have no obligation to designate whether the leave they are taking is federal or state FMLA leave. Thus, employers covered by both federal and state FMLA must comply with the provisions of both.

B. ADDITIONAL INFORMATION

Further information on federal FMLA may be obtained by contacting the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor, Employment Standards Administration. A substantial collection of FMLA information, specific to Wisconsin, can be downloaded as a pdf file or viewed online at http://www.dwd.state.wi.us/er/family_and_medical_leave/publication_erd_9680_p.htm This site covers major provision of federal and state FMLA laws and issues, including:

- Employers Covered by the Law
- Substitution of Paid Leave
- Employees Eligible
- Reinstatement Rights
- Amount of Leave
- Key Employee Exception
- Type of Leave
- Maintain Health Benefits During Leave
- Serious Health
- Leave Requests
- Health Care Provider
- Medical Verification May be Required
- Intermittent Leave



Section XIV.

GLOSSARY

AA/EEO: Acronym: Affirmative Action/Equal Employment Opportunity

Active Employer: With respect to apprenticeship, an employer employing a registered apprentice whether or not the Apprentice Contract is registered with such person or business.

ADA: Acronym: Americans with Disabilities Act

Advanced Standing: Credit given for previous school and/or work

Advisory Council: See Wisconsin Apprenticeship Advisory Council.

Affirmative Action/ Equal Employment Opportunity: Federal employment laws prohibit discrimination against anyone on the basis of membership in the following categories: age, disabilities, religion, national origin, race, color, marital status and sex. These categories are called “protected classes”. Equal Employment Opportunity (EEO) means that an employer’s personnel structure adheres to the premise that all persons should be free to pursue the work of their choice, and advance in that work based solely on their qualifications and performance. EEO provides a fair and unbiased chance to compete on equal ground for jobs and contracts, and to be treated equally in regards to benefits, terms and conditions.

Affirmative Action (AA) means that the employer’s personnel structure has taken or is willing to take positive steps to promote equal opportunity by remedying the effects of past discrimination, and removing artificial barriers to equal opportunity.

Americans with Disabilities Act: The Americans with Disabilities Act (ADA) (P.L. 101-336) is the most comprehensive civil rights legislation adopted to prohibit discrimination against people with disabilities. Public and private businesses, state and local government agencies, private entities offering public accommodations and services, transportation and utilities are required to comply with the law. The ADA was signed into law on July 26, 1990, extending civil rights protections to individuals with physical or mental disabilities in the following areas: Employment (Title I), Public transportation and state and local government services (Title II), Public accommodations (Title III), Telecommunications (Title IV), Miscellaneous (Title V)

Appeal: A written request to the Bureau of Apprenticeship Standards from any party involved in an apprentice application or contract concerning an action the Bureau of Apprenticeship Standards has taken or intends to take.

Applicant Employer: With respect to apprenticeship, an employer who has submitted an application to train a registered apprentice but who has not yet been approved by the State of Wisconsin to train apprentices.

Apprentice Applicant: An individual who has submitted an application to train as an apprentice.

Apprentice: Is any person who enters into an Apprentice Contract with the Department and with a sponsor or with an apprenticeship committee acting as an agent of a sponsor. A worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation and is registered with the Bureau of Apprenticeship Standards under Wisconsin Statutes Chapter 106.

Apprentice Contract: Means any contract or agreement of service, express or implied, between an apprentice, the Department, and a sponsor or an apprenticeship committee acting as the agent of a sponsor whereby an apprentice is to receive directly from or through the apprentice's employer, in consideration for the apprentice's services in whole or in part, instruction in any trade, craft, or business.

Apprentice Coordinator: An individual assigned by a WTCS District to supervise apprenticeship related instruction in that district.

Apprentice Review: A required annual survey provided to the apprentice for the purpose of verifying information, assessing instruction, and reviewing on the job learning. The surveys differ for construction and industrial/service apprentices.

Apprentice Training Representative: An employee of the Bureau of Apprenticeship Standards who administers, oversees, regulates and provides technical assistance on the apprenticeship program at the local level.

Apprenticeable Occupation: An occupation that has been specified by industry and which must meet the criteria specified in DWD 295.15(2), Wisconsin Administrative Rules.

Apprenticeship Committee: A committee that oversees the training of apprentices and ensures that the conditions of the Apprentice Contract are being satisfied by all parties. (It acts in an advisory capacity to DWD, to the parties of the Apprentice Contract, and to the Wisconsin Technical College System (WTCS) on curriculum matters. The committee may be either joint or non-joint.

Apprenticeship Instructor: An individual who meets WTCS's requirements as an apprentice instructor or is a SME (Subject Matter Expert) who is recognized within an industry as having expertise in a specific occupation and in training and teaching techniques and adult learning styles,

and who is approved by BAS or accredited by state law to provide apprenticeship instruction.

Apprenticeship Program: A program of trade-specific training that is structured and operated in accordance with Chapter 106 of the Wisconsin Statutes, which requires written, industry-developed training standards be used to govern the components of both on-the-job learning and classroom instruction that collectively can produce a skilled journeyworker in the trade.

Approved Training Center: Privately funded educational institution approved by the Bureau of Apprenticeship Standards for apprenticeship purposes.

ATR: Acronym: Apprentice Training Representative.

BAS: Acronym: Bureau of Apprenticeship Standards.

Bureau of Apprenticeship Standards: Refers to the entity authorized by the US Department of Labor to be the Registration Agency for apprenticeship in Wisconsin, which includes the approval of all apprentice contracts in accordance with Chapter 106 of the Wisconsin Statutes. The Bureau is also charged with oversight and administration of the State's apprenticeship standards.

Cancellation: A Bureau of Apprenticeship Standards action to terminate an Apprentice Contract.

Cancellation Notice: A legal notice issued by the Bureau of Apprenticeship Standards informing the parties of an Apprentice Contract that the contract has been canceled.

CBO: Acronym: Community-Based Organization.

Certificate of Apprenticeship: A credential issued by Bureau of Apprenticeship Standards certifying that the apprentice has met the program requirements set forth in the Apprentice Contract.

Certificate of Completion : See Certificate of Apprenticeship.

Chapter 106: The section in the Wisconsin Statutes that covers Apprentice and Employment Programs.

Commission Wages: A fee paid to the employee for transacting a piece of business or performing a service; especially: a percentage of the money received from a total paid to the agent responsible for the business

Community-Based Organization: A grass-roots group formed to serve the interests of families or stakeholders in communities.

Complaint: A question or request for assistance to solve a problem or alleged problem regarding any part of the apprenticeship program. A complaint can be made by anyone and can be received in writing, by telephone or in person.

Completion Certificate: See Certificate of Apprenticeship.

Completion Rate: The percentage of an apprenticeship cohort who receive a Certificate of Apprenticeship within one year of the projected contract completion date. A cohort is a group of individual apprentices registered to a specific sponsor during a one-year timeframe.

Credit: Refers to the application of work/school hours against the total of the term of an apprenticeship, to an existing Apprentice Contract.

Department of Workforce Development: The Wisconsin Department of Workforce Development (DWD) is a state agency charged with building and strengthening Wisconsin's workforce in the 21st century and beyond and is the state registration agency for purposes of Title 29 CFR Part 29.

Determination: A legal decision rendered by BAS as a result of an appeal.

DWD: Acronym: Department of Workforce Development

Eligibility: Meeting the requirements necessary to train or be trained within a registered apprenticeship program.

Employee Appointment Letter: An official BAS communication designating an employee or a representative of a labor union to membership on the Apprenticeship Advisory Council, State Trade Advisory Committee or Apprenticeship Committee.

Employer: With respect to apprenticeship, means any person employing an apprentice, whether or not the person is a party to an Apprentice Contract with the apprentice.

Employer Appointment Letter: An official BAS communication designating a representative of an employer to membership on the Apprenticeship Advisory Council, State Trade Advisory Committee, or Apprenticeship Committee.

Employer Assignment Notice: The official BAS communication used to notify all parties to an Apprentice Contract of a new work assignment.

Employer Association: An association that represents employers in a particular industry.

Employer Organization: See Employer Association.

Exhibit A: A portion of an Apprentice Contract that defines the terms and conditions of the employment and training of the apprentice as defined in Wisconsin Statutes Chapter 106 and DWD 295 Wisconsin Administrative Code and the Wisconsin Apprenticeship Manual.

Evaluation: Refers to the process by which a committee determines the relative progress of an apprentice during the term of an apprenticeship. The evaluation is accomplished using written records and may include an interview of the apprentice by the committee.

Field Representative: See Apprentice Training Representative.

Group Non-Joint Apprenticeship Committee: See Non-Joint Apprenticeship Committee.

Inactive Employer: With respect to apprenticeship, an employer who formerly employed a registered apprentice whether or not the Apprentice Contract was registered with such person or business.

In-House Committee: A committee, typically non-construction, within an employer's establishment whose major purpose is to oversee the training of apprentices within the company.

Instructor Approval Letter: An official BAS communication to a Training Center approving an individual as an apprenticeship instructor.

Job Book: An evaluation tool that is used to assess the apprentice's acquisition of skill-specific competencies within a trade and is used by the apprentice and skilled worker to record when the apprentice acquires those competencies.

Journeyworker: A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation.

Labor Union: An organization of workers formed for the purpose of advancing its members employment interests.

Local Committee: See Apprenticeship Committee.

Notice: An official BAS communication issued as a consequence of a Request for Action.

OJL: Acronym: On the Job Learning.

OSHA: Occupational Safety and Health Administration. The designated federal agency that oversees on-the-job safety issues.

PRI: Paid Related Instruction.

Progression: Refers to the movement of an apprentice through an apprenticeship which is generally based on the accumulation of verified work and school hours served dependent upon the total of accrued hours/years. Incremental pay increases contained in the Apprenticeship contract are awarded for advancement. Early completion may be granted to an apprentice due to the apprentice's exemplary performance during the apprenticeship.

Progressive Wage Scale: A progressive schedule of wages to be paid to the apprentice consistent with the skills acquired.

Projected Contract Completion Date: The date by which the Apprentice Contract is expected to complete.

Provisional Approval: The initial provisional approval of newly registered programs that meet the required standards for program registration after which program approval may be made permanent, continued as provisional or rescinded.

Provisional Sponsor: A sponsor who has been granted provisional approval.

Ratio: An established number of apprentices to journey workers permitted for each employer, consistent with: proper supervision, training, safety, and continuity of employment upon completion.

Registered Apprentice: An apprentice who has a contract with the Bureau of Apprenticeship Standards.

Related Instruction: An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media or other forms of self-study approved by BAS. The related instruction may be paid or unpaid.

Request for Action: A written request from a party to an Apprentice Contract for the Bureau of Apprenticeship Standards to take a specific action with respect to the Apprentice Contract.

- Registration
- Amendment Notice
- Unassignment Notice
- Credit Approval Notice
- Credit Denial Notice
- Credential Notice
- Exam Notice
- Employer Assignment
- Intent to Cancel Notice (aka, "20-Day")
- Rescind Intent to Cancel Notice
- Apprentice Response to Committee Action
- Cancellation Notice
- Rescind Cancellation Notice
- Transfer of School Assignment Notice
- Completion of Apprentice Notice
- Completion Pocket Card
- Completion of Apprenticeship Certificate
- Apprentice Review Form
- Employer Review Form
- Supervision Card
- Service Approval Card

Review: A questionnaire used to elicit from an apprentice concerning the assessment of progress through or evaluation of the apprenticeship program.

Sector: A occupation category defined by BAS that groups apprenticeable occupations; namely, Construction, Industrial and Service.

Skilled Trade: See Apprenticeable Trade.

Skilled Wage Rate: The bargained or skilled rate paid to the greatest number of competent journeyworkers in like establishments in the community or other rate deemed adequate by DWD.

Skilled Worker: See Journeyworker.

Sole Sponsor: A non-construction sector employer that is also a sponsor.

Special Provisions: A section of the Exhibit A that describes extra requirements not contained elsewhere in the Apprenticeship Contract.

Sponsor: Means any employer, organization of employers, association of employers, committee or person operating an apprenticeship program in whose name the apprenticeship program is approved by the Department.

Sponsor Assessment: An assessment performed by an ATR for the sponsor for the purpose of reviewing the quality of an apprenticeship program.

State Committee: See State Trade Advisory Committee

State Trade Advisory Committee: A committee composed of employers and employees from a specific trade or occupation within a specific sector that advises DWD on apprenticeship matters on that specific trade or occupation and that develops standards for that specific trade or occupation.

T2T: Acronym: Transition To Trainer

Technical Assistance Guide: A BAS publication used to train Apprenticeship Sponsors

Trade Group: See Sector.

Trade Information: See Exhibit A.

Training Center: A provider of apprenticeship related instruction that has been approved by BAS.

Transfer: The movement of an Apprenticeship Contract from one sponsor to another within the same trade or occupation.

Transition To Trainer: A course required by BAS for apprentices (with some exceptions) in the final year of their contract to prepare them for a possible future role as a trainer.

Unassignment: An action taken by BAS as a consequence of a Request for Action to place an Apprenticeship Contract on temporary hold due to illness/injury, discipline, lack of work, military duty, return to school, temporary removal from the program, and other. The contract remains active but the period of unassignment does not count against the term of the contract.

URI: Unpaid Related Instruction.

VA: Acronym: U.S. Department of Veterans Affairs.

Wage Progression: A progressive schedule of wages to be paid to the apprentice consistent with

the skills acquired. It is generally based on the accumulation of verified work and school hours served dependent upon the total of accrued hours/years. Incremental pay increases contained in the Apprentice Contract are awarded for advancement. Contained in Exhibit A.

Wisconsin Apprenticeship Advisory Council: A council that provides advice to DWD on matters involving the apprenticeship system, including the enactment of laws, rules and standards. Required by Wisconsin statute.

Wisconsin Technical College System: A publicly funded system overseeing 16 local technical colleges who, as part of their overall program offerings, provide apprenticeship related instruction as outlined in the Apprentice Contract.

Work Processes: An outline of the basic phases or facets of a trade and the approximate time the apprentice will spend on each. The apprentice must demonstrate proficiency before a Certificate of Apprenticeship will be issued. Contained in Exhibit A.

WTCS: Acronym: Wisconsin Technical College System

Section XV.

F

ORMS & CORRESPONDENCE

As an apprenticeship sponsor, you can expect to receive ongoing documentation relating to your program and the activity of your apprentice(s). To familiarize you with this document, samples of the following apprenticeship forms are included in this chapter:

Form Title	Form Number	Page
Apprentice Application	DETA-63	64
Apprentice Contract	DWSA-4224	66
Apprentice Program Quality Assessment	DETA-10409	73
Cancellation Notice	DWEA-10129	74
Certificate of Apprenticeship	JET-10134	75
Completion Cover Letter to Sponsor	DWEA-10475	76
Credit Approval Notice	DWSA-10130	77
Credit Denial Notice	DWSA-10131	78
Employer Application	DETA-10407	79
Exhibit A	JET-10408	67
Intent to Cancel Notice	DWSA-10126	81
Non-Discrimination Pledge	DWEA-10132	82
PRI Absences Notice	DWEA-10137	85
Provisional Registration Certificate	n/a	84
Reassignment Notice	DWSA-10410	86
Sponsor AA Plan Data & Utilization	JET-10455	87
Sponsor Registration Certificate	n/a	89
Unassignment Notice	DWSA-10136	88

Department of Workforce Development
Division of Employment and Training
Bureau of Apprenticeship Standards

APPRENTICE APPLICATION

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes]. The provision of your social security number is mandatory under Wisconsin Statutes. Your social security number will be used for identification purposes. If you do not provide your social security number, your application will be denied.

Trade Name		Social Security Number		Date
Name (First)		Middle	Last	
Street Address or P.O. Box		City	State	Zip Code+4
Telephone Number () ()	Cell Phone Number () ()	E-Mail Address		Birth Date

EDUCATION AND TRAINING BACKGROUND:

Check the highest school year completed. For example: If you graduated from high school, check 12. If you have a two-year associate degree, check 14.

- 8 9 10 11 12 GED HSED
 13 14 15 16 17 18 19 20 21 22 23 24 25

Previous **Related** School (Military/Correspondence/Night School/Trade School, etc.):

Previous Trade **Related** Employment (Including Military):

Company	City	Months	Trade
_____	_____	_____	_____
_____	_____	_____	_____

Prospective Employer (if applicable): _____ Start Date _____

Military Veteran: Veteran of Military Service Yes No Date Separated _____
 Active Reserve or Guard Member Yes No
 Eligible for VA Benefits Yes No Not Sure

Please return to:
Bureau of Apprenticeship Standards

Apprenticeship Application EEOC Supplemental Information

Name _____

Social Security Number _____

The Apprenticeship Sponsor is committed to equal opportunity for all applicants. The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state. The sponsor 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, the Wisconsin Fair Employment Law, and all other applicable state laws.

---- Please Complete the Following ----

The information provided below is simply for Equal Employment Opportunity Commission (EEOC) purposes. This information will assist us in our efforts to provide accurate information in compliance with EEOC regulations and requirements.

<p>Race: (CHECK ALL THAT APPLY)</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Black</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Hawaiian/Pacific Islander</p>	<p>Ethnic Group: (CHECK ONE)</p> <p><input type="checkbox"/> Not Hispanic or Latino</p> <p><input type="checkbox"/> Origin Hispanic or Latino</p> <hr/> <p>Gender:</p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p>
--	--

This form will not become part of your Personnel file. It will be maintained in a separate file, used only for EEOC and Affirmative Action reporting purposes.

SAMPLE ONLY! GRAY HIGHLIGHTING ADDED TO EMPHASIZE AUTO-FILL FIELDS

Apprentice Contract

This contract was prepared by Sue Staffperson on the date of May 25, 2011, between the Wisconsin Department of Workforce Development (the Department) and:

Apprentice

Joe Smith
Anyname Street
Oshkosh WI 54901
SSN: 000-00-0000
DOB: April 01, 1990

Sponsor

000000-001
ACME Industrial Inc.
1234 Somewhere Street
Neenah WI 54957-0000

The Apprenticeship term begins on September 1, 2011, and terminates upon the successful completion of the apprenticeship program provisions of the Maintenance Mechanic (Dust Collector) trade, which are incorporated as part of this contract as Exhibit A, Program Provisions. The provisions included in this contract are binding on the parties.

The Department will issue a **CERTIFICATE OF APPRENTICESHIP** to the apprentice upon satisfactory completion of the provisions of this Apprentice Contract.

This contract may be terminated or cancelled by the apprentice, or may be suspended or cancelled by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Department.

The apprentice's signature authorizes the assigned provider(s) of paid and unpaid related instruction to release progress, grades, and attendance reports to the Department, sponsor, and employer while this contract is in effect.

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this document and identified as Exhibit A. The sponsor will not discriminate in the selection and training of the apprentice and will accord the apprentice equal opportunity in all phases of apprenticeship employment and training, without discrimination because of race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state.

The apprentice, sponsor, and employer agree to fulfill all the obligations of this Apprentice Contract. The parties have signed this contract, as required by Chapter 106.01 of the laws of Wisconsin. Personal information provided herein may be used for secondary purposes [Privacy Law, s.15.04(1)(m) Wisconsin Statutes].

Apprentice Signature Goes Here

Apprentice Signature May 10, 2011
Date

Sponsor Signature Goes Here

Sponsor Signature May 10, 2011
Date

Karen P Morgan

Department Approval May 24, 2011
Date

The Registration Agency is the authority to receive and resolve controversies or differences arising out of this contract when they cannot be resolved locally in accordance with established procedures or collective bargaining provisions.

Registration Agency:
Department of Workforce Development
Division of Employment and Training
Bureau of Apprenticeship Standards
PO Box 7972, Madison, WI 53707
Phone: 608-266-3332

SAMPLE ONLY! Gray highlighting added to emphasize auto-fill fields

ACME Industrial Inc. • Sometown, WI • 000000-001
 Maintenance Mechanic (Dust Collector) • 2-638281014-10-T
 Exhibit A - Program Provisions

Approved: May 5, 2011

TERM OF APPRENTICESHIP: The term of apprenticeship shall be Time-based, which has been established to be 4 years or 8,000 hours. Hours of labor shall be the same as established for other skilled employees in the trade.

PROBATIONARY PERIOD: The probationary period shall be the first 12 months of employment, but in no case shall it exceed twelve calendar months. During the probationary period, this contract may be cancelled by the apprentice or the sponsor upon written notice to the Department, without adverse impact on the sponsor.

SCHOOL ATTENDANCE: The apprentice shall attend Area Valley Technical College, as assigned, for paid related instruction four hours per week or the equivalent and satisfactorily complete the prescribed course material for a minimum of 576 hours, unless otherwise approved by the Department. The employer must pay the apprentice for attended related instruction hours at the same rate per hour as for services performed.

WORK PROCESS SCHEDULE: In order to obtain well-rounded training and thereby qualify as a skilled worker in the trade, the apprentice shall have experience and training in the following areas. This instruction and experience shall include the following operations but not necessarily in the sequence given. Time spent on specific operations need not be continuous.

<u>Work Process Description</u>	<u>Approximate Hours</u>
	(Min - Max)
Maintain and service equipment that collects dust from the air, maintain motors, control valves, filters, etc. Routine inspection and reporting in order to quickly respond to malfunctioning dust collector equipment.	2024
Dye testing and inspection of the dust collector, supports, housing, tube sheet, doors, filters, air locks, pulse jet, shaker, reverse air, ducting, fan, electrical controls, cages, venturis, control valves and Magnehelic gauge. Monitoring equipment to stack emissions, trouble shooting to find the source of any equipment failure that does not comply with US and International EPA regulations.	1500
Start dust collector equipment and adjust valves to required pressure. Examine parts of the dust collector – such as pipes, nozzles, filters, gauges, fans, gaskets and belts. Replace parts or repair equipment that does not comply with Environmental laws. All the work is performed with safety training in Lock-Out Tag-Out; Confined Space; Fall Protection, Plant Safety; Forklift I, II & III, and Respirator use.	1000
The individual will have training in all aspects of Fabric Filters and Cartridge Filters made with various media.	900
The individual will be trained in the repair of valves, pumps, motors and controls.	1500
Record keeping of inspection reports of customer equipment.	500
Paid Related Instruction	576
TOTAL	8000

The above schedule is to include all operations and such other work as is customary in the trade.

MINIMUM COMPENSATION TO BE PAID:

DETA-10408-E (R. 12/2010)

Sole Sponsor Technical Assistance Guide Forms & Correspondence

APPRENTICE CONTRACT (EXHIBIT A)

ACME Industrial Inc. • Sometown, WI • 000000-001
Maintenance Mechanic (Dust Collector) • 2-638281014-10-T
Exhibit A - Program Provisions

1st period of 1 year \$11.00 per hour

2nd period of 1 year \$13.63 per hour

3rd. period of 1 year \$15.26 per hour

4th period of 1 year \$16.89 per hour

Base skilled wage rate \$19.50 per hour.

If at any time the base skilled wage rate rises or falls, the apprentice's wage shall be adjusted proportionately. The wage rate of apprentices employed in this trade and this firm shall be based on the base skilled wage rate stated above.

All apprentices are covered by State and Federal Wage and Hour Standard requirements. All apprentices shall be paid no less than the minimum wage established under regulations.

CREDIT PROVISIONS: The apprentice, granted credit at the start or during the term of the apprenticeship, shall be paid the wage rate of the pay period to which such credit advanced the apprentice.

Work credit hours approved: None

School credit hours approved: None
Paid related instruction: None

Unpaid related instruction: None

Total credit hours to be applied to the term of the apprenticeship: None

SPECIAL PROVISIONS:

Apprentice is required to obtain a First Aid CPR card and maintain throughout apprenticeship

Lean Manufacturing Classes
Electric Motors - Control
(2) Welding Classes
Auto Cad - Introduction

On-line Fabric Filter Baghouse

Seminar - ETSI
Chapter 1 - Introduction
Chapter 2 - Fundamentals
Chapter 3 - Design
Chapter 4 - Applications
Chapter 5 - Operating Cost
Chapter 6 - Installation
Chapter 7 - Inspection & Maintenance
Chapter 8 - Warranties
Chapter 9 - Fabric Testing
Chapter 10 - Trouble Shooting
Chapter 11 - Research & Development

DETA-10408-E (R. 12/2010)

Exhibit A – Page 2 of 3

ACME Industrial Inc. • Sometown, WI • 000000-001
Maintenance Mechanic (Dust Collector) • 2-638281014-10-T
Exhibit A - Program Provisions

Driving Record

Process Instruments

Baghouse Particulate Sensors
Control and Automation System
Application Review

An apprentice in his/her final year must participate in the Transition to Trainer Course

ACME will pay for tuition and books. Must complete course with a C average.

Sole Sponsor Technical Assistance Guide Forms & Correspondence

QUALITY ASSESSMENT



WISCONSIN REGISTERED APPRENTICESHIP QUALITY ASSURANCE ASSESSMENT – Annual Provisional

I. GENERAL INFORMATION			
Name Brown Industries	Comm/ER No. 14649	Sponsor No. 9196	BAS District Milwaukee #11 BAS UAT
Address Physical: 5757 Madison Milwaukee WI 53222 Mailing: PO Box 11 Milwaukee WI 53222 Application:			

II. ASSESSMENT OUTCOME		Must Select One	
1. Date Quality Assessment was conducted: 04/22/2011			
2. Outcome of this Quality Assessment.	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail	
2a. Recommend corrective action plan?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
2b. If 2a is "Yes," enter date corrective action plan is due:	Action Plan is Due on:		
2c. Recommend continuation as provisional?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3a. BAS Staff Conducting the Assessment (Print) Mary E Pierce UAT	3b. BAS Staff Signature: <i>BAS Staff Signature</i>		
4a. Name of Participating Sponsor Representative Susan White	4b. Title of Participating Sponsor Representative: Manager		

III. SPONSOR'S OCCUPATIONS (Covered by Standards) as of 04/22/2011.	BASIS Active Apprentices	BASIS JWs Employed	Current JWs Employed	BASIS Skilled Wage Rate	Current Skilled Wage Rate	Wage Type	Program Completion Rate
Machinist, Machinist Union	1	5		\$33.00		Employer	

Section III Data Note: Duplicate counts of active apprentices and journeymen will appear in occupation rows having multiple wage types.

IV. REVIEW DATES				
Review Start Date	Review End Date	Program Registration Date	First Provisional Assessment Date	Most Recent Assessment Date
04/01/2010	04/01/2011	07/02/2010		

V. DEFICIENCIES NOT REMEDIED <small>(Describe any previous deficiencies that have not been remedied.)</small>
This is where text keyed by the ATR is entered.

DETA-16953-E (N. 03/2011)

Sole Sponsor Technical Assistance Guide Forms & Correspondence



QUALITY ASSESSMENT

All Questions below This Line Are Mandatory and Must Be Answered

VI. PROGRAM OPERATION	Yes	No	N/A
1. Does the sponsor have approved Standards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A specific person(s) is responsible for program monitoring and assisting apprentice(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sponsor promptly notifies BAS of registrations, cancellations, and completions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Sponsor maintains required records for selection, employment and training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The complaint procedure (from Standards) is made available to apprentices and applicants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Sponsor follows up on terminations to determine the cause.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Sponsor has addressed high cancellation rate. (If yes, explain in item 10, below.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Employer receives grade, attendance and progress reports for Paid RI in timely manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Employer has reviewed the standards for all trades employed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Describe existing deficiencies and recommendations. (Must be completed for each item answered no, above.) This is where text keyed by the ATR is entered.			

VII. RELATED INSTRUCTION	Yes	No	N/A
1. Paid related instruction is provided consistently, in accordance with approved standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Unpaid related instruction is provided consistently, in accordance with approved standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sponsor provides feedback to apprentice(s) on related instruction progress/ test results.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Wages follow the progressive wage schedule, based on completion of both OJL and RI.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Related instruction delivery system is: <input checked="" type="checkbox"/> a. Classroom <input type="checkbox"/> b. Online <input type="checkbox"/> c. Correspondence <input type="checkbox"/> d. Other <i>Note: The user can select one or more from a-d.</i>			
6. Related instruction source is: <input checked="" type="checkbox"/> a. Technical College <input type="checkbox"/> b. Training Center <input type="checkbox"/> c. Other <i>Note: The user can select one from a-c.</i>			
7. Number of hours per year that paid related instruction is actually being provided: 144			
8. Describe existing deficiencies and recommendations. (Must be completed for each item answered No, above.) This is where text keyed by the ATR is entered.			

VIII. ON-THE-JOB LEARNING (OJL)	Yes	No	N/A
1. Sponsor is providing reasonably continuous employment to all apprentices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Safety training is included as part of OJL.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sponsor's workforce is consistent with approved ratio, per apprenticeship standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Written review and evaluation of on-the-job (including attendance) progress is performed with each assigned apprentice(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Apprentice progress is reviewed prior to end of probationary period.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Apprentice progress is reviewed at least annually.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Apprentice progress is reviewed within six months prior to program completion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Sponsor tracks OJL Hours using a Job Book or Attendance Cards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Describe existing deficiencies and recommendations. (Must be completed for each item answered No, above.) This is where text keyed by the ATR is entered.			



Wisconsin Bureau of Apprenticeship Standards
Quality Assurance Assessment – Annual Provisional
Page 3 of 4

IX. BROWN INDUSTRIES APPRENTICE(S) FOR PERIOD BEGINNING 04/01/2010 AND ENDING 04/01/2011

Section IX. Data Note: The listing below presents apprentice records as they existed in BASIS on 04/22/2011.

Apprentice Name	Employer Currently Assigned	Contract Details						Assigned School
		Contract Start Date	Contract Current Status	Contract Status Date	Trade or Occupation			
Green, Paul	Brown Industries	01/05/2009	Active	12/02/2010	Machinist		Gateway Tech	
Jones, Henry	Brown Industries	01/02/2009	Canceled	02/01/2011	Machinist		Gateway Tech	
Smith, Penny	Brown Industries	02/01/2009	Transferred	04/01/2010	Machinist		Gateway Tech	



Wisconsin Bureau of Apprenticeship Standards
Quality Assurance Assessment – Annual Provisional
Page 4 of 4

X. SPONSOR CONTACTS

Section X. Data Note: The listing below presents sponsor's contact records as they existed in BASIS on 04/22/2011.

Contact Person	Title	Phone	Fax	Email	Newstr	Mailing
Luis Garcia	Manager	(414) 234-8765	(608) 242-4845	luisgarcia@brownindustries.com	Y	N
Milly Mamey	President	(414) 222-7788	(608) 242-4843	milymarey@brownindustries.com	N	Y

DETA-16953-E (N. 03/2011)

DIVISION OF EMPLOYMENT AND TRAINING
Bureau of Apprenticeship Standards
GEF1
Madison Administrative Office
201 E Washington Ave Room E100
P.O. Box 7972
Madison WI 53707
(608) 266-3332



Department of Workforce Development

Scott Walker Governor
Reggie Newson Secretary
Lisa Boyd Division Administrator

DWEA-10129 (R. 03/2007)

July 21, 2011

Jane Brown
6789 Green Street
Mycity WI 53533

Cancellation Notice

Apprentice Name Jane Brown	Social Security Number ***-**-0000
Employer Name ACME Industrial, Inc.I	Local Committee Name (Blank when trade is not construction.)
Requester Bureau of Apprenticeship Standards	Effective Date July 21, 2011

This letter is formal notification that your Apprentice Contract is canceled for the following reason(s):

Unassignment exceeding one year.

Any party to this Apprentice Contract may appeal this decision, in writing, to the following address:

Director
Bureau of Apprenticeship Standards
P.O. Box 7972
Madison, WI 53707

Signature of BAS Staffperson

Name of BAS Staffperson
Field Representative
Telephone: (920) 000-0000
Fax: (920) 000-0000
Email: sample@dwd.wisconsin.gov

Also mailed to: ACME Industrial, Inc.
Area Technical College – Campus Designation

State of Wisconsin

CERTIFICATE
OF
APPRENTICESHIP

JOE SMITH

has satisfactorily served an apprenticeship in the employ of

ACME INDUSTRIAL INC
for a term of

4 YEARS

and has completed the required hours of related instruction
in accordance with the Statutes of the
State of Wisconsin, and is recognized
as a journeyman

MAINTENANCE MECHANIC

with all the rights, privileges, and opportunities
pertaining to the honor.

This diploma, with official signatures and the Seal of the Wisconsin
Department of Workforce Development, was
given in the State of Wisconsin on

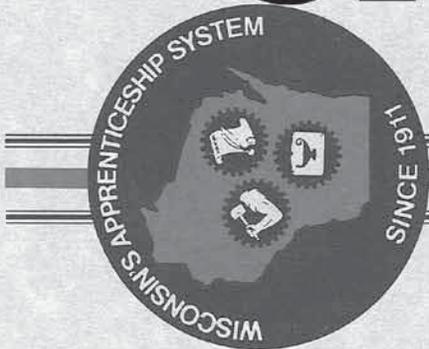
September 1, 2015

K. Morgan

State Director of Apprenticeship

Sponsor

SAMPLE



Sole Sponsor Technical Assistance Guide Forms & Correspondence

COMPLETION COVER LETTER TO SPONSOR

DIVISION OF EMPLOYMENT AND TRAINING
Bureau of Apprenticeship Standards
GEF1
Madison Administrative Office
201 E Washington Ave Room E100
P.O. Box 7972
Madison WI 53707
(608) 266-3332



Scott Walker Governor
Reggie Newson Secretary
Lisa Boyd Division Administrator

DWEA-10475 (R. 03/2007)

July 21, 2011

Jane Brown
6789 Green Street
Mycity WI 53533

RE: **Completion of Apprenticeship**

APPRENTICE: Jane Brown
6789 Green Street
Mycity WI 53533

COMPLETION DATE: July 12, 2011

TERM AND TRADE: 4 years of not less than 8,320 hours
Industrial Electrician

SCHOOL HOURS: Required

This is acknowledgement of completion of the above described apprenticeship indenture.

Your graduate apprentice is today being sent a pocket card which contains the information given on the Certificate of Apprenticeship. The certificate will be sent to the ACME Industrial, Inc. for presentation at an appropriate time.

Sincerely,

A handwritten signature in black ink that reads "Karen P Morgan".

Karen P Morgan, Director
Bureau of Apprenticeship Standards
(608) 266-3332

Also mailed to: Area Technical College

DIVISION OF EMPLOYMENT AND TRAINING
Bureau of Apprenticeship Standards
GEF1
Madison Administrative Office
201 E Washington Ave Room E100
P.O. Box 7972
Madison WI 53707
(608) 266-3332

STATE OF WISCONSIN

Department of Workforce Development
Scott Walker Governor
Reggie Newson Secretary
Lisa Boyd Division Administrator
DWSA-10130 (R. 03/2007)

July 21, 2011

Jane Brown
6789 Green Street
Mycity WI 53533

Credit Approval Notice

Apprentice Name Jane Brown	Social Security Number ***-**-0000
Employer Name ACME Industrial, Inc.I	Sponsor Name ACME Industrial, Inc.I

The application for credit to your Apprentice Contract has been approved as follows:

School credit hours approved:
Paid related instruction: 324 Hours
Paid related instruction description: Credit given for following apprenticeship courses:
420-565 CNC
420-561 Jigs & fixtures
422-505 Metallurgy
420-563 Machine Tech
420-580 2D CAD
420-579 Intro CAD
421-555 Blueprint Reading
804-582 Math I
804-583 Math II

Please retain this letter for your records. If application of this credit advances you into a higher salary step, your employer should make that adjustment effective in the next pay period.

Signature of BAS Staffperson
Name of BAS Staffperson
Field Representative
Telephone: (920) 000-0000
Fax: (920) 000-0000
Email: sample@dwd.wisconsin.gov

Also mailed to: ACME Industrial, Inc.
Area Technical College – Campus Designation

DIVISION OF EMPLOYMENT AND TRAINING
Bureau of Apprenticeship Standards
GEF1
Madison Administrative Office
201 E Washington Ave Room E100
P.O. Box 7972
Madison WI 53707
(608) 266-3332

STATE OF WISCONSIN

Department of Workforce Development
Scott Walker Governor
Reggie Newson Secretary
Lisa Boyd Division Administrator

DWSA-10131 (R. 03/2007)

July 21, 2011

Jane Brown
6789 Green Street
Mycity WI 53533

Credit Denial Notice

Apprentice Name Jane Brown	Social Security Number ***-**-0000
Employer Name ACME Industrial, Inc.	Sponsor Name ACME Industrial, Inc.

Your request to have credit applied to your apprenticeship is being denied for the following reason(s):
Per review of Another Technical College Transcript, Credit is not recommended by Area Technical College. You have the right to appeal this decision in writing to:

Director
Bureau of Apprenticeship Standards
P O Box 7972
Madison WI 53707

In your appeal, please state the reason(s) you believe the credit requested should be applied to your apprenticeship.

Signature of B.A.S. Staffperson

Name of BAS Staffperson
Field Representative
Telephone: (920) 000-0000
Fax: (920) 000-0000
Email: sample@dwd.wisconsin.gov

Also mailed to: ACME Industrial, Inc.
Area Technical College – Campus Designation

Department of Workforce Development
Division of Employment and Training
Bureau of Apprenticeship Standards

EMPLOYER APPLICATION

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

EMPLOYER APPLICATION

UI Number	FEIN	Date		
Name of Firm		Contact/Title		
Street Address or P.O. Box	City	County	State	Zip Code+4
Telephone Number ()	Fax No. ()			
Email	Cell Phone ()			

Indicate Appropriate Industry Group: Construction Industrial Service OJT

Product or Service: _____

Year Business Started: _____ Trained Apprentices Before? Yes No

Trade apprentice will be trained in? _____

Are the skilled workers/journey workers in the trade covered by a collective bargaining agreement? Yes No

If yes, list union name and number: _____

Are the apprentices covered by this agreement? Yes No

Number of skilled workers/journey workers in this trade: _____

Present skilled/journey worker base skilled wage rate per hour for this trade: \$ _____ per hour

Applicant Name	Date Training Will Start	Starting Wage Rate

If the applicant has had previous related school or work experience, how many credit hours are being requested for this applicant?

Work: _____ School: _____

Name of school apprentice will attend: _____

Please return to:
Bureau of Apprenticeship Standards

**NAMES OF SKILLED WORKERS AND APPRENTICES
NOW EMPLOYED**

Name	Date Employed or Indentured	License Number (if applicable)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Any misrepresentation contained herein shall be grounds for denial of your request for an apprentice.

Firm Name

Signature

Date Signed

SAMPLE ONLY. Gray highlights emphasize auto-fill fields.

INTENT TO CANCEL NOTICE

DIVISION OF EMPLOYMENT AND TRAINING
Bureau of Apprenticeship Standards
 GEF1
 Madison Administrative Office
 201 E Washington Ave Room E100
 P.O. Box 7972
 Madison WI 53707
 (608) 266-3332

STATE OF WISCONSIN

Department of Workforce Development
 Scott Walker Governor
 Reggie Newson Secretary
 Lisa Boyd Division Administrator
DWSA-10126 (R. 05/2007)

July 21, 2011

Jane Brown
 6789 Green Street
 Mycity WI 53533

Intent to Cancel Notice

Apprentice Name Jane Brown	Social Security Number ***-**-0000
Employer Name ACME Industrial, Inc.I	Local Committee Name (Blank when trade is not construction.)
Requester Bureau of Apprenticeship Standards	Effective Date July 21, 2011

This is formal notification we intend to cancel the Apprentice Contract signed by the above named parties for the following reason(s):

Unassignment exceeding one year.

Any objections to this cancellation request must be received in this office **in writing** by **May 24, 2011** or we will proceed with cancellation. Please complete the attached form if you have any objection(s) to this cancellation.

Failure to respond in writing will result in the cancellation of your apprenticeship. If you are canceled, you may not attend apprenticeship related schooling or continue working as an apprentice.

Signature of BAS Staffperson

Name of BAS Staffperson
 Field Representative
 Telephone: (920) 000-0000
 Fax: (920) 000-0000
 Email: sample@dwd.wisconsin.gov

Also mailed to: ACME Industrial, Inc.
 Area Technical College – Campus Designation

Enclosure

Department of Workforce Development
Division of Employment and Training
Bureau of Apprenticeship Standards
P.O. Box 7972
Madison, WI 53707

Non-Discrimination Pledge

Date: May 31, 2011

BOB SMITH, PRESIDENT
ACME INDUSTRIAL, INC.
1234 Somewhere Street
Mycity WI 53533

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state.

The sponsor 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, the Wisconsin Fair Employment Law, and all other applicable state laws.

Signature: _____

Sponsor Name: ACME INDUSTRIAL . _____

Date Signed: _____

UC #: 000000-001 _____

FEIN #: 123456789 _____

DIVISION OF EMPLOYMENT AND TRAINING
Bureau of Apprenticeship Standards
GEF1
Madison Administrative Office
201 E Washington Ave Room E100
P.O. Box 7972
Madison WI 53707
(608) 266-3332

STATE OF WISCONSIN

Department of Workforce Development
Scott Walker Governor
Reggie Newson Secretary
Lisa Boyd Division Administrator

DWEA-10137 (R. 03/2007)

July 21, 2011

Jane Brown
6789 Green Street
Mycity WI 53533

Paid Related Instruction Absences Notice

Apprentice Name Jane Brown	Social Security Number ***-**-0000
Employer Name ACME Industrial, Inc.I	Sponsor Name ACME Industrial, Inc.I

It has been brought to the attention of the Department that you have been absent from paid related instruction classes on May 10, 2011, February 1, 2011 and January 11, 2011.

Failure to attend paid related instruction classes is a violation of the terms of your contract, and may result in cancellation of your apprenticeship.

If you have any questions, please feel free to contact me.

Signature of BAS Staffperson

Name of BAS Staffperson
Field Representative
Telephone: (920) 000-0000
Fax: (920) 000-0000
Email: sample@dwd.wisconsin.gov

Also mailed to: ACME Industrial, Inc.
Area Technical College – Campus Designation

Sole Sponsor Technical Assistance Guide Forms & Correspondence

PROVISIONAL REGISTRATION NOTICE

DIVISION OF EMPLOYMENT AND TRAINING
Bureau of Apprenticeship Standards
GEF1
Madison Administrative Office
201 E Washington Ave Room E100
P.O. Box 7972
Madison WI 53707
(608) 266-3332

STATE OF WISCONSIN

Department of Workforce Development
Scott Walker Governor
Reggie Newson Secretary
Lisa Boyd Division Administrator

June 23, 2011

BOB SMITH, PRESIDENT
ACME INDUSTRIAL, INC.
1234 Somewhere Street
Mycity WI 53533

Dear ACME INDUSTRIAL, INC.:

Congratulations on your decision to use registered apprenticeship as the training method for your **Tool And Die Maker** workforce. **You are now certified by the Bureau of Apprenticeship Standards as a provisionally-registered Sponsor.** As you know, the apprenticeship method of training, with a skilled worker passing on craft knowledge to another – is almost as old as recorded history. It has endured for centuries due to a steadfast focus on quality and craftsmanship that is industry-driven and industry-designed.

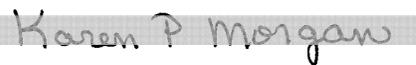
As a new sponsor of **Tool And Die Maker** apprentices, you are already aware of the benefits that apprenticeship training offers to industry and apprentices alike. Many of those benefits are likely what drew you to become a new sponsor and I commend you on your commitment to quality training.

In addition to gaining the benefits of apprenticeship, you are now obligated to maintain your apprenticeship program in a manner that conforms to the requirements for registered apprenticeship programs set by Title 29, CFR part 29, "Labor Standards for the Registration of Apprenticeship Programs." These requirements are spelled out in your program standards and in the binding language of all apprentice contracts.

As a provisionally-registered sponsor, you must meet the required standards for program registration for a full training cycle before this Bureau can approve you as a registered sponsor. During this initial training cycle, the Bureau will conduct annual quality assessments and provide technical assistance. At the end of the initial training cycle, a final quality assessment will be conducted. If you meet the required standards, your provisional registration status will be changed to permanent registration. Because quality training is at the heart of registered apprenticeship, you must continue to fully meet the required standards at the end of the training cycle or be subject to deregistration procedures.

As a provisionally-registered sponsor, you will receive all rights, privileges and responsibilities associated with being a registered apprenticeship program. If you have any questions or concerns, I encourage you to discuss them with **Sue Staffperson**, your Apprenticeship Training Representative who can be reached by telephone at (608) 266-3332 or by email at sample@dwd.wisconsin.gov. Please also feel free to contact me at any time.

Sincerely,



Karen P Morgan, Director

DETA-16900-E (N. 11/2010)

DIVISION OF EMPLOYMENT AND TRAINING
Bureau of Apprenticeship Standards
GEF1
Madison Administrative Office
201 E Washington Ave Room E100
P.O. Box 7972
Madison WI 53707
(608) 266-3332

STATE OF WISCONSIN

Department of Workforce Development
Scott Walker Governor
Reggie Newson Secretary
Lisa Boyd Division Administrator

DWEA-10137 (R. 03/2007)

July 21, 2011

Jane Brown
6789 Green Street
Mycity WI 53533

Paid Related Instruction Absences Notice

Apprentice Name Jane Brown	Social Security Number ***-**-0000
Employer Name ACME Industrial, Inc.I	Sponsor Name ACME Industrial, Inc.I

It has been brought to the attention of the Department that you have been absent from paid related instruction classes on **May 10, 2011, February 1, 2011 and January 11, 2011.**

Failure to attend paid related instruction classes is a violation of the terms of your contract, and may result in cancellation of your apprenticeship.

If you have any questions, please feel free to contact me.

Signature of BAS Staffperson

Name of BAS Staffperson
Field Representative
Telephone: (920) 000-0000
Fax: (920) 000-0000
Email: sample@dwd.wisconsin.gov

Also mailed to: **ACME Industrial, Inc.**
Area Technical College – Campus Designation

DIVISION OF EMPLOYMENT AND TRAINING
Bureau of Apprenticeship Standards
GEF1
Madison Administrative Office
201 E Washington Ave Room E100
P.O. Box 7972
Madison WI 53707
(608) 266-3332



Department of Workforce Development

Scott Walker Governor
Reggie Newson Secretary
Lisa Boyd Division Administrator

DWSA-10410 (R. 03/2007)

July 21, 2011

Jane Brown
6789 Green Street
Mycity WI 53533

Reassignment Notice

Apprentice Name Jane Brown	Social Security Number ***-**-0000
Employer Name ACME Industrial, Inc.I	Sponsor Name ACME Industrial, Inc.

This letter is official notification that your Apprentice Contract has been reassigned to active status effective July 20, 2011.

The time you were in unassigned status will be added to the original projected completion date.

Signature of B.A.S. Staffperson

Name of BAS Staffperson
Field Representative
Telephone: (920) 000-0000
Fax: (920) 000-0000
Email: sample@dwd.wisconsin.gov

Also mailed to: ACME Industrial, Inc.
Area Technical College – Campus Designation

Department of Workforce Development Division of Employment and Training
Bureau of Apprenticeship Standards

SPONSOR AFFIRMATIVE ACTION PLAN DATA AND UTILIZATION ANALYSIS

SPONSOR AA PLAN DATA & UTILIZATION

Sponsor Name: **ACME Industrial, Inc.**

Address: **123 NewCity, WI 53533**

Telephone: **(608) 266-3332**

Type of Selection Method Used: Random Rank Order Restricted Pool Alternative

Labor Market Area Used for Analysis:

County:

MSA:

Other Area:

STATISTICAL AREA LABOR FORCE ANALYSIS

Total Labor Force:

Women Labor Force: Percent of Labor Force: %

Minority Labor Force: Percent of Labor Force: %

SPONSOR STATISTICAL DATA

JOURNEYWORKERS

Total Journeyworkers:

Women: Percent of Journeyworkers: %

Minority: Percent of Journeyworkers: %

APPRENTICES

Total Apprentices: **5**

Women: **0** Percent of Apprentices: 0%

Minority: **0** Percent of Apprentices: 0%

DETERMINATION OF UTILIZATION

Minority Underutilization Yes No

Female Underutilization Yes No

SPONSOR GOALS:

The sponsor agrees to take affirmative action with the goal of selecting _____ % minorities and _____ % women during the next year or hiring period.

Estimated number of new apprentices to be hired during the next year:

Sponsor Representative Signature

Date Signed

Sole Sponsor Technical Assistance Guide Forms & Correspondence

UNASSIGNMENT NOTICE

DIVISION OF EMPLOYMENT AND TRAINING
Bureau of Apprenticeship Standards
GEF1
Madison Administrative Office
201 E Washington Ave Room E100
P.O. Box 7972
Madison WI 53707
(608) 266-3332



Scott Walker Governor
Reggie Newson Secretary
Lisa Boyd Division Administrator

DWSA-10136 (R. 03/2007)

July 21, 2011

Jane Brown
6789 Green Street
Mycity WI 53533

Unassignment Notice

Apprentice Name Jane Brown	Social Security Number ***-**-0000
Employer Name ACME Industrial, Inc.	Local Committee Name (Blank when trade is not construction.)
Requester Bureau of Apprenticeship Standards	Unassignment Date July 21, 2011

This letter is formal notification that your Apprentice Contract has been unassigned for the following reason(s):

Temporarily removed from the program

This unassignment is issued with the understanding that when this apprenticeship is resumed the Bureau of Apprenticeship Standards must be notified. Time during the unassignment will be added to the original projected completion date. If the unassignment exceeds one year, it may be necessary to draft a new Apprenticeship Contract with appropriate credit.

If you have any questions, please feel free to contact me.

Signature of BAS Staffperson

Name of BAS Staffperson
Field Representative
Telephone: (920) 000-0000
Fax: (920) 000-0000
Email: sample@dwd.wisconsin.gov

Also mailed to: ACME Industrial, Inc.
Area Technical College – Campus Designation

Certificate of Registration



The State of Wisconsin Bureau of Apprenticeship Standards

Certifies That

Acme Sample Corporation

Is a Registered Apprenticeship Sponsor, in accordance with Statutes of the State of Wisconsin
This certificate with official signature and the seal of the Wisconsin Department of
Workforce Development was given in the State of Wisconsin on November 1, 2010.



Karen P. Morgan
Karen P. Morgan

State Director of Apprenticeship

Effective Date October 7, 2010

Registration 1234567890



Section XVI.

O

NLINE RESOURCE

- Unemployment

<http://dwd.wisconsin.gov/ui201/>

Information about the Wisconsin unemployment insurance law. This link is intended to assist employers in meeting their obligations under the UI law

- Worker's Compensation

<http://dwd.wisconsin.gov/wc/employers/default.htm>

Wisconsin Employers that meet specific requirements are required to carry Worker's Compensation insurance unless they qualify for Self-Insured status. Employers receive the assurance they will not be sued for damages, medical care and lost wages if their employees get injured while working.

- Wisconsin Apprenticeship

<http://dwd.wisconsin.gov/apprenticeship/>

Apprenticeship is a structured system of training designed to prepare individuals for skilled occupations. It combines on-the-job training under the supervision of experienced journey workers with related classroom instruction. Apprentices who successfully complete the prescribed number of hours of training in an apprenticeship program become certified skilled workers. A written agreement between the apprentice and the apprenticeship program is registered with the Bureau of Apprenticeship Standards, Dept. of Workforce Development.

- Federal Apprenticeship

<http://www.doleta.gov/oa>

U.S. DOL Apprenticeship website

- Work Opportunity Tax Credits

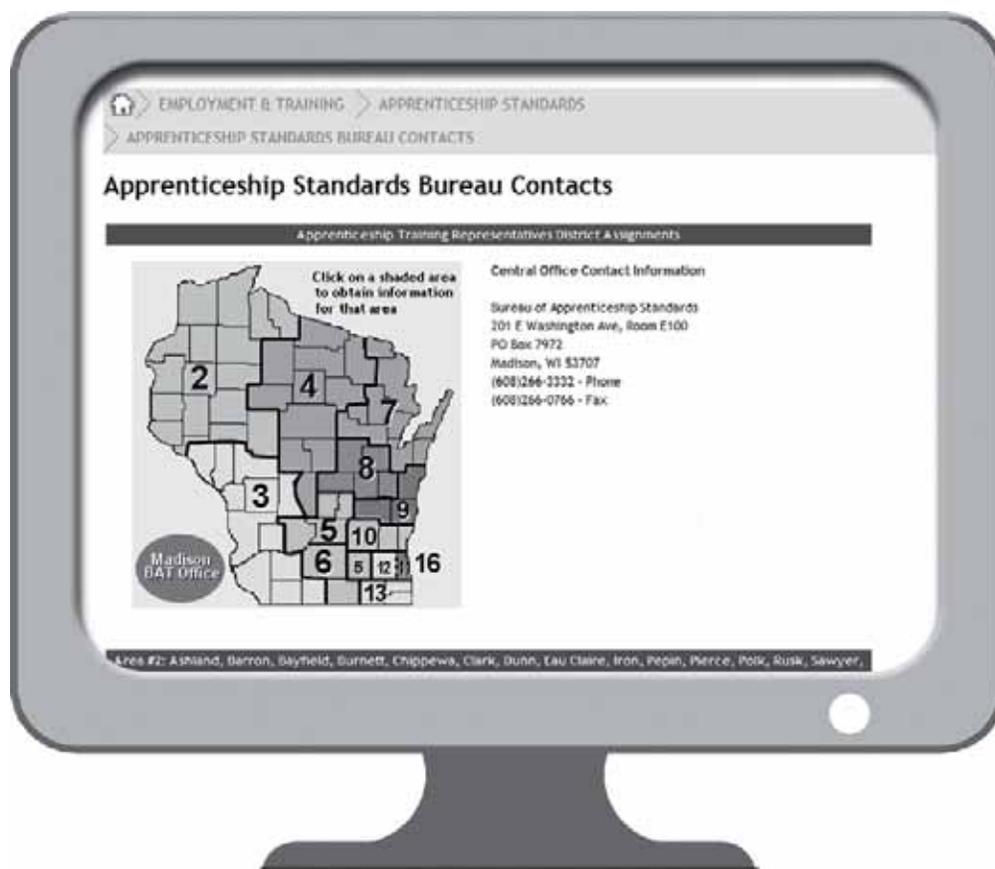
<http://dwd.wisconsin.gov/jobservice/taxcredit/wotc>

Section XVII.

C

ONTACT LISTING - BAS

The most current contact listing is available online at:
<http://dwd.wisconsin.gov/apprenticeship/contacts.htm>



The list on the next page is current as of publication date and is included for your convenience.

Sole Sponsor Technical Assistance Guide

BAS Contacts

Wisconsin Apprenticeship Staff Contacts

District & ATR	Name & Address	Phone/Fax	Email
Area #2 CHIPPEWA FALLS Travis Ludvigson	c/o Chippewa Valley Tech College 770 Scheidler Rd Chippewa Falls, WI 54729	Office: 715-738-3853 Fax: 715-738-3854 Cell: 715-577-0253	travis.ludvigson@dwd.wisconsin.gov
Area #3 LA CROSSE Kathy O'Sullivan	Bureau of Apprenticeship 402 North 8th St LaCrosse, WI 54601	Office: 608-785-9176 Fax: 608-785-9327 Cell: 608-235-5711	kathleen.osullivan@dwd.wisconsin.gov
Area #4 WAUSAU Ben Stahlecker	Workforce Development Center 364 Grand Ave Wausau, WI 54403	Office: 715-261-8754 Fax: 715-261-8752 Cell: 715-571-4485	ben.stahlecker@dwd.wisconsin.gov
Area #5 MADISON NORTH Debbie Schanke	c/o Madison Area Tech College 2125 Commercial Ave Madison, WI 53704	Office: 608-246-3887 Fax: 608-242-4843 Cell: 608-235-5708	debra.schanke@dwd.wisconsin.gov
Area #6 MADISON SOUTH Mary Pierce	c/o Madison Area Tech College 2125 Commercial Ave Madison, WI 53704	Office: 608-246-7900 Fax: 608-266-0766 Cell: 608-235-5705	maryx.pierce@dwd.wisconsin.gov
Area #7 GREEN BAY Burt Harding	c/o Northeast Tech College 2740 W Mason, PO Box 19042 Green Bay, WI 54307	Office: 920-492-5618 Fax: 920-498-6315 Cell: 920-360-1567	burt.harding@dwd.wisconsin.gov
Area #8 APPLETON Lisa Perkofski	c/o Fox Valley Tech College 1825 N Bluemound Dr, PO Box 2277 Appleton, WI 54912	Office: 920-832-5303 Fax: 920-735-2473 Cell: 920-858-1454	lisa.perkofski@dwd.wisconsin.gov
Area #9 LAKESHORE Sandra Destree	c/o Lakeshore Tech College 1290 North Ave, Room F208 Cleveland, WI 53015-1414	Office: 920-693-1102 Fax: 920-693-1104 Cell: 920-901-1764	sandra.destree@dwd.wisconsin.gov
Area #10 MORAINE PARK Barbara Robakowski	c/o Moraine Park Tech College 2151 North Main St West Bend, WI 53090	Office: 262-335-5849 Fax: 262-335-5326 Cell: 414-840-2535	barb.robakowski@dwd.wisconsin.gov
Area #11 MILWAUKEE Kay Haishuk	c/o MATC South Campus 6665 S Howell Ave, Rm A121 Oak Creek, WI 53154	Office: 414-768-7190 Fax: 414-768-7193 Cell: 414-587-4397	kay.haishuk@dwd.wisconsin.gov
Area #12 WAUKESHA Bob Scheldroup	Workforce Development Center 892 Main St, STE J Pewaukee, WI 53072	Office: 262-695-7778 Fax: 262-695-7798 Cell: 414-587-4395	robert.scheldroup@dwd.wisconsin.gov
Area #13 RACINE/KENOSHA Sandy Brietzman	iMET Center 2320 Renaissance Blvd Sturtevant, WI 53177	Office: 262-564-3210 Fax: 262-564-2951 Cell: 414-587-4393	sandra.brietzman@dwd.wisconsin.gov
Area #14 MADISON Mary Harrington	USDOL / Office of Apprenticeship 740 Regent St, Ste 104 Madison, WI 53715	Office: 608-267-2355 Fax: 608-266-0766 Cell:	mary.harrington@dwd.wisconsin.gov
Area #16 MILWAUKEE Hafeezah Ahmad	c/o State Office Building 819 North Sixth St, Rm 850 Milwaukee, WI 53203	Office: 414-227-4973 Fax: 414-227-4210 Cell: 414-840-9815	hafeezah.ahmad@dwd.wisconsin.gov
STATEWIDE Administrative Office DWD/DET	Bureau of Apprenticeship Standards 201 E. Washington Ave, Rm E100 Madison, WI 53703	Office: 608-266-3332 Fax: 608-266-0766 Cell:	





-----WISCONSIN-----
APPRENTICESHIP
-----SINCE 1911-----

