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**Program Sponsor Information**

**Louisiana Workforce Commission**

**Apprenticeship Division**

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| **Program Sponsor:** | **Primary Contact Person:** |
| **Address:**  | **Occupation(s):** |
| **Phone Number:**  |
| **Email:**  | **Industry:**  |
| **Estimated number of years or hours of the program:**  |
| **Probation Length (Maximum one Year or 25% of the Program, Whichever is Shorter):**  | **Date Established:** |
| **Ratio:** According to Louisiana Administrative Rule Title 40 Part IX §301(g) at least **one** journeyworker must be provided for **each** apprentice

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| **Apprentice** | **To**  | **Journeyworker** |
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| **Credit for Previous Experience?**  [ ] Yes [ ]  No | **Maximum Amount?** (May Not Exceed 50% of Program Length) |

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| **Qualifications and Requirements** |
| **Requirements of Applicants** | **Yes** | **No** | **Description** |
| Age | [ ]  | [ ]  |  |
| Education | [ ]  | [ ]  |  |
| Physical Capabilities | [ ]  | [ ]  |  |
| Aptitude Test | [ ]  | [ ]  |  |
| Other(s) | [ ]  | [ ]  |  |

 **Selection Procedure**

1. [ ]  ***Selection on basis of rank from pool of eligible applicants***

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligibles must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

1. [ ]  ***Random selection from pool of eligible applicants***

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

1. [ ]  ***Selection from pool of current employees***

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor in a manner prescribed by a collective bargaining agreement where such exists or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR § 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journeyworker occupations represented by the program.

1. [ ]  ***Alternative selection methods***

*(Describe below)*

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

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| Description of alternative selection method (if chosen): |

**Wage Schedule**

**APPRENTICESHIP WAGE STRUCTURE:** The objective JOURNEYWORKER'S RATE as of (date) is $ per hour.

**WAGE PROGRESSION:** The wage progression for Apprentices in this trade is as follows: (The period may be expressed in **hours, months, or years only**; wage rates should be expressed as a percentage of the objective journeyworker's wage rate.)

*Wage rate is based on a percentage of the journeyworker hourly rate.*

*The starting wage rate of an apprentice shall not be less than 45 percent of the journeyworker hourly wage or less than the applicable state/federal minimum wage.*

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| ***Example*** | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 | Period 7 | Period 8 | Period 9 | Period 10 |
| Program Completion  | 1000 Hours | 1000 Hours | 1000 Hours | 1000Hours | 1000 Hours | 1000 Hours |  |  |  |  |
| Journeyworker Wage Percentage | 70% | 75% | 80% | 85% | 90% | 95% |  |  |  |  |

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| **Apprentice****Wage Schedule** | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 | Period 7 | Period 8 | Period 9 | Period 10 |
| Program Completion  |  |  |  |  |  |  |  |  |  |  |
| Journeyworker Wage Percentage |  |  |  |  |  |  |  |  |  |  |

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| **Related Technical Instruction Information** |
| RELATED INSTRUCTION PROVIDER: |
| PROVIDER STREET ADDRESS: |
| PROVIDER CITY, STATE, ZIPCODE: |
| RELATED INSTRUCTION INSTRUCTOR NAME(S): |
| RELATED INSTRUCTION CLASS SCHEDULE (TIME AND DAY OF WEEK): |
| TITLES OF RELATED INSTRUCTION COURSE(S) TEXT(S)/WORKBOOK(S): |
| WILL APPRENTICES BE COMPENSATED FOR HOURS SPENT IN RELATED INSTRUCTION? |

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| **Employer Information** |
| Name(s) of Employer(s): |
| Total Number of Journeyworkers: | Number of FemaleJourneyworkers:  | Number of MinorityJourneyworkers: |

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| **Recipient of Complaints** |
| Appropriate authority to receive, process, and dispose of complaints: |
| Address: | Phone: |
| Email: |

LWC can provide sample curriculums as a base, which you can tailor to fit your needs.

RTI hours should equal a minimum of 144 hours per program year.

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| **Related Technical Instruction - Curriculum Schedule** |
| **Course Description** | **Hours** |
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|  **Total Hours** |

LWC can provide work process schedules as a base, which you can tailor to fit your needs.

 OJT hours should equal a minimum of 2000 hours per program year

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| **On-the-Job Training - Work Process Schedule**  |
| **Course Description** | **Hours** |
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|  **Total Hours** |

**Definitions**

**APPRENTICE:** Any individual employed by the employer meeting the qualifications described in the standards of apprenticeship who has signed an apprenticeship agreement with the local sponsor providing for training and related instruction under these standards and who registers with Louisiana Workforce Commission - Apprenticeship Division.

**EMPLOYER:** Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this sponsor’s standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under these standards.

**JOURNEYWORKER:** A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. 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.

**ON-THE-JOB TRAINING (OJT):** 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:** An organized and systematic form of instruction designed to provide the apprentice with 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 Louisiana Workforce Commission - Apprenticeship Division.

**SPONSOR:** Any person, association, committee, or organization that operates an apprenticeship program and in whose name the program is registered. That assumes the full responsibility for administration and operation of the apprenticeship program.

**Training Provider:** The Training Provider supplies the RTI 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 Registration Agency.