

# **STANDARDS OF APPRENTICESHIP**

ADOPTED BY

**SPONSOR NAME**

---

**IN COOPERATION AND REGISTERED WITH THE  
MARYLAND APPRENTICESHIP AND TRAINING COUNCIL**

**MARYLAND DEPARTMENT OF LABOR  
100 S. CHARLES STREET, SUITE 2000  
BALTIMORE, MD 21201**

AND

**U.S. DEPARTMENT OF LABOR  
EMPLOYMENT AND TRAINING ADMINISTRATION  
OFFICE OF APPRENTICESHIP**

**FOR THE OCCUPATION(S) OF:**

**OCCUPATION TITLE**

**O\*NET CODE:**

**DOT CODE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OCCUPATION TITLE**

**O\*NET CODE:**

**DOT CODE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **FOREWORD**

Apprenticeship training consists of systematic instruction and experience in all the practical aspects of work in a skilled vocation offered to persons entering or who are currently in the workplace.

The communications, space, government, maintenance, building, manufacturing, service, transportation, and utility industries are unique in that their work requires mechanical, technical and professional knowledge and skills. Industry must select individuals who have a natural aptitude for the trade or occupation and who can and will progress in the workplace.

By the nature of the work in these industries, a high degree of personal responsibility is expected from the individual journeyworker. Although supervision is provided on many jobs, the worker still finds himself or herself called upon constantly to make decisions regarding the best and safest methods to produce given results.

Businesses have become highly complex and faulty work could prove extremely hazardous and expensive. The modern journeyworker takes pride not only in the technical correctness and soundness of work but also in its appearance.

The Maryland Apprenticeship and Training Council has dedicated its efforts to developing an efficient program of apprenticeship so that the apprentices of today, through a proven systematic program of schooling and on-the-job training, may become the qualified, all-around journeyworkers of tomorrow. Success depends in large measure upon the willingness and cooperation of Sponsors in this important activity.

## DEFINITIONS

**“Apprentice”** means a worker 16 years old or older, who has entered into a voluntary written agreement with a sponsor who has agreed to teach the worker a skilled occupation under terms defined in Regulations .04 and .05 of Subtitle 12, Chapter 43 of the Code of Maryland Regulations.

**“Apprenticeship agreement”** means a written agreement between an apprentice and the sponsor that defines the relationship and is registered with the Maryland Apprenticeship and Training Council.

**“Apprenticeship Program”** means a written plan containing, at a minimum, the standards set forth in Regulation .05 of Subtitle 12, Chapter 43 of the Code of Maryland Regulations.

**“Cancellation”** means the deregistration by the Council of an apprenticeship program at the written request of the program sponsor, formal deregistration proceedings when the action is involuntary or the termination of an individual Apprenticeship Agreement at the request of the apprentice or sponsor.

**“Council”** means the Maryland Apprenticeship and Training Council.

**“Employer”** means an individual or organization located or operating in Maryland that employs an apprentice on a work site and who has entered into a voluntary written agreement with the apprenticeship program sponsor to accept and to abide by the sponsor’s apprenticeship standards.

**“Journeyworker”** means an individual who has completed a registered apprenticeship in a skilled occupation or the equivalent of an apprenticeship in length and content of work experience and all other requirements in the apprenticeship standards for a skilled occupation.

**“Non Joint Apprenticeship Sponsor”** means an apprenticeship program sponsor in which a bona fide collective bargaining agent does not participate. It includes an **“individual non joint sponsor”** which is an apprenticeship program sponsored by one employer without participation of a union or a **“group non joint sponsor”** which is an apprenticeship program sponsored by two or more employers without the participation of a union.

**“On-the-job learning”** means that segment of apprenticeship which can be obtained only on the job site.

**“Probationary period”** means the period of time in an apprenticeship contract in which a party to the apprenticeship agreement may cancel the contract without cause.

**“Registration Agency”** means the Maryland Apprenticeship and Training Council.

**“Registration of an apprenticeship program”** means the acceptance and recording of the program and issuance of a certificate of registration by the Council as meeting the basic standards and requirements of the Council.

***“Related instruction”*** means an organized and systematic form of instruction designed to provide knowledge of the theoretical and technical subjects related to the skilled occupation.

***“Secretary”*** means the Secretary of Labor or a person specifically designated by the Secretary.

***“Sponsor”*** means an individual, association, committee, organization or employer in whose name or title the apprenticeship program is or is to be registered.

**SECTION 1 – STANDARDS OF APPRENTICESHIP**

The **SPONSOR NAME** hereinafter referred to as the “*Sponsor*” hereby adopts and subscribes to the Standards contained within this document and such appendices as may be made a part of this agreement, which shall govern the administration and operation of the Sponsor’s apprenticeship program.

**SECTION 2 – SUPERVISION OF APPRENTICES**

The Sponsor shall designate a Supervisor of Apprentices who shall have full direction and control of all apprentices, and who shall further,

- (a) be responsible for assignment of apprentices under the immediate supervision of qualified journeyworker for instruction, and
- (b) be responsible for the keeping and maintenance of progress records on apprentices to include related instruction and insuring that each apprentice is advanced and rotated through the basic work processes and skills of the occupation as stated in appendices attached hereto, and
- (c) perform or otherwise cause the routine and periodic evaluation of the progress of each apprentice, and
- (d) provide for a safe work environment.

**SECTION 3 – QUALIFICATIONS FOR APPRENTICESHIP**

The Sponsor hereby assures that applicants for the apprenticeship program will meet the required minimum qualifications provided below and as may be further enumerated within this document and as may be set forth in appendices hereto:

**Age:** \_\_\_\_\_

**Education:** \_\_\_\_\_

**Residence:** \_\_\_\_\_

**Physical Condition:** \_\_\_\_\_

**Transportation:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**SECTION 4 – RECRUITMENT, SELECTION, EMPLOYMENT, AND TRAINING OF APPRENTICES**

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of political or religious opinion or affiliation, marital status, race, color, national origin, sex, or age, unless sex or age constitutes a bona fide

occupational qualification, or the physical or mental disability of a qualified individual with a disability. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will conduct and operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, as amended, and the Maryland State Plan for Equal Employment Opportunity in Apprenticeship and Training.

The Sponsor will, prior to the selection and concurrent employment of five (5) or more apprentices, submit to the Maryland Apprenticeship and Training Council an Affirmative Action Plan for formal approval in accordance with .05 and .06 of the Maryland State Plan for Equal Employment Opportunity in Apprenticeship and Training.

### **SECTION 5 – TERM OF APPRENTICESHIP**

The term of apprenticeship for each skilled occupation shall be stated in the respective appendices to these Standards.

(a.) The probationary period shall be 25% of the full term of the apprenticeship.

(1.) During the probationary period the Apprenticeship Agreement may be terminated without cause by either party to the agreement upon written notice to the Registration Agency.

(2.) Following the probationary period, the Apprenticeship Agreement may be suspended, canceled or terminated for good cause with due notice to the apprentice providing reasonable opportunity for corrective action and with written notice jointly to the apprentice and the Registration Agency of the final action taken.

(b.) Upon a showing of satisfactory evidence, advanced standing or credit may be granted for up to 50 percent of the on-the-job training or the related instruction or both for previously acquired experience, training, skills, or aptitude, with commensurate wages for any progression step. In order for a specific apprentice to obtain credit for more than 50 percent of these requirements, the Sponsor shall:

(1.) Send a written request to the Council detailing why the credit should be granted; and

(2.) Obtain the explicit written approval of the Council to grant credit to the apprentice.

Actual hours of credit for each major work experience will be stated on the appendix to the Apprenticeship Agreement.

### **SECTION 6 – HOURS OF WORK FOR APPRENTICES**

The hours of work for apprentices shall be the same as for journeyworkers in the occupation and apprentices shall be subject to the same call for overtime. However, to the maximum extent practicable, overtime shall not interfere with apprentices' attendance in related instruction classes.

## **SECTION 7 – SCHEDULE OF MAJOR WORK PROCESSES**

Apprentices shall be provided training and work experience in the occupation under these Standards and in accordance with the schedule of major work experiences as outlined in the respective appendix to the occupation.

## **SECTION 8 – APPRENTICE WAGES**

A progressively increasing schedule of wages to be paid apprentices on satisfactory progress shall be included in the appendices for each occupation. The apprentice wage rate shall be expressed in percentages of the journeyworker hourly wage rate. The journeyworker hourly rate for each occupation included in this program shall be the average journeyworker hourly rate and shall be stated in dollars and cents.

- (a.) Nothing in this program shall be construed nor interpreted as preventing the employer from granting reasonable advancement in wages ahead of schedule to apprentices who have demonstrated unusual progress.
- (b.) The employer should ascertain if any of its activities are covered by the Fair Labor Standards Act. Employees in covered activities, including apprentices, must be paid time and one half for all hours worked over 40 hours per week.
- (c.) Modification of journeyworker wages or the apprentice wage progression shall be promptly submitted to the Council for its approval.
- (d.) The entry wage may not be less than the State minimum wage, if applicable, unless a higher wage is required by other applicable federal law, State law, or respective regulations.

## **SECTION 9 – RATIO OF APPRENTICES TO JOURNEYWORKER**

No more apprentices will be employed than can be properly trained and afforded reasonable opportunity for future employment in the occupation.

- (a.) To ensure proper training, the number of apprentices shall not exceed one (1) apprentice to each journeyworker regularly employed in the occupation.

Further, a Sponsor may not have registered more apprentices than permitted in the Sponsor's approved and registered Standards of Apprenticeship. Apprentices deployed on the Sponsor's premises and at each individual job site away from the Sponsor's premises shall be deployed in accordance with the Sponsor's approved ratio of apprentices to journeyworkers provided that the first apprentice may be deployed at a job site immediately after the first journeyworker at a job site.

## **SECTION 10 – APPRENTICESHIP AGREEMENT**

Immediately upon employing an apprentice, the Sponsor shall prepare a *minimum of one (1) original and three (3) copies* of an individual Apprenticeship Agreement using forms approved by the Council.

(a.) Each Apprenticeship Agreement shall be signed by an authorized representative of the Sponsor and by the apprentice (and if a minor, by the apprentice's parent or guardian) and forwarded to the Council for registration.

(b.) The Council shall retain the original and shall return all other registered copies to the Sponsor. The Sponsor shall retain one (1) copy, provide one (1) copy to the apprentice and provide one (1) copy to the apprentice's Employer.

*No person shall be considered a bona fide apprentice until they are registered with the Council. Registered apprentices shall constitute the only class of workers employed to learn the occupations covered under these Standards.*

### **SECTION 11 – CANCELLATION OR TERMINATION OF APPRENTICESHIP AGREEMENTS**

The Sponsor shall immediately and in all instances notify the Council, in writing, stating reasons for cancellation of an Apprenticeship Agreement.

### **SECTION 12 – ADJUSTING DIFFERENCES**

Either the Sponsor or the apprentice may consult with the representative of the Maryland Apprenticeship and Training Council should differences of opinion arise in the interpretation of any provision of these Standards.

### **SECTION 13 – CERTIFICATE OF COMPLETION OF APPRENTICESHIP**

In order to be eligible to be awarded a Certificate of Completion of Apprenticeship, an apprentice must successfully complete both the required related instruction and on-the-job training while in the employ of and under the supervision of a registered apprenticeship program Sponsor.

Upon completion of the term of apprenticeship, the Sponsor shall advise the Council, in writing, attesting to the satisfactory completion of the apprenticeship in accordance with the Standards and the date upon which it was completed, and request that a Certificate of Completion of Apprenticeship be issued by the Council for award to the apprentice.

Whenever Federal, State or local licensure or certification is required to work or practice in an occupation, the Sponsor shall provide the Council written evidence that the apprentice has attained license or certification prior to the completion of apprenticeship.

### **SECTION 14 – LAY-OFF OF APPRENTICES**

When necessary to lay-off apprentices, such lay-off shall be in accordance with seniority, provided any apprentice laid-off shall be given the opportunity of reinstatement in seniority order before any new apprentice may be employed.

Where warranted, efforts will be made by the Sponsor to transfer obligation to another Sponsor and provide credit to the apprentice for satisfactory time and training earned.

### **SECTION 15 – RELATED INSTRUCTION**

Successful completion of a *minimum of 144 hours per year* of classroom instruction in the theoretical and technical subjects related to the occupation or the number of hours necessary to cover related courses recommended by the Sponsor and approved by the Council, is required for each apprentice.

- (a.) Where classes in public schools are not available, other organized trade, industrial or correspondence courses of equivalent value may be substituted.
- (b.) Attendance at related instruction shall not be considered as hours worked when given outside of regular working hours.

#### **SECTION 16 – MODIFICATION**

Standards will be registered with the Maryland Apprenticeship and Training Council and may be modified by the Sponsor upon approval by the Council. *Modifications shall not alter Apprenticeship Agreements in effect without the consent of all parties concerned.* The Council will be given the name and address of the appropriate authority designated by the Sponsor to receive, process and effect disposition of complaints.

#### **SECTION 17 – ACCIDENT PREVENTION AND SAFETY**

Safety and Health Training: The Sponsor shall instruct apprentices in safe and healthful work practices and shall ensure that apprentices are trained in facilities and other environments that are in compliance with either the occupational safety and health standards promulgated by the Secretary of Labor under Public Law 91-596 dated December 29, 1970 or State standards that have been found to be at least as effective as the Federal standards. Such instruction shall be coordinated with the actual work performed on the job and to include appropriate tools and equipment.

#### **SECTION 18 – LAWS AND REGULATIONS**

Provisions of this program shall not be construed or interpreted as permitting the violation of any State or Federal law or regulation. The Sponsor agrees and commits to the full recording and maintenance of all records concerning apprentices as required by the Maryland Apprenticeship and Training Council and other applicable laws.

#### **SECTION 19 – INACTIVE PROGRAM STATUS**

If a registered apprenticeship program Sponsor has no registered apprentice involved in an on-the-job training or related instruction activity for a 1-year period, the Council shall place the program in inactive status and notify the Sponsor of the inactive status.

- (a.) A Sponsor may reactivate an inactive program within a 1-year period after placement in inactive status by registering a new apprentice.
- (b.) After 1 year in inactive status, the program may be reactivated by the Council only after a review of the Standards, work processes, and related instruction to ensure that they are current with industry practices.

#### **SECTION 20 - REGISTRATION AGENCY**

The Maryland Apprenticeship and Training Council, Department of Labor, is recognized by the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship as the appropriate Registration Agency, for Federal purposes, for apprenticeship programs in the State of Maryland.

**SECTION 21 – RIGHT TO VISIT**

Any Council member, the Director of Apprenticeship and Training, or designee shall have the right to visit any job site where apprentices are employed and apprentice related instruction classes are in session in order to determine compliance with Apprenticeship Standards.

**SIGNATURE PAGE**

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Program registered incorporating the basic Standards established by the Maryland  
Apprenticeship and Training Council

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Date

**SCHEDULE OF ON-THE-JOB TRAINING WORK PROCESSES**

**OCCUPATION:**

---

**O\*NET CODE:**

---

**OJT FORMAT:**

TIME       COMPETENCY       HYBRID

**PROGRAM LENGTH:**

---

*Insert Outline of On-the-Job Training*



**OUTLINE OF RELATED INSTRUCTION**

**OCCUPATION:**

---

**O\*NET CODE:**

---

**TOTAL INSTRUCTION HOURS:**

---

**INSTRUCTION PROVIDER(S)** *(provider name(s), address):*

---

---

---

---

**COST DISCLOSURE:**

Will apprentices bear any cost for instruction or other training expenses?

**YES**

**NO**

**IF YES, EXPLAIN:**

---

---

---

**INSTRUCTION FORMAT:**

**In Person**

**Virtual (live)**

**Virtual (self paced)**

Enter the estimated percent (%) of instruction delivered by format. e.g. 100% in person instruction.

*Insert or Attach Outline of Related Instruction Curriculum*



**AFFIRMATIVE ACTION PLAN**

**UNDER CODE OF MARYLAND REGULATIONS – TITLE 09.12.42  
 EQUAL EMPLOYMENT OPPORTUNITY IN APPRENTICESHIP AND  
 TRAINING BY AUTHORITY OF THE LABOR AND EMPLOYMENT  
 ARTICLE, SECTION 11-405 OF THE ANNOTATED CODE OF MARYLAND**

**SPONSOR**                      SPONSOR NAME  
**ADDRESS**                      SPONSOR ADDRESS

hereby adopts the following Equal Employment Opportunity pledge:

**EEO PLEDGE**

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination based upon political or religious opinion or affiliation, marital status, race, color, creed, national origin, sex or age, unless sex or age constitutes a bona fide occupational qualification, or the physical or mental disability of a qualified individual with a disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Maryland Regulation 09.12.42 and 29 CFR 30.

In order to fulfill this pledge, the sponsor will engage in the following affirmative actions to assure as far as possible maintenance of minority and female participation equal to that of the minority and female composition in the workforce area.

1. When sponsor accepts applications only at specific intervals, such information shall be disseminated at least 30 days in advance of the earliest date of application at each interval. When sponsor receives applications year round, such information shall be regularly disseminated but not less than semi-annually. Such information shall be given to the Department, local schools, employment services offices, women’s centers, outreach programs and community organizations which can effectively reach minorities and women, and shall be published in newspapers which are circulated in the minority community and among women as well as in the general areas in which the sponsor operates. Such information shall include qualification requirement(s), opening and closing dates during which applications will be issued and/or received, and specific address(s) where applications will be issued and/or received. Such informational notices will contain the statement that the sponsor is an equal opportunity employer.
2. Sponsor will participate in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.
3. Sponsor will cooperate with local school boards and vocational education systems to develop programs preparing students to meet the standards and criteria to qualify for entry into apprenticeship programs.
4. Internal communication of sponsor’s equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the sponsor’s various officers, supervisors,

employees and members; and to encourage such persons to take necessary action to aid sponsor in meeting its obligations under this part.

5. Sponsor will engage in such programs as outreach for the positive recruitment and preparation of potential applicants for apprenticeship.

6. To encourage the establishment and utilization of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or to prepare candidates for apprenticeship, sponsor will assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

7. Sponsor will utilize journeyworkers to assist in implementation of this affirmative action program.

8. Sponsor will grant advanced standing or credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.

9. Other appropriate action to ensure that the recruitment, selection, employment and training of apprentices during the apprenticeship shall be without discrimination because of political or religious opinion or affiliation, marital status, race, color, creed, national origin, sex or age, unless sex or age constitutes a bona fide occupational qualification, or the physical or mental disability of a qualified individual with a disability (e.g. general publication of apprenticeship opportunities and advantages in advertisements, industry reports, etc.; use of present minority and female apprentices and journeyworkers as recruiters; or career counseling).

### **SELECTION PROCEDURE**

Apprentices shall be selected on the basis of objective and specific qualification standards. Examples of such standards are fair aptitude tests, school diplomas or equivalent, occupationally essential health requirements, fair interviews, school grades and previous work experience. Where interviews are used, adequate records shall be kept including a brief summary of each interview and the conclusions on each of the specific factors (e.g. motivation, ambitions and willingness to accept direction which are part of the total judgment). Copy of the sponsor's current selection procedure is attached.

### **GOALS AND TIMETABLES**

A good faith effort must be made to bring the total percentages for the utilization of minority apprentices and female apprentices (minority and non-minority) into equivalence with the applicable statistical analysis. A single goal for women in their entering class shall not be less than 50% of the percentage of women in the work force and shall be set for the first year's participation. A separate goal for minorities shall be set in accordance with the applicable statistical analysis.

**See attached Workforce Analysis sheet for goals.**

**MAINTENANCE OF RECORDS**

Sponsor shall keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for 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, on-the-job training hours, and hours of related instruction provided; and any other records pertinent to a determination of compliance with these regulations. The records pertaining to individual applicants, selected or rejected, shall be maintained in such a manner to permit identification of minority and female (minority and non-minority) participants.

These records required by this part and any other information relevant to compliance with these regulations shall be maintained five (5) years and made available upon request to the Department or other authorized representative.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**SPONSOR NAME**

**APPRENTICE SELECTION PROCEDURE**  
**MINIMUM QUALIFICATIONS**

**Age:** \_\_\_\_\_

**Education:** \_\_\_\_\_

**Residence:** \_\_\_\_\_

**Physical Condition:** \_\_\_\_\_

**Transportation:** \_\_\_\_\_

**Other:** \_\_\_\_\_

1. Information regarding apprenticeship openings shall be furnished to the local state employment service and to the local schools.
2. Applications of responding candidates will be recorded.
3. Those meeting the basic qualifications such as age, residence, education, and physical condition will be interviewed by the employer or his agent. The interview shall cover such factors as educational record, attitude toward work and apprenticeship, sense of responsibility, previous work experience, whether in the trade or related to the trade, and reasons for interest in the trade.
4. Qualified applicants who meet the above minimum qualifications will be rated numerically on the basis of the following factors:

**APPENDIX E**

<b>Rating Criteria</b>	<b>Maximum Points</b>	<b>Points Awarded</b>
<b>Education</b>	<b>25</b>	
a. Education requirement met	25	
<b>Previous work experience</b>	<b>25</b>	
a. 3 or more months in or related to the occupation	25	
<b>Interview Performance</b>	<b>25</b>	
a. Interest	5	
b. Sincerity	5	
c. Adaptability	5	
d. Communication	5	
e. Preparation	5	
<b>References and Conduct Record</b>	<b>25</b>	
Notes:		
<b>Total Score</b>	<b>100</b>	

*Selection of Apprentices shall be in descending order of ranking.  
Records of selection shall be maintained for at least five years.*

<b>Signature of Authorizing Official</b>	<b>Title</b>	<b>Date</b>

**WORKFORCE ANALYSIS**