

IOWAWORKS

REGISTERED APPRENTICESHIP PROGRAMS: QUALIFIED LEAD FORM

 New Program

 Intermediary

 Expansion

All Programs will be developed using Standards Builder except **Expansion** and **High School RAP's**. OA will develop High School programs and add new occupations to existing programs manually.

All Registered Apprenticeship Qualified Lead Forms must be sent to OA. Please attach a Copy of the OJL and RTI in Word format with all Qualified Lead forms.

IowaWORKS REPRESENTATIVE INFORMATION			
Name: Chris Kula		Title: Business Marketing Specialist	
Phone (add Extension): 319-365-9474 Ext. 31185		Email: chris.kula@iwd.iowa.gov	
Address: 4444 1 st Ave NE Ste 436, Cedar Rapids, IA 52402			
PROGRAM INFORMATION			
Name of Organization/Business: New Hampton Community Schools			National Affiliation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Name of Sponsor Contact/Coordinator: Matthew Manson			Title: High School Principal
Is Sponsor Contact information the same as Organization Business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(If no Insert Sponsor POC Address)</i>			
Organization/Business Street Address: 710 West Main Street			
City: New Hampton		State: IA	Zip Code: 50659
Telephone Number: 641-394-2134		Cell Phone Number: N/A	Fax Number: N/A
E-Mail Address: m_manson@new-hampton.k12.ia.us			
Employer Identification Number: <i>(An Internal Revenue Service Federal Tax Identification Number that is used to identify a business entity)</i> 42-6002901		Web-Site Address: https://www.new-hampton.k12.ia.us/	
Is there a Union Affiliation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, which Union: (Included Local Union Number) N/A	
OCCUPATION INFORMATION			
Occupational Title: Welder (Combination)			
RAPIDS Code: 0622CB		NAICS Code: 333992 O*NET Code: 51-4121.06	
Is there a State Licensing Law Associated with this Occupation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Sponsor's Occupational Title: <i>(Specific title of an occupation that may or may not be the same as that designated by the O*NET data system (www.onetonline.org)).</i> Welder (Combination)			

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SELECTION PROCEDURES (please specify)

How will the Apprentices be selected?

The sponsor has adopted the following selection procedures, consistent with the requirements set forth in 29 CFR § 30.10(b) The sponsor will select apprentices by any method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.10.

Candidates will be selected through a screening process that includes an application and group or individual interview. Candidates will be reviewed and selected based on qualifications related to the position. Employment decisions will be based on merit, regardless of race, color, creed, gender, religion, marital status, age, national origin, or ancestry, physical or mental disability, medical condition, genetic information, gender identity, sexual orientation, military status, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and prohibited.

The Sponsor will work with community-based organizations; educational institutions, such as community colleges, technical schools, and high schools; workforce organizations; or other partners to create appropriate outreach and positive recruitment efforts that would reasonably be expected to increase underrepresented population participation in the apprenticeship. The Sponsor will identify the steps it intends to ensure that the opportunity is accessible. The Sponsor will undertake a significant number of activities to enable it to meet its obligations under 29 CFR § 30.4(c).

Selection Procedures will also include the following:

1. Students complete prerequisite courses established by the sponsors and must be enrolled in a Vocational Welding Program.
2. Students will be in good academic standing during their participation within the Registered Apprenticeship Program.
3. Students apply to join the Apprenticeship Program through an application process.
4. Applicants will be rated and selected by an interview process.
5. Selected students within the Apprenticeship Program will be interviewed by the businesses.
6. Sponsors and businesses will assign students apprenticeship opportunities.

Note: Selection Procedures are required no matter how many apprentices are registered in the program.

APPRENTICES

The Employer/Organizations plans to hire apprentices within 45 days 2 Months 3 Months

WAGES

Apprentices shall be paid a progressively increasing schedule of wages for on the job learning during their apprenticeship based on the acquisition of increased skill and competence as the training progresses. Before an apprentice is advanced to the next segment of training or to fully proficient professional, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in RTI courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and Related Training Instruction records and reports. At no time will the starting wage rate be less than that required by any minimum wage law, which may be legally applicable.

Starting Wage: \$15.00	Completion Wage: \$19.00
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Wages Rate: <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	Specify the wage progression below
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Level	Minimum Starting Wage	On-the-Job Learning Benchmark	Education Timeline
1	\$15.00	With supervision, begin field training and become familiar with all required competencies.	Sophomore Year
2	\$17.00	With supervision, demonstrate proficiency in all required tasks and competencies.	Senior Year
3	\$19.00	With little or no supervision, demonstrate proficiency in all required tasks and competencies.	Post-Graduation from High School

The current minimum Wage Rate for an employee at the full performance level will be no less than for this occupation which is \$19.00 per hour.

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MINIMUM QUALIFICATIONS

Starting Age: (*Federal Requirement no younger than 16 years old*) 16

Education Requirement:

Must have completed all prerequisite classes as identified by the sponsor.

Physical/Mental: Shall be physically capable of performing the essential functions of the occupation without endangering the health and safety of themselves and/or fellow workers. Applicants shall be allowed to request reasonable accommodation for a disability to meet this standard when applicable.

Other:

Applicants must pass a pre-employment drug screen.
 Applicants will be drug free and agree to submit to random drug testing.
 All applicants must have the ability to read, write, and speak English.
 Shall have parental consent if below the age of 18.
 Cannot enter a registered apprenticeship prior to sophomore year.

Other Example: Applicants will be drug free and agree to submit to random drug testing, must have parental consent and signature on the ETA 671 Apprenticeship Agreement if Under the age of 18, Must have a valid driver license, must be able to lift 50 pounds etc.

RELATED TECHNICAL INSTRUCTION (RTI) INFORMATION

Hours of RTI Instruction Provided Per Year Only: 144

Total RTI Hours: 586

Year 1 - 106

Year 2 - 222

Year 3 - 241

Total - 569

Will Apprentices be paid for hours spent attending related training instruction? Yes No

RTI SOURCE INFORMATION

Name of Primary RTI provider: (*name of college, adult education, or sponsor, etc.*) New Hampton Community Schools

Type of Instruction provider: (*community college, adult education, sponsor, etc.*) Community High School

Instruction Method: (*classroom, correspondence, self-paced; electronic media (technology-based instruction and distance learning).*)
 Classroom/Lab

Contact Person Name: Damian Spratt

Phone: 641-394-2134

Email: d_spratt@new-hampton.k12.ia.us

Cell: N/A

Address: 710 West Main Street

City: New Hampton

State: IA

Zip Code: 50659

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Please Review and discuss each item with Sponsor:

1. **BENEFITS OF RA:** Customized training, increased knowledge, enhanced employee retention, safer workplace, pipeline of qualified workers, and systematic approach to training.
2. **STANDARDS OF APPRENTICESHIP:** Detailed explanation of the role of the sponsor and apprentices that meets federal regulation along with detailed outline of the program that includes RTI and OJT.
3. **REGISTERED APPRENTICESHIP PARTNER INFORMATION SYSTEM (RAPIDS):** As a sponsor of a Registered Apprenticeship Program, you will have access to login to RAPIDS to register, cancel and complete your apprentices. It is the Sponsors responsibility to keep their RAPIDS account updated. The Sponsor ATR will provide RAPIDS training once the program is registered.
4. **REVIEWED THE OJT TASKS LISTED WITHIN THE WORK PROCESS:** Review the On-the-job learning outline with the company to ensure that the occupation works for the company (at least 80%). IWD will help tailor the outline to the sponsor's needs.
5. **RELATED TRAINING INSTRUCTION:** Provision for organized, related instruction in technical subjects related to the occupation. A minimum of 144 hours for each year of apprenticeship is recommended. This instruction in technical subjects may be accomplished through media such as classroom, occupational or industry courses, electronic media, or other instruction approved by the Registration Agency.
Every apprenticeship instructor must:
 - Meet the State Department of Education's requirements for a vocational-technical instructor in the State of registration, or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within an industry as having expertise in a specific occupation; and
 - Have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the related technical instruction.
6. **RTI Delivery:** This instruction in technical subjects may be accomplished through media such as classroom, occupational or industry courses, electronic media, or other instruction approved by the Registration Agency.
7. **RTI PROVIDER CONTACTED:** The RTI provider was contacted, classes confirmed with the provider, and classes were agreed to by the RA Sponsor. Attach a copy of the RTI Outline that is agreed upon by the employer/organization with the submission of this form. Additionally. RTI outlines must be in Clock hours.
8. **RTI PROVIDED IN-HOUSE:** Contact the IWD's Registered Apprenticeship Program Coordinator for additional documentation requirements.
9. **SAFETY:** Adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on the job and in related instruction.
10. **APPRENTICESHIP AGREEMENT:** The placement of an apprentice under a written Apprenticeship Agreement that meets the requirements by § 29.7. The Agreement must directly, or by reference, incorporate the Standards of the Program as part of the Agreement.
11. **CREDIT FOR PREVIOUS EXPERIENCE:** The granting of advanced standing or credit for demonstrated competency, acquired experience, training or skills for all applicants equally, with commensurate wages for any progression step so granted.
12. **QUALIFIED TRAINERS AND SUPERVISION:** Assurance of qualified training personnel and adequate supervision on the job.
13. **COMPLETION CERTIFICATE:** Recognition for successful completion of apprenticeship evidenced by an appropriate certificate issued by the Registration Agency.
14. **REGISTRATION AGENCY:** Identification of the Registration Agency as the U.S. Department of Labor, Office of Apprenticeship. OA Apprenticeship Training Representative will contact business upon referral to introduce themselves and work through the Standards process.
15. **EQUAL EMPLOYMENT OPPORTUNITY:** Compliance with 29 CFR part 30, including the equal opportunity pledge prescribed in 29 CFR 30.3(b); an affirmative action plan complying with 29 CFR 30.4; and a method for the selection of apprentices authorized by 29 CFR 30.5, or compliance with parallel requirements contained in a state plan for equal opportunity in apprenticeship adopted under 29 CFR part 30 and approved by the Department. The apprenticeship standards must also include a statement that the program will be conducted, operated, and administered in conformity with applicable provisions of 29 CFR part 30, as amended for equal opportunity in apprenticeship.
16. **RECORDS MAINTENANCE:** Recording and maintenance of all records concerning apprenticeship as may be required by the Office of Apprenticeship and other applicable law. Records must be maintained for 5 years past the time the apprentice is no longer in the program.

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Internal and External Hiring

- Will the employer need assistance in finding candidates for their RAP? Yes No
- If yes, a job order needs to be created in IowaWORKS prior to the submission referral form. Please provide the job order number from IowaWORKS.
- Job Order #: _____
- Explain funding grants and opportunities to include, 15B, 15C Provide the POC of the Grant Coordinator's

Required Items needed if Sponsor would like to be added to the ETPL.

- Disabled Access? Yes No
- ADA Compliant? Yes No
- This provider is an accredited post-secondary education institution. Yes No

The Standards will be developed in cooperation with the employer/organization. The Standards will be reviewed by the employer/organization before being submitted to OA for review and registration. All items on this form were discussed and explained to the employer/organization. The employer/organization has been made aware of their Apprenticeship and Training Representative (ATR) and has been told the ATR will be contacting them once the standards have been submitted to Standards Builder.

Signature of Business Marketing Specialist: _____ **Date:** _____

I certify that our organization would like to have a Registered Apprenticeship Program and request the development of Standards of Apprenticeship in Standard Builder. I understand my responsibilities.

Signature of Employer/Organization: _____ **Date:** _____

I certify our RA Program would like to be included on the WIOA Eligible Training Provider List. If your training is completed by a third party, please include the cost of training for each year of the program:

Signature of Business Contact: _____ **Date:** _____

Date sent to IWD RA Program Coordinator: _____

RA Program Coordinator has reviewed the Lead form and All attachments and certifies the employer/organization is a Qualified Lead.

Signature of RA Program Coordinator: _____ **Date:** _____

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Union involved:

Yes: Following the initial meeting with the business, email the Registered Apprenticeship Program Coordinator with the Union name and occupation. RA Program Coordinator will communicate with OA to ensure the Union does not have international Standards. Please give at least 48 hours for confirmation with OA. If the union has International Standards, OA will work directly with the business.

No: If the union DOES NOT have International Standards, IowaWORKS staff needs to complete the referral form. Must review the draft OJT and complete the RTI outline with the sponsor. Ensure **Labor and Management are equally involved in all meetings.**

Expansion of new occupation to existing RA Program:

If an RA Sponsor would like to register another occupation to their existing program, please complete the referral form. Submit referral form, OJT/RTI outlines to IWD RA Program Coordinator. Apprenticeship Training Representative will contact the Sponsor to add the occupation to their existing Standards of Apprenticeship.

Yes No

Developing New Apprenticable Occupation

Creation of New Apprenticable Occupation- IowaWORKS staff must crosswalk the occupation in O*Net to ensure the occupation (under a different title) does not already exist.

Yes No

NEW OCCUPATION INFORMATION	
Company Name:	Contact:
Phone (add Extension):	Email:
Address:	

Submit the following information to IWD RA Program Coordinator: Attach the requested occupation title and job description. RA Program Coordinator will forward information to OA State Director.

OA will communicate directly with the company and will forward information to D.C. for review and processing. No additional involvement will be required from the IowaWORKS staff.

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