



Registered as part of the National
Apprenticeship Program in
Accordance with the basic
Standards of Apprenticeship established by
the Secretary of Labor.

Richard Madden
Apprenticeship and Training Representative
USDOL - Office of Apprenticeship
210 Walnut Street, Room 715
Des Moines, IA 50309

Registered Apprenticeship Program Standards

Sponsored by:



Registration Date:

Program Number:

EIN Number:

710 West Main Street
New Hampton, IA 50659

Approved by:

Kyle Whitaker, Acting Iowa State Director
USDOL - Office of Apprenticeship

Occupation(s)	O*Net Code	RAPIDS Code
Welder (Combination)	51-4121.06	0622CB



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Registered Apprenticeship Program Standards

Section 1 - Registration, Cancellation, And Deregistration of Program - 29 CFR 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)

1. These standards will, upon adoption by New Hampton Community Schools aka the Sponsor be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.
2. The sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The sponsor will notify the Registration Agency, and participating employer(s) within 45 days in writing of any decision to cancel the program.
3. The sponsor will notify each apprentice of the cancellation of the program and the effect of same. If the apprenticeship program is cancelled at the sponsor's request, the sponsor will notify the apprentice(s) within 15 days of the date of the Registration Agency's acknowledgment of the sponsor's request. If the Registration Agency orders deregistration of the apprenticeship program, the sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements of 29 CFR § 29.8.
4. The Registration Agency may initiate deregistration of these standards for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

Section 2- Provisional Registration- 29CFR § 29.3 (g)(1)&(2)

All new apprenticeship programs receive provisional registration for one year prior to moving into active program status. The provisional registration requires that the Office of Apprenticeship conduct a program quality assessment prior to the program's anniversary in order to determine whether the program is following its registered training plan and operating in accordance with the federal apprenticeship regulations. Pending the results of the quality assessment, the program will continue in provisional status, move to permanent active status, or be de-registered. Technical assistance will be available to assist the sponsor in improving the quality of their training program during the life of the program.

Section 3 - Amendments and Modifications - 29 CFR § 29.5(B)(18)

These standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each participating employer and apprentice to whom the amendment or modification applies.

Section 4 - Standards of Apprenticeship -29 CFR § 29.5

The Sponsor must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) parts 29 and 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The Sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document.

Duties and Responsibilities of the sponsor:

1. Ensure Participating Employers are under an Employer Participation Agreement.
2. Ensure Employer's Name, Address NAICS and EIN are annotated into RAPIDS 2.0.
3. Act as single point of contact to company business partners, human resources, institutional leaders where applicable and Department of Labor resources to resolve issues and facilitate modifications to program requirements where applicable.
4. Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
5. Ensure there are qualified training personnel and adequate supervision on the job.
6. Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these standards and the document "Requirements for Apprenticeship Sponsors," and that meets the requirements of Title 29, CFR part 29.7. Form ETA 671 may be used for this purpose and is available upon logging into RAPIDS.
7. Register apprenticeship standards with the U.S. Department of Labor.



8. Arrange for periodic evaluation of apprentices' progress in skills and technical knowledge, and maintain appropriate progress records.
9. Notify the U.S. Department of Labor within 45 days of all new registration agreements, modifications, and amendments; credit granted to apprentices; suspensions for any reason; reinstatements; extensions; cancellations; transfers; and any requests for Certificates of Completion; and notice of transfers, suspensions, and cancellations and a statement of the reasons therefore. Notification may be made in RAPIDS.
10. Provide each apprentice with a copy of these standards and Appendix A, any applicable written rules and polices, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.
11. Provide all apprentices instruction in safe and healthful work practices both on the job and in related instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., or State standards that have been found to be at least as effective as the Federal standards.

Duties and Responsibilities of the participating employers:

1. Have the necessary facilities to assure effective training in all aspects of the occupation(s).
2. Assure apprentices are under the supervision of qualified professionals.
3. Exercise precaution for the health and safety of apprentices in the workplace at all times.
4. Provide a positive learning environment and encourage learning at all levels.
5. Provide fair and equitable treatment for all apprentices.
6. Notify the Sponsor of any change in status of apprentices.
7. Provide the Sponsor with all necessary and requested documentation concerning the apprentice.
8. Adhere to Child Labor Laws: <https://www.dol.gov/whd/regs/compliance/childlabor101.pdf>

Duties and Responsibilities of apprentice:

Apprentices, having read these Standards and signed an Apprenticeship Agreement with the Sponsor agree to all the terms and conditions contained therein and agree to abide with the Sponsor's/participating employer's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Sponsor may deem necessary to become a skilled employee for the occupations identified for the industry.

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the registered apprenticeship program:

1. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the sponsor/participating employer in accordance with the provisions of these Standards.
2. Respect the property of the sponsor/participating employer and abide by the working rules and regulations of the sponsor/participating employer.
3. Attend and satisfactorily complete the required on the job learning (OJL) and related training instruction (RTI) as provided under these Standards.
4. Shall be responsible for maintaining a record of work experience/learning on the job and in related training instruction and for having this record verified by Sponsor/Participating Employer for inclusion in the Apprentice's record folder.
5. Develop and practice safe working habits and work in such a manner as to assure personal safety and that of other fellow workers.
6. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the Sponsor.

Section 5 - Minimum Qualifications - 29 CFR § 29.5(b)(10)

Applicants shall meet the following minimum qualifications:

1. **Age:** Applicants shall be at least 16 years. Applicants must provide evidence of minimum age respecting any applicable State Laws or regulations.



2. **Education:** Must have completed all prerequisite classes as identified by the sponsor.
3. **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.
4. **Other:** Applicants will be drug free and agree to submit to random drug testing and pre-employment.
5. **Other:** All applicants must have the ability to read, write, and speak English.
6. **Other:** Shall have parental consent if below the age of 18. Cannot enter a registered apprenticeship prior to sophomore year.

Section 6 – Apprenticeship Agreement- 29 CFR 29.3 (d)&(e) - 29 CFR 29.5(b)(11)

1. Prior to signing the apprenticeship agreement, each selected applicant must be given an opportunity to read and review the sponsor’s Apprenticeship Standards approved by the Office of Apprenticeship, the sponsor’s/participating employer’s written rules and policies, and the apprenticeship agreement.
2. After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice must be covered by a written apprenticeship agreement which must be submitted to the Office of Apprenticeship. Such submission can be done electronically through the Registered Apprenticeship Partner Information System (“RAPIDS”), using the Apprentice Electronic Registration process, or on ETA Form 671.
3. The Sponsor will receive their username and login information for RAPIDS upon registration. The Office of Apprenticeship must be advised within 45 days of the execution of each new apprenticeship agreement. The sponsor also must provide a copy of the completed apprenticeship agreement to the apprentice and the employer. An additional copy should be provided to a veteran’s state approving agency for any veteran apprentice desiring access to benefits to which they are entitled.

Section 7 – Notice to Registration Agency of Apprenticeship Agreements - 29 CFR § 29.5(b)(19)

The Sponsor or its designated apprenticeship committee (*if established*) shall promptly notify the Registration Agency within 45 days of all new registration agreements, modifications, and amendments; credit granted to apprentices; suspensions for any reason; reinstatements; extensions; cancellations; transfers; and any requests for Certificates of Completion; and notice of transfers, suspensions, and cancellations and a statement of the reasons therefore.

Section 8 – Supervision of Apprentices - 29 CFR § 29.5(b)(14)

1. The Participating Employer will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the Sponsor and under the direct supervision of the Employer’s professionals to whom they are assigned. The Program Coordinator of apprentice(s) designated by the employer will be responsible for the apprentice’s work assignments and will ensure the apprentice is working under the supervision of a skilled professional, evaluation of work performance, and completion and submittal of progress reports to Sponsor.
2. No apprentice shall work without proper or adequate supervision. For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified mentor or supervisor at all times who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

Note: To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary training, instruction and guidance to perform tasks safely, correctly, and efficiently.

Section 9 – Transfer of an Apprentice - 29 CFR 29.5(b)(13)

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors and must comply with the following requirements:



1. The transferring apprentice must be provided a transcript of related instruction and OJL by the committee or program sponsor.
2. Transfer must be to the same occupation.
3. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors. The apprentice must receive credit from the new sponsor for the training already satisfactorily completed.

Section 10 – Periodic Review - 29 CFR § 29.5(b)(6)

1. Each Apprentice shall be responsible for maintaining a record of his or her work experience/training on the job and in related training instruction and for having this record verified by the Sponsor/Participating Employer for inclusion in the Apprentice's record folder. This record will be included in each Apprentice's file maintained by the Sponsor.
2. Before each period of advancement, or at any other time when conditions warrant, the Sponsor shall examine the Apprentices to determine whether they have made satisfactory progress. If the Apprentices' related training or work progress is found unsatisfactory, they may be required to repeat a process or series of processes in which they are deficient, before advancing to the next step.
3. Consistent with the terms of the Apprenticeship Agreement, should it be found that the Apprentice does not have the ability or desire to continue the training to become a professional, the Sponsor will, after the Apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.
4. Written records of progress evaluations and corrective and final actions shall be maintained.

Section 11 – Safety and Health Training - 29 CFR § 29.5(b)(9)

All apprentices must receive instruction in safe and healthful work practices both on the job and in related instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., or State standards that have been found to be at least as effective as the Federal standards.

Section 12 - Credit for Prior Experience - 29 CFR §§ 29.5(b)(12) and 30.4(c)(8)

The Sponsor/Participating Employer may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

1. Apprentice applicants seeking credit for previous experience gained outside the supervision of the Sponsor/ Participating Employers must submit the request at the time of application and furnish such records to the Sponsor/ Participating Employers to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by Sponsor/Participating Employers during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.
2. An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.
3. The granting of advanced standing will be uniformly applied to all apprentices.

Section 13 – Certificate of Completion of Apprenticeship - 29 CFR § 29.5(b)(15), and Circular 2015-02

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using the Registered Apprenticeship Partners Information Data System (*RAPIDS 2.0*) accompanied by the appropriate documentation for both on-the-job learning and the related training instruction as may be required by the Registration Agency.

Certificate of Training



A Certificate of Training may be requested from and issued by the U.S. Department of Labor's Office of Apprenticeship, Office of Apprenticeship (*the Registration Agency*), only for a registered apprentice who has been certified by the sponsor as having successfully met the requirements to receive an interim credential as identified in these standards. The Registration Agency may require that a record of completed OJL and related training instruction for the apprentice accompany such requests.

Section 14 – Maintenance of Records - 29 CFR 29.5(b)(6), 29.5 (b)(23), and 30.12 (a-d)

The Sponsor/Participating Employers are responsible for maintaining, at a minimum, the following records, and make those records available to the Sponsor and the Registration Agency:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice's OJL;
- related training instruction reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship

The Sponsor/Participating Employers will also maintain all records relating to apprenticeship applications (*whether selected or not*), including, but not limited to, the sponsor's outreach, recruitment, interview, and selection process. All records retained pursuant to part 30 must clearly identify the race sex, ethnicity (Hispanic or Latino/non-Hispanic or Latino), and when known, disability status of each apprentice, and where possible, the race, sex, ethnicity, and disability status of each applicant for apprenticeship. For a complete list of records that each sponsor is required to maintain under 29 CFR § 30, please refer to 29 CFR § 30.12.

All such records are the property of the Sponsor and will be maintained for a period of 5 years from the date of last action. The records shall be made available upon request by the Office of Apprenticeship, U. S. Department of Labor for inspection.

Section 15 - Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

1. The Sponsor/Participating Employer will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex, including pregnancy, gender identity, and sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.
2. The Sponsor/Participating Employer 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.
3. The apprenticeship Equal Employment Opportunity (EEO) regulations require sponsors to provide anti-harassment training to apprentices and other individuals, including mentors/journey-level workers, who regularly work with apprentices. The training may be provided in person or virtually. Whichever way the training is delivered, it must include active participation by trainees. Sponsors must maintain documentation of the anti-harassment training provided. The link to Apprenticeship.Gov Anti-harassment training: <https://www.apprenticeship.gov/eo/sponsors/prevent-harassment>. This site provides an overview of employer responsibilities and a link to training modules that can be used.

Section 16 - Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4, and 30.9

The Sponsor acknowledges that it will adopt an affirmative action plan in accordance with 29 Title CFR § 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

Section 17 – Selection Procedure 29 CFR § 30.10



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.

1. Student's complete prerequisite courses established by the sponsors.
2. Students apply to join the Apprenticeship Program through an application.
3. Applicants will be rated by a rubric.
4. Selected students will be interviewed by businesses.
5. The Sponsor and businesses will assign students to apprenticeship opportunities.

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

Section 18 - Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief through one or more of the following avenues:

EEO Complaint Procedures

An apprentice, applicant for apprenticeship, or authorized representative of an apprentice or applicant may file a complaint with the Registration Agency if the apprentice or applicant believes that:

1. The apprentice or applicant has been discriminated against or harassed on the basis of race, color, religion, national origin, age (40 or older), genetic information, disability, sex or sexual orientation with regard to apprenticeship.
2. The apprentice or applicant has been retaliated against for the following:
 - Filing a complaint alleging a violation of 29 CFR § 30;
 - Opposing a practice prohibited by 29 CFR § 30 or federal or state equal opportunity law;
 - Furnishing information to, or assisting or participating in, an investigation or proceeding under 29 CFR § 30 or federal or state equal opportunity law;
 - Exercising any rights and privileges under 29 CFR § 30; or
 - Equal opportunity standards with respect to the apprentice's selection or any other benefit, term, condition, or privilege associated with apprenticeship have not been followed in the operation of an apprenticeship program.
3. Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Complaints must be filed within 300 days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

U.S. Dept. of Labor, Office of Apprenticeship
Attn: Chief, Division of Registered Apprenticeship and Policy
Address: 200 Constitution Ave, NW
Washington, DC 20210
(202) 693-2796
ApprenticeshipEEOcomplaints@dol.gov

The Sponsor must provide written notice to all applicants for apprenticeship and all apprentices of their right to file a discrimination complaint and the procedures for doing so. The notice must include the address, phone number, and other contact information for the Registration Agency that will receive and investigate complaints filed under this part. The notice must be provided in the application for apprenticeship and must also be displayed in a prominent, publicly available location where all apprentices will see the notice. The notice must contain the specific wording set forth at 29 CFR § 30.14(b). Apprenticeship Complaint form: <https://www.dol.gov/sites/dolgov/files/ETA/apprenticeship/pdfs/ETAForm9039.pdf>



Other General Complaints

For complaints concerning issues covered by the apprenticeship agreement or standards but not covered by a CBA or concerning discrimination or other equal opportunity matter, the Sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings, as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with the Registration Agency for an interpretation of any provision of these standards over which differences occur. The appropriate authority to receive, process, and dispose of complaints covered by this paragraph is:

Matthew Mason
New Hampton Community Schools
710 West Main Street
New Hampton, VA
Phone 641-394-2134
Email manson@new-hampton.k12.va.us

Any complaint described in that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency. Complaints may be filed with the Registration Agency at:

USDOL/Office of Apprenticeship
Kyle Whitaker
Acting Iowa State Director
210 Walnut Room 715
Des Moines Iowa 50309
[*whitaker.kyle.m@dol.gov*](mailto:whitaker.kyle.m@dol.gov)

Section 19 -Reciprocity of Apprenticeship Programs - 29 CFR § 29.13 (a) (7)

1. States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.
2. Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

Section 20 - Registration Agency General Contact Information - 29 CFR § 29.5(b)(17)

The Registration Agency is the United States Department of Labor's Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below.

USDOL/Office of Apprenticeship
Richard Madden
Apprenticeship and Training Representative
210 Walnut Street, Room 715
Des Moines, IA 50309
Email madden.richard@dol.gov

Section 21 – Conformance with Federal Laws and Regulations

Adhere to Federal, State, and Local Law Requirements -- The Office of Apprenticeship's registration of the apprenticeship program described in these Standards of Apprenticeship on either a nationwide basis (under the National Program Standards of Apprenticeship) or within a particular State, and the registration of individual apprentices under the same program, does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum



wage and hour requirements.

The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the Office of Apprenticeship under 29 CFR § 29.8.

Section 22 – Veterans' Educational Assistance as Mandated by Public Law 116-134 (134 STAT.276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program standards, the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits a veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

NOTE: *The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.*



Section 23– Official Adoption of Apprenticeship Standards

New Hampton Community Schools officially adopts these Standards of Apprenticeship on *this* _____ *day of* _____ 202

Signature

Signature

Printed/Typed Name

Printed/Type Name

Title

Title

OA routinely makes public *general information* relating to Registered Apprenticeship programs. General information includes the name and contact information of the sponsor, the location of the program, and the occupation(s) offered. **OA routinely publicly releases the contents of applications for National Guidelines for Apprenticeship Standards.**

In addition, sponsors submitting National Program Standards or Local Standards have the option of allowing OA to share publicly the contents of a sponsor’s application for registration to assist in building a high-quality National Apprenticeship System. This may include a copy of the Standards, Appendix A, and Appendix D (as applicable), but not completed versions of ETA Form 671 or Appendix C “Affirmative Action Plan” because those documents are submitted after a sponsor’s application is approved and the program is registered. **Please note that OA will consider a sponsor’s application as releasable to the public unless the sponsor requests non-disclosure by signing below.**

I **Matthew Manson** acting on behalf of New Hampton Community Schools request that OA *not* publicly disclose this application, other than general information about the program, as described above as it is considered confidential commercial information and steps are taken to preserve it. Further, I understand that if OA receives a request for this application pursuant to 5 U.S.C. 552, we may be contacted to support OA’s withholding of the information, including in litigation, if necessary. I understand that my request that OA not publicly disclose this application will remain in effect, including with respect to subsequent amendments to this application, unless and until I notify OA otherwise.

Signature



Date _____

GLOSSARY OF TERMS

1. **APPRENTICE**: Means 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 as provided in §29.4 under standards of apprenticeship fulfilling the requirements of §29.5.
2. **APPRENTICESHIP AGREEMENT**: Means a written agreement, complying with §29.7, between an apprentice and either the apprentice's program sponsor, or an apprenticeship committee acting as agent for the program sponsor(s), which contains the terms and conditions of the employment and training of the apprentice.
3. **APPRENTICESHIP APPROACHES**:
 - **COMPETENCY-BASED APPROACH**: Measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies.
 - **HYBRID APPROACH**: Measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.
 - **TIME-BASED APPROACH**: Measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.
4. **CERTIFICATE OF COMPLETION OF APPRENTICESHIP**: The credential issued by the Office of Apprenticeship to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.
5. **EMPLOYER**: Means any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.
6. **CERTIFICATE OF TRAINING**: A Certificate of Training may be issued by the U.S. Department of Labor's, Office of Apprenticeship Administrator to those registered apprentices that the Sponsor has certified in writing to the Registration Agency that the apprentice has successfully met the requirements to receive an interim credential. (*if applicable*)
7. **EMPLOYER ACCEPTANCE AGREEMENT**: Means an agreement between the sponsor and an undersigned participating employer which agrees to carry out the intent, purpose, rules and decisions of the sponsor established under an approved set of Registered Apprenticeship Standards.
8. **JOURNEYWORKER**: Means 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. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.)
9. **TRAINING REQUIREMENTS**:
 - **ON-THE-JOB LEARNING (OJL)**: Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.
 - **RELATED INSTRUCTION**: Means 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 the Office of Apprenticeship.

10. **WORK PROCESS SCHEDULE:** An outline of the tasks in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate amount of time to be spent in each major process.
11. **REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS):** A Federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.
12. **SPONSOR:** Means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.



<i>Occupation</i>	<i>O*Net Code</i>	<i>RAPIDS Code</i>
<i>Welder, (Combination)</i>	51-4121.06	066CB

Section 1 – On-the-Job Learning (Work Experience) - 29 CFR § 29.5(b)(4)

1. Every apprentice is required to participate in on the job learning in the occupation or industry in which the apprentice is to be trained.
2. The sponsor/participating employer must ensure Apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the apprenticeship and identify what methodology will be used to track progression of experience on-the-job.
3. Such on-the-job learning shall be carried on under the direction and guidance of a qualified professional.

The following identifies the major work processes in which Apprentices will be trained.

Apprenticeship Competencies – Technical

The below on-the-job-learning (OJL) work process competencies are intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully competent and use good workmanship in all work processes, which are a part of the trade. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

Ratings are:

Demonstrates Fundamentals – Apprentice can perform the task with some coaching.

Proficient in Task – Apprentice performs task properly and consistently.

Completion Date – Date apprentice completes final demonstration of competency.

Apprentices need to be “proficient in task” in each category, by each of their twelve-month reviews during the apprenticeship in order to be considered for any merit increases or to have successfully completed the apprenticeship. **The evaluation will be conducted in accordance with the employer’s competency-based performance evaluation system.**



Apprentice Name: _____

Start Date _____

Welder, Combination	
Job Description: Use hand-welding, flame-cutting, hand-soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.	
RAPIDS Code: 0622CB	O*NET Code: 51-4121.06

Section 1 – On-the-Job Learning (Work Experience) - 29 CFR § 29.5(b)(4)

1. Every apprentice is required to participate in related instruction in technical subjects related to the occupation.
2. The sponsor /participating employer must ensure Apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the Apprenticeship and identify what methodology will be used to track progression of experience on-the-job.
3. Such on-the-job training shall be carried out under the direction and guidance of a qualified professional.

The following identifies the major work processes in which Apprentices will be trained.

Apprenticeship Competencies – Technical

The below on-the-job-learning (OJL) work process competencies are intended as a guide. It need not be followed in any sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully competent and use good workmanship in all work processes, which are a part of the trade. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

Ratings are:

Demonstrates Fundamentals – Apprentice can perform the task with some coaching.

Proficient in Task – Apprentice performs tasks properly and consistently.

Completion Date – Date apprentice completes final demonstration of competency.

Apprentices need to be “proficient in task” in each category, by each of their nine-month reviews during the apprenticeship in order to be considered for any merit increases or to have successfully completed the apprenticeship. The evaluation will be conducted in accordance with the employer’s competency-based performance evaluation system.



Item	Welder Combination: Technical Competencies	Demonstrated Fundamental	Proficient in Tasks	Completion Date	N/A
A.	<p>Air Carbon Arc Cutting (CAC-A) – Gouging</p> <p>A) set-up, adjust, and regulate air pressure, power source, torch. B) identify appropriate electrode, proper current settings, and travel speed. C) perform maintenance on CAC-A equipment.</p>				
B.	<p>Oxy-Fuel Cutting (OFC)</p> <p>A) set-up, adjust, and regulate tanks, hoses, and torches. B) perform manual straight cutting. C) perform manual bevel cutting. D) perform manual washing. E) how to pierce.</p>				
C.	<p>Mechanical Cutting</p> <p>A) Demonstrate the ability to select and properly utilize a variety of mechanical cutting equipment. Examples include but not limited to: Sawzall, Chop Saw, Abrasive Cutoff Wheel, Port-a-Band, Horizontal Bandsaw, Vertical Bandsaw. B) Demonstrate the ability to maintain a variety of mechanical cutting pieces of equipment to include blade changes. C) Operate mechanical methods of pipe weld joint preparation equipment <i>(if applicable)</i></p>				
D.	<p>Plasma Cutting (PAC)</p> <p>A) Demonstrate the ability to make successful cuts utilizing manual plasma cutting equipment, B) Demonstrate the ability to apply a straight edge to plate steel for precision cutting. C) Demonstrate the ability to set-up, identify electrode failure, and change out plasma cutting electrodes.</p>				
E.	<p>Shielded Metal Arc Welding (SMAW)</p> <p>A) set-up, operate, and maintain S.M.A.W. equipment. B) identify electrode. C) fillet weld plate in designated positions. D) groove weld plate in designated positions. E) weld pipe in the vertical and horizontal positions. F) cut and gouge using carbon arc-air method. G) demonstrate the ability to operate pipe weld joint preparation tools. <i>(If applicable)</i></p>				
F.	<p>Gas Metal Arc Welding (GMAW-S)</p> <p>A) set-up, operate, and maintain GMAW equipment. B) identify and utilize different diameters of wire electrode. C) fillet weld pipe-to-plate in designated positions. D) weld pipe in the vertical and horizontal positions. E) demonstrate the ability to operate weld joint preparation tools.</p>				
F-1	<p>Gas Metal Arc Welding (GMAW-S) or (GMAW-P)</p>				



	<p>A) Weld a 3/16" (0.2") [5 mm] horizontal fillet weld in T joint in the horizontal position in a straight line.</p> <p>B) Weld a 5/16" (0.3") [8 mm] horizontal fillet weld in Lap joint in the horizontal position in a straight Line.</p> <p>C) Weld square groove butt joint in the flat position.</p> <p>D) Weld flare bevel groove T joint in the flat and horizontal positions.</p> <p>E) Weld a 3/16" (0.2") [5 mm] horizontal fillet weld in T joint in the horizontal position around a small diameter pipe.</p> <p>F) Weld a 5/16" (0.3") [8 mm] horizontal fillet weld in T joint in the horizontal position around a small diameter pipe</p>				
F-2	<p>Gas Metal Arc Welding (GMAW-S) or (GMAW-P)</p> <p>(A) Weld a 5/16" (0.3") [8 mm] horizontal fillet weld in T joint in the horizontal position in a straight line.</p> <p>(B) Weld a 3/8" (0.4") [10 mm] horizontal fillet weld in T joint in the horizontal position in a straight line (2 pass).</p> <p>(C) Weld a 1/2" (0.5") [13 mm] horizontal fillet weld in T joint in the horizontal position in a straight line (3 pass).</p> <p>(D) Weld a 5/16" (0.3") [8 mm] horizontal fillet weld in T joint in the horizontal position around a small diameter pipe.</p> <p>(E) Weld bevel (single, Vee, flair) groove welds in The flat position</p>				
G.	<p>Flux Cored Arc Welding (FCAW)</p> <p>A) set-up, operate, and maintain F.C.A.W. equipment.</p> <p>B) identify electrode.</p> <p>C) fillet weld plate in designated positions.</p> <p>D) groove weld plate in designated positions.</p> <p>E) Weld pipe in the designated positions.</p>				
H.	<p>Dual Shield Arc Welding (FCAW-G)</p> <p>A) set-up, operate, and maintain FCAW-G equipment.</p> <p>B) identify electrode.</p> <p>C) fillet weld plate in designated positions.</p> <p>D) groove weld plate in designated positions.</p> <p>E) Weld pipe in the designated positions.</p>				
I.	<p>Gas Tungsten Arc Welding (GTAW)</p> <p>A. Set-up and operate GTAW equipment to include foot pedal systems and scratch start systems.</p> <p>B) Demonstrate the ability to complete GTAW fillet welds in the flat position on carbon steel.</p> <p>C) Demonstrate the ability to GTAW fillet welds in multiple positions.</p> <p>D) Obtain instruction on the proper techniques for TIG welding on stainless steel.</p> <p>E) Obtain instruction on the proper techniques for TIG welding aluminum.</p>				
J.	<p>Tools and Equipment</p> <p>A) operate grinders, de-bur stock, rough removal of material.</p> <p>B) use and care for hand tools. Wrenches, hammers, punches, pliers, etc.</p> <p>C) use and care for measuring devices. Tape measures, rules, scales, caliper, dividers, etc.</p> <p>D) use and care for precision measurement equipment.</p>				

Fabrication and Assembly



K.	<p>A) layout stock from blueprints, sketches, and templates. B) drill, ream, countersink, counter-bore, spot face, and tap holes using portable equipment. C) chip and grind material using handheld tools. D) set-up and target piping assemblies. E) basic rigging and crane signaling.</p>				
L.	<p>Weld Layout, Jigs, and Fixtures A) Verify components match blueprint specs. B) Assemble parts using jigs and fixtures. C) Tack weld parts in a fixture. D) Identify jig and fixture process improvements. E) Finish weld parts in a fixture</p>				
M.	<p>Lean Manufacturing A) Understand the principles of 5S. B) Weld to specified welding intervals. C) Participate in company incentive programs.</p>				
N.	<p>Weld Inspection A) Understand the acceptance criteria required for weld completion. B) Communicate effectively with weld inspection personnel. C) Examine joint fit-up and surface preparation prior to welding operations.</p>				
O.	<p>Miscellaneous (Optional per Company Request, Request must be approved by the Sponsor) This section is reserved for companies to add company specific skills that will aid in the retention of employee post apprenticeship in addition to above requirements. For example, finishing, NDE inspection, material acquisition, welder Certifications. . .the possibilities are endless that will help the company build a stronger employee.</p>				

Apprentice: _____

Mentor: _____

Supervisor: _____

Sponsor: _____

Date Completed: _____

Participating Employer must return this form to the Sponsor



Apprenticeship Competencies – Behavioral

In addition to mastering all of the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies in order to complete the apprenticeship.

Ratings are:

(4) Exceeds targets; (3) consistently achieves targets; (2) Meets some targets; (1) Not meeting targets; or (N/A) Not applicable.

Apprentices need to receive at least a "3" ranking in each category in order to be considered for any merit increases or to have successfully completed the apprenticeship.

Apprentice Name: _____ **Ranking:** _____

Item #	Behavioral Competencies	4	3	2	1	N/A
1.	Participation in team discussions/meetings					
2.	Focus in team discussions/meetings					
3.	Focus during independent work					
4.	Openness to new ideas and change					
5.	Ability to deal with ambiguity by exploring, asking questions, etc.					
6.	Knows when to ask for help					
7.	Able to demonstrate effective group presentation skills					
8.	Able to demonstrate effective one-on-one communication skills					
9.	Maintains an acceptable attendance record					
10.	Reports to work on time					
11.	Completes assigned tasks on time					
12.	Uses appropriate language					
13.	Demonstrates respect for customers, co-workers and supervisors					
14.	Demonstrates trust, honesty and integrity					
15.	Requests and performs work assignments without prompting					
16.	Appropriately cares for personal dress, grooming and hygiene					
17.	Maintains a positive attitude					
18.	Cooperates with and assists co-workers					
19.	Follows instructions/directions					
20.	Able to work under supervision					
21.	Able to accept constructive feedback and criticism					
22.	Able to follow safety rules					
23.	Able to take care of equipment and workplace					
24.	Able to keep work area neat and clean					
25.	Able to meet supervisor's work standards					
26.	Adheres to work policies/rules/regulations					

Supervisor/Trainer: _____



1. The term of Apprenticeship shall be a period of reasonably continuous employment, including the probationary period as stated on this “On-the-Job” Learning outline, plus the required hours of “Related Training Instruction”.
2. The program is premised on competencies demonstrated in lieu of time considerations (estimated 3 years). Title 29, CFR Part 29 requires programs be no less than 2000 hours.
3. An Apprentice, who, by exceptional aptitude or as a result of past education and/or practical experience, achieves the desired level of competency in a phase of the Apprenticeship Program in less than the time designated or illustrates existing competency on the initial assessment, may be advanced to the appropriate level.

Section 3- Probationary Period – (29 CFR § 29.5 (b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period of 500 hours, which may not exceed 25 percent of the length of the program or 1 year, whichever is shorter. This period will be credited toward completion of the apprenticeship program.

Section 4 – Apprentice to Professional Ratio - 29 CFR § 29.5(b)(7)

1. A numeric ratio of apprentices to fully skilled professionals in the occupation consistent with proper supervision, training, safety, and continuity of employment except where such ratios are expressly prohibited by collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, employer’s total workforce, department, or plant.
2. The ratio of apprentices employed to fully skilled professionals in the employers’ total workforce will be 1:1.

Section 5 – Apprentice Wage Progression - 29 CFR § 29.5(b)(5)

1. 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.
2. 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.
3. At no time will the starting wage rate be less than that required by any minimum wage law which may be legally applicable.

Levels	Minimum Starting Wage(s)	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.	Junior Year
3	\$19.00	With little or no supervision, demonstrate proficiency in all required tasks.	Senior Year/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.

Note: Participating Employers will annotate wages on the Company Participation Agreement.



Section 6 - Related Training Instruction-29 CFR § 29.5(b)(4)

Provider(s): New Hampton Community Schools
Address: 710 West Main Street
New Hampton, IA 50659

Method: Classroom

1. During the term of apprenticeship, each Apprentice is required to complete approximately 569 hours of related training instruction.
2. Each Apprentice’s attendance and progress in related training instruction must be tracked and appropriate records maintained.
3. Time devoted to the related training instruction shall not be considered as part of the on-the-job learning (OJL).
4. Failure on the part of the Apprentice to fulfill their obligation as to the related training and instruction and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their Apprenticeship Agreement.
5. Related Training Instruction courses supplement the on-the-job learning and lists courses that provide technical ability.
6. The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored.
7. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction.
8. Each Apprentice’s attendance and progress in related training and instruction must be tracked and appropriate records maintained.
9. Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.
10. To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The sponsor will monitor and document the apprentice’s progress in related instruction classes.
11. Time devoted to the Related Training Instruction shall not be considered as part of the on-the-job learning (OJL).
12. The sponsor will inform each apprentice of the availability of college credit through the Registered Apprenticeship College Consortium (RACC).
13. Apprentices will not be paid for hours spent attending related training instruction.

The course listings outline the related training and instruction that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related training instruction that the apprentice can reach the skilled level of the occupation. The following is the required course curriculum during the term of apprenticeship.

Related Training and Instruction
Math and Numeracy Skills
Arrange, add, subtract, multiply and divide whole numbers
Solve practical problems using addition, subtraction, multiplication and division of whole numbers
Solve practical problems involving fractions
Solve problems using operations with decimal fractions
Analyze problems to determine whether they are direct or inverse proportions, set up proportions and solve for unknowns
Solve practical applied customary length, area, volume, capacity and weight problems
Solve practical applied metric length, area, volume, capacity and weight problems
Compute areas of more complex figures that consist of two or more common polygons
Solve practical applied problems involving tolerances and limits (customary and metric)
Read and interpret data from given vertical and horizontal bar graphs
Draw and label vertical and horizontal bar graphs using given data



Read and interpret data from given circle graphs
Read and interpret data from given broken-line, straight-line and curved-line graphs
LANGUAGE ARTS and COMMUNICATIONS SKILLS
Prepare and deliver an informative speech
Give and accept constructive criticism
Identify strategies for different types of conflict
Define the term nonverbal communication and explain how it differs in each of the three cultural levels: technical, formal and informal
Create a resume appropriate for a high school student going to the next steps of their life
Define the term small group and list the uses and values of small group communication in an effective organization
Actively participate in small group, problem-solution process and present the results to an audience
Summarize the communication skills needed by effective team members in a leadership position and why these skills are so important
Identify the leader's responsibilities during a team meeting
Formulate a message while writing a business letter
Demonstrate proficiency in a job interview
FINANCIAL LITERACY
Explain the three basic reasons for saving money
Develop a plan for spending and saving that has both long-term and short-term components
Evaluate investment alternatives: money markets, bonds, single stocks, mutual funds, annuities and real estate
Identify the costs of using various credit
Understand that integrity and honesty are important when it comes to negotiating with others
Analyze the components of an employer benefits package
Differentiate between term and cash life insurance
Describe factors affecting take-home pay
HEALTH
CPR instruction
Understand the characteristics of positive mental, social, and physical wellness
Identify stress management techniques
Recognize how a person's choices can affect our environment and what we individually and collectively can do to improve our environment.
Describe how the skills of communication, cooperation and compromise are essential for healthy relationships
Identify what is and is not sexual harassment



Related Training
New Hampton Community Schools - Welder Combination

Class	Year 1	Year 2	Year 3	Hours	RTI Provider Info
1. Introduction to Drafting and Graphic Design	53	0	0	53	Provider name: New Hampton Community Schools Type of instruction provider: Community School Instruction method: Classroom/Lab Contact person's name: Matthew Manson Address: 710 West Main Street City & State: New Hampton, IA Zip: 50659 Email address: m_manson@new-hampton.k12.ia.us Phone number: (641) 394-2134 Ext. 2022
2. Introduction to Manufacturing	53	0	0	53	Provider name: New Hampton Community Schools Type of instruction provider: Community School Instruction method: Classroom/Lab Contact person's name: Matthew Manson Address: 710 West Main Street City & State: New Hampton, IA Zip: 50659 Email address: m_manson@new-hampton.k12.ia.us Phone number: (641) 394-2134 Ext. 2022
3. Building Trades	0	0	53	53	Provider name: New Hampton Community Schools Type of instruction provider: Community School Instruction method: Classroom/Lab Contact person's name: Matthew Manson Address: 710 West Main Street City & State: New Hampton, IA Zip: 50659 Email address: m_manson@new-hampton.k12.ia.us Phone number: (641) 394-2134 Ext. 2022
4. Metalworking	0	53	0	53	Provider name: New Hampton Community Schools Type of instruction provider: Community School Instruction method: Classroom/Lab Contact person's name: Matthew Manson Address: 710 West Main Street City & State: New Hampton, IA Zip: 50659 Email address: m_manson@new-hampton.k12.ia.us Phone number: (641) 394-2134 Ext. 2022
5. Advanced Manufacturing	0	53	0	53	Provider name: New Hampton Community Schools Type of instruction provider: Community School Instruction method: Classroom/Lab Contact person's name: Matthew Manson Address: 710 West Main Street City & State: New Hampton, IA Zip: 50659 Email address: m_manson@new-hampton.k12.ia.us Phone number: (641) 394-2134 Ext. 2022
6. Blueprint Reading	0	0	55	55	Provider name: New Hampton Community Schools Type of instruction provider: Community School Instruction method: Classroom/Lab Contact person's name: Matthew Manson Address: 710 West Main Street City & State: New Hampton, IA Zip: 50659 Email address: m_manson@new-hampton.k12.ia.us



					Phone number: (641) 394-2134 Ext. 2022
7. Advanced Welding	0	0	80	80	Provider name: New Hampton Community Schools Type of instruction provider: Community School Instruction method: Classroom/Lab Contact person's name: Matthew Manson Address: 710 West Main Street City & State: New Hampton, IA Zip: 50659 Email address: m_manson@new-hampton.k12.ia.us Phone number: (641) 394-2134 Ext. 2022
8. Manufacturing Metals	0	53	0	53	Provider name: New Hampton Community Schools Type of instruction provider: Community School Instruction method: Classroom/Lab Contact person's name: Matthew Manson Address: 710 West Main Street City & State: New Hampton, IA Zip: 50659 Email address: m_manson@new-hampton.k12.ia.us Phone number: (641) 394-2134 Ext. 2022
10. Fabrication	0	0	53	53	Provider name: New Hampton Community Schools Type of instruction provider: Community School Instruction method: Classroom/Lab Contact person's name: Matthew Manson Address: 710 West Main Street City & State: New Hampton, IA Zip: 50659 Email address: m_manson@new-hampton.k12.ia.us Phone number: (641) 394-2134 Ext. 2022
Total Hours	106	169	241	516	

Introduction to Drafting and Graphic Design

- Students understand measurement systems as they apply to engineering design.
- Students understand the effective use of engineering design equipment.
- Students know the various object-editing techniques and CAD programs.

Introduction to Manufacturing

- Students understand the planning and layout operations used in machine tools and materials forming processes.
- Students understand various types of general welding assembly processes.
- Students understand how materials can be processed through the use of machine tools, such as milling, drilling, turning, and shaping machines and forming equipment, such as dies, presses, and rolls.

Building Trades

- Students understand and apply measurement systems in the planning and layout process used in the residential construction industry.
- Students understand the safe and appropriate use of hand tools common to the residential and commercial construction industry.
- Students understand the safe and appropriate use of portable power tools that are common to the residential construction industry and are appropriate to the individual student’s level.

Metalworking

- Students understand the planning and layout operations used in machine tools and materials forming processes.
- Students understand how materials can be processed through the use of machine tools, such as milling, drilling, turning, and shaping machines and forming equipment, such as dies, presses and rolls.
- Students understand various types of machines and forming assembly processes, such as flow, pressure, cold and abrasive bonding, and mechanical fasteners.



Advanced Manufacturing

- Students understand the variety of production processes used in industry.
- Design and create products.
- Develop a production plan, including the layout, bill of materials and cost analysis for the production.

Blueprint Reading

- Students use the drafting skills that they learned through the previous classes to determine views of the blueprint.
- Students learn the different weld symbols involved in welding blueprints

Advanced Welding

- Students understand how materials can be processed through the use of welding tools and equipment
- Students understand various joining or combining processes, including welding processes used in manufacturing, and maintenance and repair.
- Students use ironworker and grinders to clean and prep materials for welding

Manufacturing Metals

- Students understand the planning and layout operations used in machine tools and materials forming processes.
- Students understand how materials can be processed through the use of machine tools, such as milling, drilling, turning, and shaping machines and forming equipment, such as dies, presses and rolls.

Fabrication

- Students understand various joining or combining processes, including welding processes used in manufacturing, maintenance, and repair.
- Students understand various automated welding systems, welding design for manufacturing, flexible manufacturing systems and materials resource planning.
- Students understand various welding systems that require standard hand and machine tools.



On the Job Learning Experiences

Junior Year Entrance

	Incoming Summer	1st Semester	2nd Semester
11th Grade		-Related Training *Registered as an apprentice if OJL opportunity arises. (Level 1)	- Related Training *Registered as an apprentice if OJL opportunity arises. (Level 1)
12th Grade	40 Hours per Week (LEVEL 1-2) *Registered as an apprentice	Average 20 hours per week (LEVEL 2) *Registered as an apprentice	Average 20 hours per week Possible Completion of Program (LEVEL 2) *Registered as an apprentice
Post-High School	40 hours per week (Level 3) Complete any additional coursework required by Apprenticeship and OJL until competencies are met. When competencies are met, apprentice is eligible for regular full-time employment.		

Senior Year Entrance

	Incoming Summer	1st Semester	2nd Semester
12th Grade	40 Hours per Week (LEVEL 1-2) *Registered as an apprentice	-Related Training Average 20 hours per week (LEVEL 1-2) *Registered as an apprentice	-Related Training Average 20 hours per week (LEVEL 1-2) *Registered as an apprentice
Post-High School	Full Time Employment which may include overtime (LEVEL 3) Complete any additional coursework required by Apprenticeship agreement and OJL until competencies are met. When competencies are met, apprentice is eligible for regular full-time employment.		

** Completion of the Apprenticeship (Post-Secondary Workplace Experience) = Community College Credits to be determined based on competencies and/or hours completed.*



New Hampton Community Schools

Home of the Chickasaws



Appendix B

ETA-671 APPRENTICESHIP AGREEMENT

(This is an example only. ETA 671 Generated by RAPIDS. Contact your ATR for assistance)

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APPRENTICE AGREEMENT AND REGISTRATION – SECTION II OMB No. 1205-0223 Expiration Date: 06/30/2024

PART A: APPRENTICE'S INFORMATION

1. First Name		Last Name		Answer Both 4a. and 4b. below 4. a. Ethnicity (Select One) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Participant Did Not Self-Identify b. Race (Select One or More) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Participant Did Not Self-Identify	5. Veteran Status (Select All That Apply) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran <input type="checkbox"/> Non-Veteran, Other Eligible Individual <input type="checkbox"/> Veteran, Eligible <input type="checkbox"/> Participant Did Not Self-Identify
Middle Name (Optional)		Suffix (Optional)			
Address (No., Street, City, State, Zip Code)					
Telephone Number (Optional)		E-mail Address (Optional)			
*Social Security Number				6. Education Level (Select One) <input type="checkbox"/> Not High School graduate <input type="checkbox"/> High School graduate (including equivalency) <input type="checkbox"/> Some College or associate degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Doctorate or professional degree	
2. Date of Birth (Mo., Day, Yr.)		3. Sex (Select One)			
		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Participant Did Not Self-Identify			

7. Employment Status of Apprentice (Select One)

New Employee Current Employee

8. ~~Did the apprentice~~ complete a pre-apprenticeship program prior to their registration in this apprenticeship program?

Yes No

If yes, please provide the Pre-Apprenticeship Program Name and Address:



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\$ amount of wage
Both % and \$ amount
of wage

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11. Name and Contact Information of the Individual Designated by the Program Sponsor to Receive Complaints

PART C: AGREEMENT AND SIGNATURES

The program sponsor’s Apprenticeship Standards, which the sponsor certifies are in conformity with the requirements for program registration contained in 29 Code of Federal Regulations (CFR) part 29, subpart A and 29 CFR part 30, are attached and are hereby incorporated into this agreement. The program sponsor and apprentice hereby agree to the terms of the Apprenticeship Standards that are incorporated as part of this agreement, as those Standards existed on the date of the agreement.

These Apprenticeship Standards may be amended during the period of this agreement with the consent of the parties to the agreement, provided that such amendments are also in conformity with the requirements for program registration contained in 29 CFR part 29, subpart A and 29 CFR part 30.

The apprentice will be accorded equal opportunity in all phases of apprenticeship employment and training by the program sponsor, without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, or disability.

This agreement may be canceled by either of the parties, citing cause(s), with written notice to the registration agency, in compliance with 29 CFR part 29, subpart A.

During the probationary period described in Part B above, this apprenticeship agreement may be cancelled by either party upon written notice to the registration agency. After the probationary period, this agreement may be cancelled at the request of the apprentice, or 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 Registration Agency of the final action taken.

This apprenticeship agreement does not constitute a certification under 29 CFR part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency.

1. Signature of Apprentice	Date	2. Signature of Parent/Guardian (If minor)	Date
3. Signature of Sponsor’s Representative(s)	Date	4. Signature of Sponsor’s Representative(s)	Date
5. Signature of Employer’s Representative(s) (If Applicable)	Date	6. Signature of Employer’s Representative(s) (If Applicable)	Date

PART D: TO BE COMPLETED BY REGISTRATION AGENCY

1. Registration Agency and Address	2. Signature (Registration Agency)	3. Date Registered
------------------------------------	------------------------------------	--------------------

4. Apprentice Identification Number:

NOTE: The collection and maintenance of the data on ETA-671, Apprenticeship Agreement and Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and 29 CFR part 29, subpart A. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a), in a system of records entitled, DOL/ETA-31, The Enterprise Business Support System (EBSS) (encompassing RAPIDS), at the U.S. Department of Labor, Office of Apprenticeship. Data may be disclosed to Federal, state, and local agencies and community-based organizations, including State Apprenticeship Agencies, to facilitate statistical research, audit, and evaluation activities necessary to ensure the success, integrity, and improvement of employment and training programs. Data may also be disclosed to these organizations to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Definitions / Instructions



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Part A: Apprentice's Information

Item 4a. Ethnicity

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4b. Race

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicate their race as "American Indian or Alaska Native" or report entries such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian groups.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. This includes people who reported detailed Asian responses such as: "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian" or provide other detailed Asian responses.

Black or African American: A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black or African American," or report entries such as African American, Kenyan, Nigerian, or Haitian.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who reported their race as "Fijian," "Guamanian or Chamorro," "Marshallese," "Native Hawaiian," "Samoan," "Tongan," and "Other Pacific Islander" or provide other detailed Pacific Islander responses.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

Item 5. Veteran Status

A **Veteran** is a person who has served in the active military, naval, or air service of the United States, and who was discharged or released therefrom under conditions other than dishonorable.

A **Non-Veteran, Other Eligible Individual** is a person who is a dependent spouse or child—or the surviving spouse or child—of a Veteran, and who is eligible for certain G.I. Bill and other VA-administered educational assistance benefits provided under Title 38 of the U.S. Code.

A **Veteran, Eligible** is a Veteran who is eligible for certain G.I. Bill and other VA-administered educational assistance benefits provided under Title 38 of the U.S. Code.

Item 8.

Pre-Apprenticeship: A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s).

Part B: Program Sponsor's Information

Item 1. A **Program Number** is a generated number assigned to a program sponsor when a program is registered in the Office of Apprenticeship's Registered Apprenticeship Partners Information Data System (RAPIDS).

Item 1. A **Sponsor Name** is any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

Item 1b. An **Employer** is any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

Item 2. An **Occupation** refers to the occupation an apprentice will be trained in, and the occupation will be listed in the sponsor's program standards.

Item 2a. A **RAPIDS Code** is the numeric code of the occupation in the apprenticeable occupation list.

Item 2b. An **Occupational Information Network (O*NET) Code** is an 8-digit code in the O*NET data system (<https://www.onetonline.org/>).

Item 2c. **Interim Credentials** (Certificate of Training) applies to career lattice occupations. These credentials are issued by the Registration Agency upon request by the program sponsor. Interim credentials provide certification of competency attainment by an apprentice, but do not necessarily indicate completion of the program.

Item 3. **Occupation Type** refers to the following three training approaches listed below.

Item 3a. A **Time-based Approach** measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

Item 3b. A **Competency-based Approach** measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies. An apprentice must be registered in an approved competency-based occupation for 12 calendar months of on-the-job-learning.

Item 3c. A **Hybrid Approach** measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

Item 4. A **Term Length (Hrs., Mos., Yrs.)** of the occupation is based on the program sponsor's training approach as approved by the Registration Agency.

Item 5. A **Probationary Period (Hrs. or Wks.)** is the number of hours or weeks of on-the-job learning during the apprentice's probationary period. A probationary period cannot exceed 25 percent of the term length of the occupation or one year, whichever is shorter.

Item 6. **Credit for Previous On-the-Job Learning Experience (Hrs., Mos., Yrs.)** is granted by the program sponsor based upon documented evidence provided by the apprentice. An apprentice must complete a minimum of six months on-the-job learning regardless of credits for previous experience awarded.

Item 6a. The **Term Remaining (Hrs., Mos., Yrs.)** is the difference between the term length of the on-the-job learning and the credits for previous experience awarded.

Item 7. **Credit for Previous Related Instruction Experience (Hrs., Mos., Yrs.)** is granted by the program sponsor based upon documented evidence provided by the apprentice.

Item 9a. **Total Length of Related Instruction** is the duration spent in related instruction in technical subjects related to the occupation, which is recommended to be not less than 144 hours per year.

Item 10. **Progressive Wage Schedule:**

Item 10a. **Apprentice's Entry Wage** (dollar amount paid): A sponsor enters this apprentice's entry wage.



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- Item 10b. Journeyworker’s (i.e., Experienced Worker’s) Wage:** A sponsor enters the wage per unit (i.e., hourly, weekly, monthly, quarterly, semi-annually, or annually).
- Item 10c. Wage Rate Units:** A sponsor enters the apprentice schedule of pay for each advancement period based on the program sponsor’s training approach (i.e., hourly, weekly, monthly, quarterly, semi-annually, annually, or competencies).
- Item 10d. Wage Rate:** Sponsor selects either percent of journeyworker (i.e., experienced worker) wage, dollar amount of wage, or both the percent of journeyworker wage and dollar amount of wage. If the sponsor selects “Both the percent of journeyworker wage and \$ amount of wage,” the sponsor can enter a percentage or dollar amount for the wage in each period.
- Item 11. Complaints:** Identifies the individual or entity responsible for receiving complaints (29 CFR 29.7(k)).

Part D: To Be Completed By Registration Agency

- Item 4. Apprentice Identification Number:** RAPIDS encrypts the apprentice’s social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice’s privacy.

*The submission of the apprentice’s social security number is requested. The apprentice’s social security number will be used for program management purposes, such as verification of the apprentice’s period of employment and earnings to align with Department of Labor’s job training and employment program performance indicators for measuring performance outcomes. The Office of Apprenticeship will use wage records through the State Wage Interchange System needs the apprentice’s social security number to match this number against the employers’ wage records. Also, the apprentice’s social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR part 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that the apprentice is a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of the occupational classification. Failure to disclose an apprentice’s social security number on this form will not affect the right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of social security numbers, which is prohibited.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 U.S.C. 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room C-5321, Washington, D.C. 20210 (OMB Control Number 1205-0223).

Voluntary Disability Disclosure

OMB No. 1205-0223 Expiration Date: 06/30/2024

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON’T HAVE A DISABILITY
- I DON’T WISH TO ANSWER



Your name: _____

Date: _____

Why are you being asked to complete this form?

Because we are a sponsor of a registered apprenticeship program and participate in the National Registered Apprenticeship System that is regulated by the U.S. Department of Labor, we must reach out to, enroll, and provide equal opportunity in apprenticeship to qualified people with disabilities.^[1] To help us learn how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for apprenticeship, any answer you give will be kept private and will not be used against you in any way.

If you already are an apprentice within our registered apprenticeship program, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our apprentices at the time of enrollment, and then remind them yearly, that they may update their information. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include but are not limited to the following: blindness; deafness; cancer; diabetes; epilepsy; autism; cerebral palsy; HIV/AIDS; schizophrenia; muscular dystrophy; bipolar disorder; major depression; multiple sclerosis (MS); missing limbs or partially missing limbs; post-traumatic stress disorder (PTSD); obsessive compulsive disorder; impairments requiring the use of a wheelchair; and intellectual disability (previously called mental retardation).

^[1] Part 30 – Equal Employment Opportunity in Apprenticeship. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor’s Office of Apprenticeship website at <https://www.doleta.gov/OA/eo/>.



Participation Agreement

1. Welder, (Combination) 2. _____ 3. _____ 4. _____

The undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by New Hampton Community Schools and agree(s) to carry out the intent and purpose of said Standards for and accompanying Apprentices and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. The undersigned employer further agrees to allow the Sponsor to access the employer's records to confirm compliance with the terms of the Apprenticeship Standards and requirements of 29 CFR Part 29, subpart A, and Part 30. *The Employer confirms they have been furnished a copy of the Standards and have read and understood them, and request certification to train apprentices under the provisions of these Standards.* On-the-job, the apprentice is hereby assured qualified training personnel and adequate supervision during the apprenticeship. The training should follow the approved Work Process Schedule and Related Instruction Outline including the rotation of tasks. The employer further agrees to follow the selection procedures per the approved Standards consistent with the requirements set forth in 29 CFR § 30.10(b). This employer acceptance agreement will remain in effect until canceled voluntarily or revoked by the Sponsor, Employer, or the Registration Agency.

Company Name: _____

Employer Name: _____

Title: _____

Federal Tax ID Number (EIN): _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

E-mail: _____

Journeyworker/Mentor Wage (Apprentice Completion Wage): \$ 19.00 _____

Signature: _____ Date: _____

Reviewed and Approved by:

New Hampton Community Schools: _____

Signature: _____ Date: _____

Title: _____

All Employer Participation Agreements must be uploaded in RAPID's 2.0 by the Sponsor