

DEPARTMENT OF WORKFORCE DEVELOPMENT
BUREAU OF APPRENTICESHIP STANDARDS

MADISON, WISCONSIN

STATE APPRENTICESHIP STANDARDS
FOR THE
ROOFING and WATERPROOFING INDUSTRY

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Bureau Director

[Signature]

Co-chair

[Signature]

Co-chair

APPROVED AND ADOPTED

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program may advise and consult with state committee, but they are not allowed to serve as voting members

- F. The State Roofing and Waterproofing 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 made the final decision.
- H. 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 II D unless an exception is granted under II D as noted above.
 - (3) Violation of any state apprenticeship statute, rule or standard.
- I. Vacancies may be filled, or representatives changed in term, at the request of the appropriate association.

III. Duties of the State Roofing and Waterproofing 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
 - (8) apprentice selection process (AA/EEO requirements)
 - (9) local committee review-assist local committees and/or sponsors in developing selection procedures which are bias free and which ensure minorities and women are considered
- 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 committees in determining apprenticeship credit for previous experience/education.
- G. Review and monitor local committee activity levels (including biennial reports) and recommend changes in AA/EEO operations where appropriate.
- H. The committee will follow these operational guidelines:
 - (1) Meet at least a minimum of two times a year.
 - (2) Elect 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.
 - (6) Committee recommendations will be made by consensus.

IV. Personnel of Local Committees

Local Apprenticeship Committees, either joint or non-joint, are created much the same as State Roofing and Waterproofing Apprenticeship Advisory Committee. Each local committee has a minimum of four voting members, generally comprised of employer representatives and two from the skilled workforce.

- A. Multi-trade local committees are authorized provided that at least one member of the committee is a member of the apprentice's trade that is being reviewed.
- B. The BAS requests nominations from associations that have apprenticeship programs and employer/employee organizations that participate in the Wisconsin apprenticeship program. In addition, local employers who employ journey workers and apprentices at the trade may nominate the employer members.
- C. Joint apprenticeship committees have equal numbers of employer and employee representatives. Employer members must currently work at the trade or represent those who employ skilled workers of the trade and have trained apprentices in the last five years.
- D. Employee members must be active journeyworkers or represent active journeyworkers. The Local Roofers and Waterproofers representing skilled workers in the trade will nominate employee members.
- E. Non joint apprenticeship committees consist of a minimum of four voting members that consist of representatives of employers that participate in Wisconsin's Apprenticeship program. Nominations for employer members who employ apprentices and journeyworkers are made by the Contractor's Association. When there is no area employer organization, the BAS will request the state-wide employers' organization or state trade apprenticeship committee to assist it in locating qualified employers to serve
- F. Exceptions to these requirements can be made by the BAS in order to expand Female and minority participation on the committees.