

APPRENTICESHIP NOTIFICATION

Contract # _____

Part 1 (To be completed by the Contractor, if interested, for apprenticeable occupations, with the assistance of the Agency; one copy to be retained with the contract and one copy forwarded to the Apprenticeship Section, Workforce Services Division, Department of Labor and Industry, P.O. Box 1728, Helena, 59624.)

Name & Address of Employer/Contractor

Name & Address of Agency/Program Operator

Contact Person _____

Contact Person _____

Telephone _____

Telephone _____

Trainee Data:

a. Occupation _____

b. O*NET Code _____

c. Starting Wage per Hour \$ _____

d. Journey worker Wage per Hour \$ _____

e. Trainee name (if known) _____

f. Date of employment (if known) _____

Certification:

I am participating in an on-the-job training program funded by the Workforce Innovation and Opportunity Act and will be providing training in an apprenticeable occupation. I understand that a representative of the Apprenticeship Section will contact me about participating in a registered apprenticeship program. I employ _____ employee(s) in this occupation in my business. I have read the Minimum Guidelines for Apprenticeship and agree to participate if my program qualifies.

(Authorized Signature)

(Date)

Part 2 (To be completed by the Apprenticeship Section and one copy returned to the Contractor/Employer to replace the partially completed form in the Contract.)

Is this occupation apprenticeable under current Apprenticeship Section guidelines?

() Yes () No If yes: () Registered () Not Registered

Comments (use back if additional space is needed):

(Signature, Field Representative, Apprenticeship Section)

(Date)

MINIMUM GUIDELINES FOR APPRENTICESHIP
(Review Procedures, State of Montana)

I. PARTICIPATION

All employers who submit on-the-job training proposals in apprenticeable occupations under the WIOA program are encouraged to participate in a formal apprenticeship program for enrollees.

In cases where an employer is interested in the apprenticeship program, and the employer completes the Apprenticeship Notification form, a representative from the Apprenticeship Section, Montana Department of Labor and Industry, will contact the employer as soon as a contract is funded and the trainee(s) hired, to determine whether the specific training program meets apprenticeship requirements. This program will be developed and approved by the above-named agency. The decision to participate in the program is the employers.

II. BACKGROUND

Because employers should be aware of general apprenticeship standards prior to submitting on-the-job employment training proposals in the apprenticeable occupations, the following information was developed for employers and should be retained in the employer's files.

III. GUIDELINES FOR REVIEW

Programs submitted for approval and/or registration by the Apprenticeship Section will contain the following:

- A. Provision that the starting age of an apprentice shall not be less than 16.
- B. Statement of basic qualifications for apprenticeship, specific and applying equally to all applicants.
- C. Provision for compliance with Title 29, CFR, Part 30, which includes the Montana State Plan for Equal Employment Opportunity in Apprenticeship, consistent with §30.16.
- D. Provision that the term of apprenticeship is consistent with industry practice, but in no case less than one year or 2,000 hours, which may include supplementary instruction except as otherwise provided by Montana State Law.
- E. A schedule of work processes in which the apprentice will receive work experience and training on the job, and the allocation of the approximate amount of time to be spent in each major process or division of the occupation.
- F. Provision for proper supervision of the on-the-job training.
- G. A progressively increasing schedule of wages for apprentices. The entry wage, approximately 50% to 60% of journey worker scale, shall equal or exceed the Montana minimum wage where applicable; and progression generally is based on 5% every six months until journey worker scale is reached.
- H. Provision for organized related and supplemental instruction. This may include supervised correspondence or self-study courses as approved by State Law. A minimum of 144 hours each year of apprenticeship is recommended.

- I. A statement of the ratio of apprentices to journey worker.
- J. Provision for periodic evaluation of the apprentice's progress, both in job performance and related instruction, and the maintenance of appropriate progress records.
- K. Provision for evaluation of and granting credit for previous experience.
- L. Provision for safety training for apprentices, both on the job and in related instruction.
- M. Provision that apprentices will be under a written agreement with their employer, or with an employer's association, or a joint apprenticeship committee pursuant to state apprenticeship laws and regulations. Where a joint committee is operational, the program must be set up under said committee or a waiver obtained.
- N. Identification of the "Apprenticeship Agency" by whom apprentices, apprenticeship programs and subsequent amendments thereto will be approved and recorded.
- O. Provisions for notifying the "Apprenticeship Agency" of all actions affecting apprenticeship, such as new hires, completions, suspensions and cancellations.
- P. Provision for employer-employee cooperation where a bargaining agreement exists, except where no participation has been evidenced or practiced by the bargaining agent. Where there is employer and employee participation it may be demonstrated by one or more of the following:
 - appropriate provisions in the bargaining agreement;
 - signature to the standards;
 - letter from each indicating agreement to the programs;
 - establishment of a joint apprenticeship committee.
- Q. Provision for recognition for successful completions. Recognition is acknowledged by a Certification of Completion of Apprenticeship.