

The United States Department of Labor

Office of Apprenticeship

Certificate of Registration of Apprenticeship Program

*Local Number 9, IBEW & Middle States Electrical Contractors Association
Apprenticeship and Journeymen Training Fund (AJTF)*

University Park, Illinois

For The Trade(s) of: Outdoor Electrical Worker / Line Maintainer

Registered as part of the National Apprenticeship System

in accordance with the basic standards of apprenticeship

established by the Secretary of Labor

August 26, 1992

Revised: October 14, 2021

IL015920003

Date

Registration No.



John V. Ladd

Administrator, Office of Apprenticeship



Registered Apprenticeship Standards For Programs with Collective Bargaining Agreements

- National Program Standards National Guidelines for Apprenticeship Standards
 Local Apprenticeship Standards

LOCAL NUMBER 9, IBEW AND MIDDLE STATES ELECTRICAL CONTRACTORS ASSOCIATION APPRENTICESHIP AND JOURNEYMEN TRAINING FUND (AJTF)

2643 Joseph Court University Park, Illinois 60484

OUTDOOR ELECTRICAL WORKER/ LINE MAINTAINER

O*NET-SOC Code(s): 49-90051.00 RAPIDS Code(s): 0283

Developed in Cooperation with the
U.S. Department of Labor
Office of Apprenticeship

Approved by the
U.S. Department of Labor
Office of Apprenticeship

Registered By: KIM JONES

Signature: 

Title: STATE DIRECTOR - ILLINOIS
Office of Apprenticeship, REGION 5

Date Registered: August 26, 1992

Date Revised: October 14, 2021

Registration Number: IL015920003

Check here if these are revised standards



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SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

A. Responsibilities of the sponsor: IBEW Local 9 and Middle States Electrical Contractors Association Apprenticeship and Journeymen Training Fund, (AJTF), must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 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 “Requirements for Apprenticeship Sponsors Reference Guide.”

AJTF shall:

- Cooperate in the selection of apprentices as outlined in this program.
- Establish the minimum standards of education and experience required of apprentices.
- Hear and resolve all complaints of violations of apprenticeship agreements.
- Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.
- Maintain records of all apprentices, showing their education, experience, and progress in learning the occupation.
- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices in related instruction.
- Ensure there are qualified training personnel.
- Arrange for periodic evaluation of apprentices' progress in skills and technical knowledge and maintain appropriate progress records.
- Notify the U.S. Department of Labor within 45 days of all suspensions for any reason, enrollments, reinstatements, extensions, transfers, completions, and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Make a good faith effort to obtain approval for educational assistance for a veteran or other individual eligible under chapters 30 through 36 of title 38, United States



Code, and will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in the above for the purpose of avoiding making a good faith effort to obtain approval.

- Provide each apprentice with a copy of these standards, Requirements for Apprenticeship Sponsors Reference Guide, 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.

B. Minimum Qualifications - 29 CFR §29.5(b)(10)

- Minimum qualifications required by the sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 18 years.
- A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required. Applicant must provide an official transcript(s) for high school and any post-high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable.
- Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.
- Applicants will pass a physical agility and fitness test, upon acceptance into the program and prior to being employed
- All applicants must pass a written aptitude test administered by GAN Human Resources Inc. or equivalent as determined by the AJTF.
- Applicants must hold a valid Commercial Driver's License, Class A with air brake endorsement and medical card.
- All applicants must be able to proficiently read, speak, and write in the English language.

C. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)

The term of the occupation will be *time-based* with an OJL attainment of eight thousand (8000) hours/four (4) years supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outline (Appendix A).

D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in coursework related to the job as outlined



in Appendix A.

A minimum of 144 hours of related instruction is recommended for each year of the apprenticeship. Apprentices agree to take such courses as the sponsor deems advisable. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. The sponsor may require apprentices to complete the related instruction requirement through electronic media or other instruction approved by the Registration Agency.

Apprentices will not be paid for hours spent attending related instruction classes.

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.

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.

E. Credit for Previous Experience - 29 CFR § 29.5(b)(12)

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must submit the request at the time of application such records transcripts, affidavits, etc. that may be appropriate to substantiate the claim. The AJTF will evaluate the request for credit and make a determination during the apprentice's probationary period.

F. Probationary Period - 29 CFR § 29.5(b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period which may not exceed 25 percent of the length of the program or 1 year whichever is shorter. The probationary period shall be twelve (12) months/two thousand (2000) hours of OJT.

During the probationary period, either the apprentice or the sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

G. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5(b)(7)

No apprentice shall work without proper or adequate supervision of the journeyworker. Adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyworker or supervisor at all times who is responsible for making work assignments, providing OJL, and ensuring safety at



the worksite.

H. Apprentice Wage Schedule - 29 CFR § 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages and fringe benefits during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to fully proficient or journeyworker status, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in related instruction courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and related instruction records and reports.

The progressive wage schedule and fringe benefits will be an increasing percentage of the fully proficient or journeyworker wage rate as established in the CBA. The percentages that will be applied to the applicable fully proficient or journeyworker rate are shown on the attached Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law that may be applicable.

I. Equal Employment Opportunity and Affirmative Action

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

AJTF will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

AJTF 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.

2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4-30.9

AJTF acknowledges that it will adopt an affirmative action plan in accordance with Title 29 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.

3. Selection Procedures - 29 CFR § 30.10

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). See Appendix A to enter your selection procedures for each occupation for which the sponsor intends to train apprentices.



J. 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. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

For all issues regarding wages, hours, working conditions, and other issues covered by the covered the Collective Bargaining Agreement (CBA), apprentices must seek resolution through the applicable procedures contained within the CBA.

- 1. Complaints regarding discrimination.** 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. Generally, a complaint must be filed within 300 days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

*U.S. Department of Labor, Office of Apprenticeship
200 Constitution Ave. NW, Washington, DC, 20210*

Telephone Number: (202) 693-2796

Email: Address: ApprenticeshipEEOcomplaints@dol.gov

Point of Contact: Director, Division of Registered Apprenticeship and Policy

Attn: Apprenticeship EEO Complaints

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency.

- 2. Other General Complaints.** The sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement or standards for which written notification 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.

*Name: IBEW Local 9 and Middle States Electrical Contractors Association
Apprenticeship and Journeymen Training Fund (AJTF)*

Attn: Jeff Johnson

Address: 2643 Joseph Court

University Park, Illinois 60484

Telephone Number: 708-235-2960



Email Address: j.johnson@ibew9edu.org

Any complaint described that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency provided below in Section K.

K. 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:

Name: *Gary B. Ellinger, ATR USDOL/Office of Apprenticeship*

Address: *10 West Cass Street*

Joliet, Illinois 60432

Telephone Number: *815-740-2082*

Cellphone Number: *815-341-3569*

Email Address: *ellinger.gary@dol.gov*

L. Reciprocity of Apprenticeship Programs 29 CFR § 29.13(b)(7)

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.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

SECTION II - APPENDICES AND ATTACHMENTS

- Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- Appendix B** – *ETA 671 - Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed after registration)*
- Appendix C** – *Affirmative Action Plan (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))*



SECTION II PART 1 - COLLECTIVE BARGAINING PROVISIONS

The employer or employer association must furnish to any union that is a collective bargaining agent of the employees to be trained a copy its application for registration and of these Standards, including all attachments.

The IBEW Local 9 and Middle States Electrical Contractors Association Apprenticeship and Journeymen Training Fund hereby adopt these standards of apprenticeship on this 14TH day of OCTOBER, 2021.

Art Burke
Signature of Management (Trustee)

William W. Niesman
Signature of Labor (Trustee)

Art Burke
Printed Name/Chairman

William Niesman
Printed Name/Secretary

[Signature]
Signature of Management (Trustee)

[Signature]
Signature of Labor (Trustee)

Frank A. Lizzadro
Printed Name

John Burkard
Printed Name

[Signature]
Signature of Management (Trustee)

[Signature]
Signature of Labor (Trustee)

Steve Aldridge
Printed Name

John Dowling
Printed Name

[Signature]
Signature of Management (Trustee)

[Signature]
Signature of Labor (Trustee)

Matthew Turk
Printed Name

Kevin Schuster
Printed Name



SECTION III - 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;
- (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 IV – SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provisions of the foregoing Apprenticeship Standards formulated and registered by IBEW Local 9 and Middle States Electrical Contractors Association Apprenticeship and Journeymen Training Fund, on this 14th day of October 2021.

The signatories acknowledge that they have read and understand the document titled "Requirements for Apprenticeship Sponsors Reference Guide" and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.


Signature of Sponsor

Gary Misicka
Printed Name/Chairman


Signature of Sponsor

Michael Knutson
Printed Name


Signature of Sponsor

William Niesman
Printed Name/Secretary


Signature of Sponsor

John Burkard
Printed Name

Appendix A

**LOCAL NUMBER 9, IBEW
AND MIDDLE STATES ELECTRICAL
CONTRACTORS ASSOCIATION
APPRENTICESHIP AND JOURNEYMEN
TRAINING FUND(AJTF)**

2643 Joseph Court University Park, Illinois 60484

OUTDOOR ELECTRICAL WORKER/ LINE MAINTAINER

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE



Appendix A

WORK PROCESS SCHEDULE OCCUPATION TITLE

OUTDOOR ELECTRICAL WORKER/ LINE MAINTAINER

O*NET-SOC CODE: 49-90051.00 RAPIDS CODE: 0283

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years with an OJL attainment of 8000 hours, supplemented by the minimum required 636 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 2 Journeyworker(s).

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is:
as per CBA.

1 st	1000 hours = 40%	2 nd	1000 hours = 48%
3 rd	1000 hours = 56%	4 th	1000 hours = 64%
5 th	1000 hours = 72%	6 th	1000 hours = 80%
7 th	1000 hours = 85%	8 th	1000 hours = 90%

5. PROBATIONARY PERIOD



Every applicant selected for apprenticeship will serve a probationary period of 52 weeks.

6. SELECTION PROCEDURES

- Minimum qualifications required by the sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 18 years.
- A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required. Applicant must provide an official transcript(s) for high school and any post-high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable.
- Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.
- Applicants will pass a physical agility and fitness test, upon acceptance into the program and prior to being employed
- All applicants must pass a written aptitude test administered by GAN Human Resources Inc. or equivalent as determined by the AJTF.
- Applicants must hold a valid Commercial Driver's License, Class A with air brake endorsement and medical card.
- All applicants must be able to proficiently read, speak, and write in the English language.



WORK PROCESS SCHEDULE

OUTDOOR ELECTRICAL WORKER / LINE MAINTAINER

O*NET-SOC CODE: 49-9051.00
RAPIDS CODE: 0283

Work Process Schedule:

Safety; first aid; basic electricity; pipe bending; print reading; tools and equipment, care, and use; climbing methods; installation of crossarms, down guys, linewire, transformers

Street lighting and traffic signaling; hazards, print reading, configuration, design, tooling, luminaire, and lamp components; foundations, supports, construction, insulation, maintenance, wiring, splicing, grounding, detection, testing, operation

Equipment operation; safety, machine components and controls, attachments, locating, trenching, excavation, transportation, servicing underground residential distribution; safety, cables, tools, pressing, splicing, map reading, phasing

Approximate Hours: 8000



**RELATED INSTRUCTION OUTLINE
OCCUPATION TITLE:**

OUTDOOR ELECTRICAL WORKER/ LINE MAINTAINER

O*NET-SOC CODE: 49-90051.00 RAPIDS CODE: 0283

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of hours that each course will last.

Related Instruction Descriptions:	Approximate Hours:
Unionism	12
Map	4
Health & Welfare	4
Labor History	8
Basic Electricity	56
Pipe Bending	24
Print Reading	24
Burning	24
Rigging	4
Signaling	4
Overhead	40
Traffic A	48
Street Lighting	64
Digger Derrick	64
Code of Excellence	4
Traffic Construction	64
Traffic B	40
URD	52
Traffic C	40
Comet	4
Crane	80
Backhoe/Excavation	56
Direction Boring	56
IMSA Level I	26
IMSA Level II	26
Leadership	TBD
TOTAL MINIMUM HOURS	<u>828</u>



Appendix B

LOCAL NUMBER 9, IBEW AND MIDDLE STATES ELECTRICAL CONTRACTORS ASSOCIATION APPRENTICESHIP AND JOURNEYMEN TRAINING FUND (AJTF)

2643 Joseph Court University Park, Illinois 60484

OUTDOOR ELECTRICAL WORKER/ LINE MAINTAINER

O*NET-SOC CODE: 49-90051.00 RAPIDS CODE: 0283

ETA-671 APPRENTICESHIP AGREEMENT

AND

**U.S. DEPARTMENT OF LABOR, OFFICE OF
APPRENTICESHIP
APPLICATION FOR CERTIFICATION OF
COMPLETION OF APPRENTICESHIP**



APPRENTICE REGISTRATION – SECTION II

OMB No. 1205-0223 Expiration Date: 03/31/2023

This agreement does not constitute a certification under Title 29 Code of Federal Regulations (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.

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this agreement and in accordance with Title 29 CFR Parts 29 and 30. The sponsor's Apprenticeship Standards are attached and hereby incorporated into this agreement as they exist on the date of the agreement. These Standards may be amended during the period of this agreement with the consent of the parties to the agreement. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29 CFR Part 29.

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

<p>1. Name (Last, First, Middle) and Address *Social Security Number</p> <p>(No., Street, City, State, Zip Code, Telephone Number)</p>		<p>Answer Both A and B (Voluntary) (Definitions on reverse)</p> <p>4. a. Ethnic Group (Mark one)</p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Not Hispanic or Latino</p> <p>b. Race (Mark one or more)</p> <p><input type="checkbox"/> American Indian or Alaska native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or other Pacific Islander</p> <p><input type="checkbox"/> White</p>	<p>5. Veteran Status (Mark one)</p> <p><input type="checkbox"/> Non-Veteran</p> <p><input type="checkbox"/> Veteran</p>
<p>2. Date of Birth (Mo., Day, Yr.)</p>	<p>3. Sex (Mark one)</p> <p><input type="radio"/> Male <input checked="" type="radio"/> Female</p>	<p>6. Education Level (Mark one)</p> <p><input type="checkbox"/> Less than 9th grade</p> <p><input type="checkbox"/> 9th to 12th grade, no diploma</p> <p><input type="checkbox"/> High School graduate or GED</p> <p><input type="checkbox"/> Some College or Associate's degree</p> <p><input type="checkbox"/> Bachelor's degree</p> <p><input type="checkbox"/> Master's degree</p> <p><input type="checkbox"/> Doctorate or Prof. degree</p>	
<p>7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee</p>			
<p>7b. Career Connection (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans</p> <p><input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Career Center Referral <input type="checkbox"/> School-to-Registered Apprenticeship</p>			
<p>8. Signature of Apprentice Date</p>		<p>9. Signature of Parent/Guardian (if minor) Date</p>	

PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

<p>1. Sponsor Program No.</p> <p>Sponsor Name and Address (No. Street, City, County, State, Zip Code)</p> <p>IBEW Local 9 and Middle States Electrical Contractors Association Apprenticeship and Journeymen Training Fund</p> <p>2643 Joseph Court</p> <p>University Park, Illinois 60484</p> <p>Office Phone: 708-235-2960</p> <p>Office Fax: 708-235-2961</p> <p>Firm Web Page: www.ibew9edu.org</p>		<p>2a Occupation (The work processes listed in the standards are part of this agreement).</p>	<p>2b Occupation Code:</p> <p>2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3. Occupation Training Approach (Mark one)</p> <p>3a. <input type="checkbox"/> Time-Based</p> <p>3b. <input type="checkbox"/> Competency-Based</p> <p>3c. <input type="checkbox"/> Hybrid</p>		<p>4. Term (Hrs., Mos., Yrs.)</p>	<p>5. Probationary Period (Hrs., Mos., Yrs.)</p>
<p>6. Credit for Previous Experience (Hrs., Mos., Yrs.)</p>		<p>7. Term Remaining (Hrs., Mos., Yrs.)</p>	<p>8. Date Apprenticeship Begins</p>
<p>9a. Related Instruction (Number of Hours Per Year)</p>	<p>9b. Apprentice Wages for Related Instruction</p> <p><input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid</p>	<p>9c. Related Training Instruction Source</p>	

10. Wages: (Instructions on reverse)

10a. Prior Hourly Wage \$	10b. Apprentice's Entry Hourly Wage \$										10c. Journeyworker's Hourly Wage \$
Check Box	Period 1	2	3	4	5	6	7	8	9	10	
10d. Term <input checked="" type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.		1000	2000	3000	4000	5000	6000	7000	8000		
10e. Wage Rate (Mark one) % <input checked="" type="checkbox"/> or \$ <input type="checkbox"/>	40%	48%	56%	64%	72%	80%	85%	90%	Full		

<p>11. Signature of Sponsor's Representative(s) Date Signed</p>	<p>13. Name and Address of Sponsor Designee to Receive Complaints</p> <p>Jeff Johnson Training Director</p> <p>IBEW 9/MSECA Apprentice and Journeyman Training Fund</p> <p>2643 Joseph Court</p> <p>University Park, Illinois 60484</p> <p>708-235-2960</p>
<p>12. Signature of Sponsor's Representative(s) Date Signed</p>	

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

<p>1. Registration Agency and Address</p>	<p>2. Signature (Registration Agency)</p>	<p>3. Date Registered</p>
<p>4. Apprentice Identification Number (Definition on reverse):</p>		

Program Definitions and/or Instructions:

Part A

Item 4.a. Definition - Ethnic Group:

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 4.b. Definitions - Race:

American Indian and 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 and 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 7b. Instructions:

Indicate any career connection (definitions follow). Enter "None" if no career connection applies.

Pre-Apprenticeship. A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s).

Technical Training School. Graduates trained in an occupation from a technical training school related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Military Veterans. Veterans that completed a military technical training school and/or elect to participate in the Building and Construction Trades Helmets to Hardhats Program or trained in an occupation while in the military related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Job Corps. Graduates trained in an occupation from a federally funded Job Corps center related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

YouthBuild. Graduates trained in an occupation from a federally funded YouthBuild program related to an occupation registered by the sponsor and who meet the minimum qualifications for Registered Apprenticeship.

HUD/STEP-UP. Applicants who successfully participated in the U.S. Department of Housing and Urban Development Step-Up program and received an apprenticeship experience which meets the minimum qualifications for Registered Apprenticeship.

Career Center Referral. Includes career center participants referred to the Registered Apprenticeship Program and/or apprentice(s) that receive workforce system funded services that support their participation in a Registered Apprenticeship program. This may include the use of individual training accounts and/or on-the-job training reimbursements.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

Part B

Item 2.b.1. Interim Credentials. Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

Item 3. Occupation Training Approach. The program sponsor decides which of the three training methods to use in the program as follows:

- 3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).
- 3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or
- 3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

Item 4. Term (Hrs., Mos., Yrs.). Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

Item 5. Probationary Period (Hrs. Mos., Yrs.) Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

Item 7. Term Remaining (Hrs., Mos., Yrs.). Under Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

Item 10. Wage Instructions:

- 10a. Prior hourly wage: sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.
- 10b. Apprentice's entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice's entry hourly wage.
- 10c. Journeyworker's wage: sponsor enters wage per hour.
- 10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor's training approach. See Part B, Item 3., and is available in the terms of the Apprenticeship Standards.
- 10e. Percent or dollar amount: sponsor marks one.

Note: 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in Item 10e, of this agreement.

10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

Example (Time-based approach) - 3 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
Hrs., Mos., Yrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.
%	55	60	65	70	80	90

Example (Time-based approach) - 4 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
Hrs., Mos., Yrs.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.
	50	55	60	65	70	75	80	90

Item 13. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

Part C.

Item 4. Definition: The Registered Apprenticeship Partners Information Data System (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 your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and 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 you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and 29 CFR Part 29. 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-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

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, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room C-5321, Washington, D.C. 20210 (OMB Control Number 1205-0023)



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: 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/>.

**U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP
(If Required please type or print all information, attach additional apprentices on separate sheet)
(This Application is optional, for Sponsor utilizing Electronic Registration)

Sponsor Information

Sponsor:	Program #:
Address:	Contact Name:
City, State, Zip:	Phone:

Apprentice Information

Full Name of Apprentice: (Print the name as indicated on the ETA 671 or in RAPIDS)
Apprentice Registration Number:
Occupation: Occupation
Term: Hrs., Mos., Yrs.
Registration Date:
Date of Completion:
Completion Wage:

Related Instruction Certification

Related Instruction Hours completed:
Related Instruction Furnished By:
Teacher(s) or Director(s) of Related Instruction Certifying to above information:
Name: <small>Name</small> Address:

Request for Certificate

On behalf of the above-named sponsor, I hereby certify that the apprentice named in the application has satisfactorily completed and is working at the Journeyworker Level of his/her apprenticeship program as registered with the Office of Apprenticeship and hereby recommend the issuance of the **Certificate of Completion of Apprenticeship**

Sponsor's Signature: _____ Date: _____

Title: _____

Office of Apprentice use only:

Date Entered in RAPIDS (if required): _____

Date Certificate Sent: _____



U.S. DEPARTMENT OF LABOR OFFICE OF APPRENTICESHIP

APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP

*(If Required please type or print all information, attach additional apprentices on separate sheet)
(This Application is optional, for Sponsor utilizing Electronic Registration)*

Authentication of Requests for Certificate of Completion of Apprenticeship

Where the Office of Apprenticeship is the Registration Agency, issuance of a Certificate of Completion of Apprenticeship to apprentices upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the sponsor certifies to the Registration Agency and requests the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests are completed either electronically using the Registered Apprenticeship Partner Information System (RAPIDS) or in writing using this form from the sponsor to the appropriate field office.

General Guidance

The sponsor will verify that the apprentice has completed all requirements of apprenticeship including a signed copy of transcripts from the sponsor, provider or sponsor of the related instruction. The field office representative shall have in evidence an electronic or written Application for Certification of Completion of Apprenticeship.

When a large number of apprentices are completing at the same time from the same occupation, one application form from the sponsor can be used with an attached list of pertinent information for the completing apprentices. When the sponsor has more than one occupation or more than one employer, the sponsor should complete separate forms for each occupation and employer, following the procedure above.

The occupation identified, must be the occupation title as listed in the most current List of Officially Recognized Apprenticeable Occupations. For sponsors who use a slightly different occupational title, OA staff may use the sponsor's title as long as the officially recognized occupational title is included in parenthesis under the sponsor's occupational title. Please see attached "sample" for reference.

The term "journeyman, journeyworker, journeyperson, etc." should not be included in the occupational title. These terms are used to describe a level of competency rather than an occupational title.

In rare instances where a program sponsor may utilize such a term above in their occupational title and that terminology is consistently used within their organization and training materials, OA staff may use that terminology on the sponsor's occupational title as long as the officially recognized occupational title is listed in parenthesis under the sponsor's title. The practice of using a level of competency in the occupational title should be discouraged when possible.

The sponsor's name on the Certificate of Completion of Apprenticeship shall be as it is registered and approved in their apprenticeship standards.

The date completed shall be the date of completion as indicated on the request form.

Issuance of Replacement OA Certificate of Completion of Apprenticeship

Replacement certificate requests shall be verified with undeniable proof that an original certificate was either issued or requested by the sponsor. This shall be verified through OA's records or the program sponsor's records. In the event a field office has no proof, yet a program sponsor does, or vice versa, a copy of that proof shall be sent to the field office and included in the program folder. The term "**Replacement Certificate**" shall be printed in 12 pt. font size on the replacement certificate in the space centered between the last line of type and the U.S. Department of Labor seal.

The Certificate of Completion of Apprenticeship shall not be used for any other purpose than completion of a Registered Apprenticeship program.

Appendix C

AFFIRMATIVE ACTION PLAN

ADOPTED BY

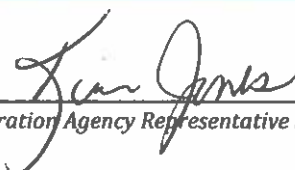
IBEW LOCAL #9 MIDDLE STATES (AJTF)
2643 Joseph Court
University Park, IL 60484

Occupation(s): **Electrical Power-Line Installers and Repairers**

O*NET-SOC-Code: 49-9051.00 RAPIDS Code: 0283

AS REQUIRED UNDER 29 CODE OF FEDERAL REGULATIONS PART 30

**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR, OFFICE OF APPRENTICESHIP**


(Registration Agency Representative Signature)

Kim Jones
(Registration Agency Representative Typed/Printed Name)

Illinois - State Director
(Title)

10-14-2021
(Date)

AFFIRMATIVE ACTION PLAN

We, IBEW Local 9 Middle States, adopt this written affirmative action plan ("written AAP" or "Plan") in good faith to promote equality of opportunity in our registered apprenticeship program. This written AAP is a part our apprenticeship Standards. We also incorporate by reference the Equal Opportunity Pledge contained in the Standards for this program.

This written AAP, which is based upon the minimum requirements for AAP contained in the equal opportunity in apprenticeship final regulation located at 29 CFR Part 30, is composed of nine key components. Each of these components requires us to examine different aspects of our apprentice workforce and document our review. At various stages of our review, we will analyze our utilization, recruitment activities, and selection, training, and assignment practices in order to ensure that all elements of our apprenticeship program are in accordance with equal employment opportunity requirements.

The key components of this AAP are as follows:

- Section I: Workforce Analysis for race, sex, and ethnicity (by occupational title and by major occupation group);
- Section II: Availability Analysis for race, sex, and ethnicity (by major occupation group);
- Section III: Utilization Analysis (comparing the workforce and availability analyses);
- Section IV: Utilization goals for race, sex, and ethnicity (if necessary);
- Section V: Utilization goals for individuals with disabilities;
- Section VI: Targeted outreach, recruitment, and retention activities (if necessary);
- Section VII: Annual review of personnel processes;
- Section VIII: Invitations to self-identify as an individual with a disability;
- Section IX: Official adoption of the written AAP.

Abbreviations Key:

Please note that the following abbreviations denoting relevant racial and ethnic groups appear in the demographic charts contained in this written AAP (Appendix C):

Hisp = Hispanic;
AA = African American/Black;
AS = Asian;
AIAN = American Indian or Alaska Native;
NHPI = Native Hawaiian or Other Pacific Islander.

Detailed definitions of the above racial and ethnic groups, will be in Attachment 1 of the Reference Guide.

SECTION I – WORKFORCE ANALYSIS FOR RACE, SEX, AND ETHNICITY (BY OCCUPATIONAL TITLE AND BY MAJOR OCCUPATION GROUP)

The following terms are used in this section:

- An **Occupational Title** is a specific occupation that has been assigned an 8-digit "detailed occupation" code in the U.S. Bureau of Labor Statistics' Standard Occupational Classification and Coding Structure (SOC), <https://www.bls.gov/soc/>, and a corresponding 8-digit code in the Occupational Information Network (O*NET), <https://www.onetonline.org/>). Detailed occupations are defined so that each includes workers who perform similar job tasks based on work performed and, in some cases, on the skills, education and/or training needed to perform the work. For the purposes of completing the workforce analysis, occupation titles

are defined by the 8-digit O*NET code. Sponsors can locate the O*NET code associated with their registered occupations from the program occupation tab in RAPIDS.

- A **Major Occupation Group** is the highest-level classification in the SOC, which combines related occupations into major occupation groups. These Major Occupation Groups are designated by the two-digit SOC code and the two-digit prefix of the O*NET code. (see Attachment 2, "Standard Occupational Classification and Coding Structure" in the accompanying Reference Guide for a complete list of the 23 major occupation groups and their two-digit SOC/O*NET code designations).

TABLE 1 - Occupational Titles by Sex (Example)

Number of Responses Selecting a Sex

Occupational Title	8-Digit O*NET Code	Female	Male	Total
Electrical Power-Line Installers and Repairers	49-9051.00	26	272	298

TABLE 2 - Occupational Titles by Ethnicity

Number of Responses Selecting an Ethnicity

Occupational Title	8-Digit O*NET Code	Hisp	Non-Hisp	Total
Electrical Power-Line Installers and Repairers	49-9051.00	79	127	206

TABLE 3 - Occupational Titles by Race

Table 3 below, responding apprentices may elect to choose **one or more** of the specified races. If an apprentice has identified himself or herself as more than one race, count the apprentice in each of the racial categories that he or she has identified.

Number of Responses Selecting One (or More) Race

Occupational Title	8-Digit O*NET Code	AS	AA	AIAN	NHPI	White	Total
Electrical Power-Line Installers and Repairers	49-9051.00	0	36	0	0	198	233

A. Workforce Analysis by Major Occupation Group for Sex, Ethnicity, and Race

TABLE 4 – Major Occupation Groups by Sex

Number of Responses Selecting a Sex					
Major Occupation Group	2-Digit O*NET Code	Female	Male	Total	Female Percent of Total Responses
Installation, Maintenance, and Repair	49	26	272	298	9%

TABLE 5 – Major Occupation Groups by Ethnicity

Number of Responses Selecting an Ethnicity					
Major Occupation Group	2-Digit O*NET Code	Hisp	Non-Hisp	Total	Hisp Percent of Total Responses
Installation, Maintenance, and Repair	49	79	127	206	38%

TABLES 6.1 and 6.2 – Major Occupation Groups by Race

6.2 Percent of Total Responses

Major Occupation Group	2-Digit O*NET Code	AS	AA	AIAN	NHPI
Installation, Maintenance, and Repair	49	0%	16%	0%	0%

6.1 Number of Responses Selecting One (or More) Race

Major Occupation Group	2-Digit O*NET Code	AS	AA	AIAN	NHPI	White	Total
Installation, Maintenance, and Repair	49	0	36	0	0	198	233

6.2 Percent of Total Responses

Major Occupation Group	2-Digit O*NET Code	AS	AA	AIAN	NHPI
Installation, Maintenance, and Repair	49	0%	16%	0%	0%

SECTION II – AVAILABILITY ANALYSIS FOR RACE, SEX, AND ETHNICITY (BY MAJOR OCCUPATION GROUP)

A. Minimum Educational Attainment Levels Required for Program Enrollment

Select the minimum educational attainment qualification required to be eligible to enroll in the Major Occupation Group(s) covered by your apprenticeship program from among the options below.

- High School graduate (including equivalency)**

Designated Recruitment Area for Apprentices

- Combination of external recruitment area / other recruitment area or source** – Our program typically recruits apprentices from an external recruitment area and another recruitment area or source (such as from your existing workforce),:

LCN is located in a rural environment. Besides recruiting within the company, LCN recruits within a 50 mile radius, candidates from other small, rural communities are able to apply. In addition, our postings are available through national job boards so applicants close to the 50 mile radius can also know about LCN's openings.

B. Specifying the External Recruitment Area

External Recruitment Area

For each Major Occupation Group, we seek (or reasonably could seek) individuals who live in the following selected geographical zones or jurisdiction(s):

- A geographical zone that is a specified radius from the sponsor's program location is 50 miles.
- County (ies): *County(ies)*_____
- State(s): *State(s)*_____

SECTION III: UTILIZATION ANALYSIS (COMPARING THE WORKFORCE AND AVAILABILITY ANALYSES)

Determining Whether the Establishment of Utilization Goals Is Necessary: Methods for Utilization Analysis

A. Demographic Analysis Tool

With using the electronic **Demographic Analysis Tool (DAT)**¹, we have conducted the following utilization analysis in Section B.

B. Applicable Methodology for Utilization Analysis Review

The following method is used to evaluate whether the utilization of women, Hispanics or Latinos, or a particular racial minority group in your workforce is significantly less than would be reasonably expected given the availability of such individuals for apprenticeship:

- 80% Method** (Under the "80% method", if utilization is less than 80% of availability, it is considered significantly less)

DAT results to this written AAP:

Sponsor Name:		IBEW Local 9 Middle State							
Sponsor Address:		2643 Joseph Court							
NAIC Code:		332510							
NAIC Industry:									
Education Attainment Level(s):		High School Grad							
O*net Code:		49-9051.00		O*net Industry:		49 - Installation, Maintenance, and Repair			
Total Apprenticeship Workforce:		298							
				Female 26	AS 0	AA	AIAN 0	Hispanic 79	
				NHPI					
Workforce Analysis	Apprenticeship Workforce	Demographic		0		1		0	
3	0	0							
Apprenticeship Workforce Utilization						0.0%		8.3%	
0.0%	20.0%	0.0%		0.0%					
Availability Analysis	Availability Data					43,320	362		124
3,688	25	6,100							
Availability Data %							41.5%	0.4%	
0.1%	3.6%	0.0%		6.4%					
Is There Underutilization? 80% Method						Yes	No	Yes	
No	No	Yes							

SECTION IV: UTILIZATION GOALS FOR RACE, SEX, AND ETHNICITY (IF NECESSARY)

¹ The DAT utilizes U.S. Census Bureau data derived from the [EEO Tabulation EEO-ALL07R-NI: Educational Attainment \(6\) by Younger Age Groups, Sex, and Race/Ethnicity \(Part I\) for Residence Geography, Total Population, Number](#)

TABLE 7 – Underutilization of Sex, Ethnicity, and Race

Population Group	Significant Underutilization? (Yes/No) [from the DAT Report]	Goal (%) [at least equal to the corresponding figures in the DAT Report]
Women	No	9%
Hisp	No	27%
AA	No	12%
AS	No	0.0%
AIAN	No	0.0%
NHPI	No	0.0%

The percentage goals listed in Table 7 above are not intended and will not be used by the program sponsor to discriminate against any qualified applicant or apprentice on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability. These goals do not supersede eligibility requirements for this apprenticeship program.

The program sponsor will not use these goals as rigid and inflexible quotas; as either a ceiling or a floor for the selection of members of a particular group(s) as apprentices; or as a justification to extend a preference to any individual, select an individual, or adversely affect an individual's status as an apprentice. Instead, the sponsor will use these goals as objectives or targets, applying every good faith effort to make all aspects of the entire affirmative action program work and to attain the goals.

SECTION V – UTILIZATION GOALS FOR INDIVIDUALS WITH DISABILITIES

A. Workforce Analysis for Individuals with Disabilities by Occupational Title

TABLE 8 – Disability Status by Occupational Title

Number of Individuals Responding to the Question: "Do you have a disability?"					
Occupational Title	8-Digit O*NET Code	Yes	No	Did not answer or return form	Total Number of Individuals Responding 'Yes' or 'No'
Installation, Maintenance, and Repair	49-9051.00	0	135	163	298

B. Workforce Analysis for Individuals with Disabilities by Major Occupation Group

TABLE 9 – Disability Status by Major Occupation Group

Number of Individuals Responding to the Question: “Do you have a disability?”

Major Occupation Group	2-Digit O*NET Code	Yes	No	Did not answer or return form	Total Number of Individuals Responding ‘Yes’ or ‘No’	Proportion of persons responding ‘yes’ to the total number of individuals that responded either ‘yes’ or ‘no’ (expressed as a percentage)
Construction	49	0	135	163	298	0%

C. Identification of Potential Impediments for Individuals with Disabilities (IWDs)

The Major Occupation Group(s) in our program in which the percentage of IWDs was less than seven percent is/are listed in the first column of Table 10 below. For these groups, we reviewed our program to identify any impediments to equal opportunity for IWDs, with the results shown in the second column. The following impediment has been selected to support achieving equal employment opportunity for apprentices with IWDs, which may be utilized in completing Table 10 below.

- Lack of effective outreach to IWDs
- Inaccessible methods for testing applicants’ qualifications or readiness for progression
- Qualifications or other selection mechanisms that disfavor IWDs and are not job related
- Hostile or unwelcoming work environments for IWDs
- Different training opportunities or work assignments for IWDs than for others
- Different pay, disciplinary standards, or other working conditions for IWDs
- Failure to provide reasonable accommodations or information about reasonable accommodations
- Provisions in collective bargaining or employer acceptance agreements
- Other: *Company is in process of identifying if national Talent Acquisition Team can lend expertise and experience to broaden candidate outreach.*

TABLE 10 – Impediments to EEO for IWDs

Major Occupation Groups in which the percentage of IWDs was less than 7%	Impediments to EEO for IWDs
49	1. N/A

**SECTION VI – TARGETED OUTREACH, RECRUITMENT, AND RETENTION ACTIVITIES
(IF NECESSARY)**

In the coming year, we will undertake the outreach, recruitment, and retention activities listed below. These activities are targeted to the race/sex/ethnicity group(s) for which we adopted goals (as shown in **Section IV**) and/or to IWDs.

1. We will disseminate information to organizations serving each underutilized group regarding the nature of our apprenticeship program, requirements for selection for apprenticeship, availability of apprenticeship opportunities, and our equal opportunity pledge. The Universal Outreach Tool (UOT) may be able to assist in meeting our outreach, recruitment, and retention goals; the UOT may be accessed at: <https://apprenticeshipusa.secure.force.com/eeoresourcetool>.

2. These organizations and the group(s) that each serve are listed in **TABLE 11 – Organizations Serving Underutilized Populations**

Major Occupation Group	Underutilized Population (i.e., Women, AA, HISP, AS, AIAN, NHPI, IWDs)	Organization(s) serving population to which information will be disseminated
49 - Installation, Maintenance, and Repair		

3. We will advertise all openings for apprenticeship opportunities by publishing advertisements in the following media that have wide circulation in our relevant recruitment areas:

- Apprentice program opportunity listing may be placed with the following organizations:
- Apprentice program opportunity advertisements may be placed in the following online job boards supporting the labor market area from the affirmative action plan workforce analysis worksheet:
 - Indeed
 - Web Site
 - Facebook Page
 - Participating colleges
 - Facebook, Twitter, Instagram, LinkedIn, etc.

The announcement will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of

apprenticeship applications, the Sponsor's equal opportunity pledge and the period for accepting applications as established by the Sponsor as set forth in this standard.

Activities may include:

- Holding internal information meetings
- Posting flyers internally in common areas of the plant/community
- Posting apprenticeship positions on company internal job boards
- Distribute equal opportunity policy internally through company email and at appropriate company meetings.
 - Identify internal Mentors/Journeyworkers
 - Train Mentors/Journeyworkers on AAP implementation
 - Distribute contact info of Mentors/Journeyworkers who can answer workers questions concerning AAP
- Step Up for Women Advanced Manufacturing Pre-Apprenticeship Facebook page
- Speaking engagements nationwide to expand registered apprenticeship in manufacturing occupations
- Partnerships with National Advanced Manufacturing Institutes, National Coalition of Advanced Technology Centers, and the Society of Manufacturing Engineers

Apprenticeship Works supports the employer with these activities for posting their apprenticeship opportunities and distribution of information through strategic partnerships to reach minority populations and women.

4. We will cooperate with the following local school boards and vocational education systems to develop and/or establish relationships with pre-apprenticeship programs targeting students from each underutilized group to prepare them to meet the standards and criteria required to qualify for entry into our apprenticeship programs:

Enter text here. (Please limit the number of characters to 2,000.)

5. We will establish linkage agreements or partnerships with the following pre-apprenticeship programs, community-based organizations, advocacy organizations, or other appropriate organizations, in recruiting qualified individuals for apprenticeship:

Enter text here. (Please limit the number of characters to 2,000.)



6. After every selection cycle for registering apprentices, we will evaluate and document the overall effectiveness of the above-targeted outreach and recruitment activities and refine them as needed.

We did not select or register any apprentices since the last review.

7. We **will** also undertake the following optional activities:

Enlist journeyworkers (i.e., experienced workers) from the underutilized group(s) to assist in implementing our AAP.

SECTION VII – ANNUAL REVIEW OF PERSONNEL PRACTICES

We conduct a thorough, systematic, and comprehensive review of our personnel processes related to the administration of the apprenticeship program annually. Such an annual review ensures that the apprenticeship program is operating free from discrimination based on race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, and disability.

Our reviews have included (but may not be limited to): the qualifications for apprenticeship, application and selection procedures, wages, outreach and recruitment activities, advancement opportunities, promotions, work assignments, job performance, rotations among all work processes of the occupation, disciplinary actions, handling of requests for reasonable accommodations, and the program's accessibility to individuals with disabilities (including the use of information and communication technology).

To be conducted one year from the date of the program's revision.

The annual reviews conducted at *IBEW Local 9 Middle States*, will make modifications to the program listed in **Table 12** below supporting the following examples of modifications that may improve equal employment for apprentices may include, but not limited to:

- Developing, revising, or enhancing training or information sessions on EEO requirements, and providing a nondiscriminatory, welcoming work environment
- Taking appropriate disciplinary actions (up to and including termination) against staff or apprentices who engage in unlawful harassment or otherwise fail to provide equal employment opportunity
- Taking steps to ensure that compensation in an occupational group does not vary based on any protected category
- Revising work assignments to ensure that they do not discriminate on the basis of any protected category
- Revising disciplinary standards to ensure that they do not discriminate on the basis of any protected category

- Other provision of reasonable accommodations to IWDs: Fill in the blank _____

TABLE 12 – Modifications of Personnel Practices

Modification of Personnel Practices	Date Made or To Be Made

SECTION VIII – INVITATIONS TO SELF-IDENTIFY AS AN INDIVIDUAL WITH A DISABILITY

- On (DATE), we will begin inviting all applicants for our program, at the time that they apply or are considered for apprenticeship, to inform us whether they believe that they are IWDs.
- We invited our then-current apprentices to self-identify on (DATE).
- Since then, we have continued to invite all applicants to self-identify when they apply, and all accepted applicants to self-identify after acceptance into the program but before they begin their apprenticeships.
- Every year, we have reminded all current apprentices that they may update their Voluntary Disability Disclosure Form. We sent our most recent reminder on (DATE)
- We use the Voluntary Disability Disclosure Form for these self-identification invitations, and keep it separate from the application and the apprentice’s program files.

SECTION IX - OFFICIAL ADOPTION OF WRITTEN AFFIRMATIVE ACTION PLAN

1. Adoption by the Sponsor

IBEW Local 9 and Middle States Electrical Contractors Association Apprenticeship and Journeymen Training Fund adopts this written Affirmative Action Plan on this 14 day of October, 2021.



Signature of Sponsor's Representative

Gary Misich

Typed/Printed Name

10/14/2021

Date



Signature of Sponsor's Representative

John Burkard

Typed/Printed Name

10/14/2021

Date