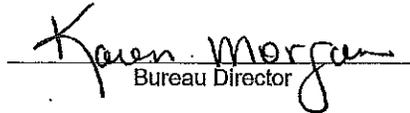


DEPARTMENT OF WORKFORCE DEVELOPMENT
BUREAU OF APPRENTICESHIP STANDARDS

MADISON, WISCONSIN

STATE APPRENTICESHIP STANDARDS
FOR THE
INDUSTRIAL ELECTRICAL & INSTRUMENTATION TRADES


Bureau Director


Co-chair


Co-chair

APPROVED AND ADOPTED

November 10, 2011

(inplant) committees on the state committee. The Bureau of Apprenticeship Standards (BAS) will ensure that all areas of the state are properly represented on each state trade committee.

- A. Employer representative names will include nominees submitted to the BAS by employers training apprentices in the Industrial Electrical & Instrumentation trades.
- B. Employee representative names will include nominees submitted to BAS by labor organizations, collective bargaining agents, or by in-plant local committees. In cases where there is no in-plant local committees, nominees will be solicited from employers.
- C. Members will serve for a term of three years and may be re-nominated for further terms. Committee memberships will be staggered to maintain continuity in functioning.
 - (1) Members must be currently and actively participating in the trade and are required to attend at least 75 percent of the meetings over the term of their appointment, unless excused by BAS for good cause.
 - (2) Members must represent organizations that are actively involved with training apprentices at the local level; or
 - (3) Be involved in the development of emerging trades; or
 - (4) Have been involved in the training of apprentices in the last two years.
- D. Exceptions to these requirements can be made by the BAS in order to expand female and minority participation on committees.
- E. The BAS may also designate consultant members to serve as non-voting members, as needed. The WTCS representatives, industry apprenticeship coordinators, instructors and other interested parties in the apprenticeship program may advise and consult with state committee, but they are not allowed to serve as voting members
- F. The State Electrical & Instrumentation Apprenticeship Advisory Committee generally meets at least twice each year and their membership includes equal numbers of employer and employee members who have been nominated by organizations involved at the local committee level
- G. The committee operates on a consensus based decision-making process. This means that there may be concerns after discussion, but the committee members may consent to the proposal anyway and allow it to be adopted. Therefore, reaching consensus does not assume that everyone must be in complete agreement, but that all members can live with the decision. When the committee cannot reach consensus, the BAS will make the final decision.
- H. Members must attend at least 75% of the meetings over the term of their appointment, unless excused by the Bureau for good cause.
- I. The Bureau may remove a person from membership on a committee for one or more of the following reasons:
 - (1) Failure to attend at least 75% of the committee meetings over the term of the appointment, unless excused by the Bureau for good cause.

- (2) Failure to meet the membership requirements under paragraph III D unless an exception is granted as noted above.
 - (3) Violation of any state apprenticeship statute, rule or standard.
- J. Vacancies may be filled, or representatives changed in term, at the request of the appropriate association.

IV. Duties of the State Electrical & Instrumentation Apprenticeship Advisory Committee

- A. Recommend/advise on policy and/or program changes in the trade.
- B. Formulate minimum state standards (and review them every five years) for the trade and make recommendations on changes to the Bureau including:
 - (1) the period of training
 - (2) minimum work process requirements
 - (3) related instruction
 - (4) probation period
 - (5) employer requirements to serve as a trainer
 - (6) journey level worker/apprentice ratios
 - (7) apprentice reviews
- C. Recommend curriculum, related instruction and delivery service requirements for the trade to the Bureau and the Wisconsin Technical College System (WTCS).
- D. Assume statewide leadership for the purpose of improving conditions and expanding the number of employers using apprentices in the trade.
- E. Support the state program of training for apprentices.
- F. Prepare a policy for the trade on proficiency assessment/testing (for work experience and course work) to be utilized by local (in-plant) committees in determining apprenticeship credit for previous experience/education.
- G. Review and monitor local (in-plant) committee activity levels (including biennial reports) and recommend changes in AA/EEO operations where appropriate.
- H. Assist local (in-plant) committees to work out their programmatic and administrative problems.
- I. The state committee will follow these operational guidelines:
 - (1) Meet at least a minimum of two times a year.
 - (2) Elect of the Committee co-chairs; an employer representative and an employee representative.
 - (3) Conduct meetings in conformity with Wisconsin open meeting law.
 - (4) A meeting quorum exists when at least two employer and two employee representatives are present.
 - (5) Official meeting minutes will be prepared by the Bureau of Apprenticeship Standards.