

**STANDARDS OF APPRENTICESHIP**

**DEVELOPED BY**

**Northeast Equipment Dealers Association, Inc.**

**FOR THE OCCUPATION OF**

**Agriculture Equipment Service Technician  
aka Farm Equipment Mechanic and Service Technician**

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**APPROVED BY**

**(Pennsylvania Apprenticeship & Training Council)**

## TABLE OF CONTENTS

		Page
Foreword .....		ii
Definitions .....		iii
SECTION I.	Program Administration.....	1
SECTION II.	Equal Opportunity Pledge .....	2
SECTION III.	Affirmative Action Plan .....	2
SECTION IV.	Qualifications for Apprenticeship .....	3
SECTION V.	Selection of Apprentices .....	3
SECTION VI.	Apprenticeship Agreement .....	3
SECTION VII.	Ratio of Apprentices to Journeyworkers.....	4
SECTION VIII.	Term of Apprenticeship .....	4
SECTION IX.	Probationary Period .....	4
SECTION X.	Hours of Work .....	5
SECTION XI.	Apprentice Wage Progression .....	5
SECTION XII.	Credit for Previous Experience.....	6
SECTION XIII.	Work Experience.....	6
SECTION XIV.	Related Instruction .....	6
SECTION XV.	Safety and Health Training.....	7
SECTION XVI.	Supervision of Apprentices .....	7
SECTION XVII.	Records and Examinations .....	8
SECTION XVIII.	Maintenance of Records .....	8
SECTION XIX.	Certificate of Completion of Apprenticeship .....	8
SECTION XX.	Notice to Registration Agency .....	9
SECTION XXI.	Cancellation and Deregistration .....	9
SECTION XXII.	Amendments and Modifications .....	9
SECTION XXIII.	Adjusting Differences/Complaint Procedure.....	9
SECTION XXIV.	Transfer of Training Obligations .....	10
SECTION XXV.	Responsibilities of the Apprentice .....	11
SECTION XXVI.	Technical Assistance .....	11
SECTION XXVII.	Signature Page Adopting Apprenticeship Standards .....	12

## **FOREWORD**

These Apprenticeship Standards of the Northeast Equipment Dealers Association, Inc. have as their objective, the training of **Agriculture Equipment Service Technicians** skilled in all phases of the industry. The Apprenticeship Sponsor recognizes that to accomplish this, there must be a well-developed on-the-job learning (OJL) and related instruction program.

This recognition has resulted in the development of these Apprenticeship Standards. They were developed in accordance with the basic standards recommended by the Pennsylvania Apprenticeship & Training Council in cooperation with the U.S. Department of Labor, Office of Apprenticeship Training, as a basis from which local Apprenticeship Sponsors can work to develop and establish an apprenticeship training program that meets the particular needs of the area.

## DEFINITIONS

**APPRENTICE:** Any individual employed by the sponsor meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the Apprenticeship Sponsor providing for training and related instruction under these Standards, and who is registered with the Pennsylvania Apprenticeship & Training Council.

**APPRENTICE ELECTRONIC REGISTRATION (AER):** Is an electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides Program Sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and the Apprenticeship Sponsor setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the apprentices' employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Pennsylvania Apprenticeship Council.

**APPRENTICESHIP COMMITTEE (COMMITTEE):** Apprenticeship Committee (Committee) means those persons designated by the sponsor to act as an agent for the sponsor in the administration of the program. A committee may be either joint or non-joint as follows:

- (1) A joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).
- (2) A non-joint committee which may also be known as a unilateral or group non-joint (may include workers) committee has employer representatives but does not have a bone fide collective bargaining agent as a participant.

**CAREER LATTICE:** Career lattice apprenticeship programs include occupational pathways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship credential. *(if applicable)*

**CERTIFICATE OF COMPLETION OF APPRENTICESHIP:** The Certificate of Completion of Apprenticeship issued by PATC to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

**COMPETENCY/PERFORMANCE-BASED OCCUPATION:** Competency/performance-based apprenticeship occupations are premised on attainment of demonstrated, observable and measurable competencies in lieu of meeting time based work experience and on-the-job learning requirements. Therefore, work process schedules and related instruction outlines must specify approximate time of completion or attainment of each competency, which can be applied toward the 2,000-hour minimum requirement (competencies demonstrated notwithstanding and assuming no credit for previous experience). In competency/performance-based occupations, apprentices may accelerate the rate of competency achievement or take additional time beyond the approximate time of completion or attainment due to open entry and exit design. *(if applicable)*

**EMPLOYER:** Generally, an employer means any person or organization that employs an apprentice under these apprenticeship standards.

**HYBRID OCCUPATION:** In addition to time-based occupations which have a fixed set time for completion and competency/performance-based occupations, a third alternative has evolved which, in effect, is a “hybrid” of the two types of training previously mentioned. This third type of training method is basically a combination of time and performance considerations whereby work processes are developed with a minimum - maximum time/hours for each task or job requirement. *(if applicable)*

**EMPLOYER ACCEPTANCE AGREEMENT:** The written agreement between the sponsoring organization and the individual employer wishing to participate in the apprenticeship program under which these Standards are registered.

**JOB CORPS CENTERS:** Any of the Federally-funded Job Corps Centers throughout the U.S. and Puerto Rico. Job Corps annually serves approximately 65,000 youth and young adults between 16-24 years of age. Sponsors who wish to hire Job Corps graduates trained in any occupation covered under these Standards, and who meets the minimum qualifications for apprenticeship, may do so via the Direct Entry provision described in Appendix D Selection Procedures.

**JOURNEYWORKER:** A recognized level of competency as recognized within the industry. Use of the term may also refer to a mentor, technician, specialist or other skilled worker.

or

An individual who has documented sufficient skill and knowledge of a trade, craft or occupation, either through formal apprenticeship or through practical on-the-job experience, and formal training. This individual is recognized by his/her employer as being fully qualified to perform the work of the trade, craft or occupation.

**O\*NET-SOC CODE:** The Occupational Information Network (O\*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O\*NET classification uses an 8-digit O\*NET-SOC code. Use of the SOC classification as a basis for the O\*NET codes ensures that O\*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

**ON-THE-JOB LEARNING:** Tasks learned on the job which the apprentice must be proficient before a completion certificate is granted. The learning must be through structured, supervised work experience.

**PROGRAM SPONSOR:** The local Apprenticeship Sponsor in whose name these Standards will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

**REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS):** The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

**REGISTRATION AGENCY:** Pennsylvania Apprenticeship & Training Council. (PATC)

**RELATED INSTRUCTION:** An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to his/her occupation.

**STANDARDS OF APPRENTICESHIP:** This entire document including all appendices and attachments hereto, and any future modifications or additions approved by PATC.

**SUPERVISOR OF APPRENTICES:** An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

**TIME-BASED OCCUPATION:** A time-based occupation requires a minimum of 2,000 hours of OJL and recommended 144 hours of related instruction, which includes an outline of the specific work processes and the approximate time requirement for each individual work process under that occupation. (*if applicable*)

**YOUTHBUILD U.S.A.:** YouthBuild is a youth and community development program that simultaneously addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their GED or high school diploma, learn job skills and serve their communities by building affordable housing, and

transform their own lives and roles in society. *(if applicable)*

## **SECTION I. - PROGRAM ADMINISTRATION**

As the Program Sponsor, the Northeast Equipment Dealers Association, Inc. has established an Apprenticeship Training Committee (ATC) to carry out the responsibilities and duties of the Sponsor. A list of the membership and the areas of expertise that they represent is attached to this application.

### **Structure of the Apprenticeship and Training Committee (ATC)**

- Each of the employers is entitled to one representative on the ATC to be appointed by the CEO/President/General Manager or their designee of the company.
- Since there are presently no journeymen in this trade, the company representatives who are appointed as mentors must be experienced professionals in the maintenance field, preferably at the supervisory level.
- As needed, representatives from related training providers, the PA Apprenticeship and Training Council or the US Department of Labor may be called upon to advise the ATC and attend its meetings.

### **Administrative Procedures**

- The Apprenticeship Training Committee shall elect a Chairperson and a Secretary, and will determine the time and place of regular meetings which will take place every three month(s) in the first year of the project moving to twice yearly after the first year.
- The Chairperson and Secretary of the Committee should rotate among members of the Committee in terms of no longer than two years.
- The Chairperson and Secretary will have the power to vote on all questions affecting apprenticeship.

### **Responsibilities of Apprenticeship Committee**

- Cooperate in the selection of apprentices as outlined in this program.
- Ensure that apprentices are under written Apprenticeship Agreements and register the local apprenticeship standards and agreements with PATC.
- Review and recommend apprenticeship activities in accordance with this program.
- Establish the minimum standards of education and experience required of apprentices.
- Meet at least every six month(s) to review records and progress of each apprentice in training and recommend improvement or modification in training schedules, schooling and other training activities. Written minutes of the meeting will be kept.

- Determine the quality and quantity of experience on-the-job, which apprentices should have and to make every effort toward their obtaining it.
- Hear and resolve all complaints of violation of Apprenticeship Agreements.
- Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.
- Determine the physical fitness of qualified applicants to perform the work of the occupation that may require a medical examination prior to their employment as apprentices.
- Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace. The OSHA 10-hour safety program is the first element of the curriculum for the related training.
- Certify to the employers that apprentices have successfully completed their apprenticeship program.
- Notify PATC of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.
- Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned; apprentices, employers and journeyworkers.

**SECTION II. - EQUAL OPPORTUNITY PLEDGE – PA Regulation Part IV, Chapter 81, para 81.12**

The recruitment, selection, employment, and training of apprentices during their apprenticeship, will be without discrimination because of race, color, religion, national origin, or sex. The individual employers will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under PA Regulation Part IV, Chapter 81.12.

**SECTION III. - AFFIRMATIVE ACTION PLAN – PA Regulation Part IV, Chapter 81.21**

If the an individual employer employs five or more apprentices, the respective employer will adopt an Affirmative Action Plan and Selection Procedures as required under PA Regulation Part IV, Chapter 81.5. A sample of that Plan is included in Appendix C.

**SECTION IV. - QUALIFICATIONS FOR APPRENTICESHIP – PA Regulation Part IV, Chapter 81, para 81.31 (2) (i)**

Applicants shall meet the following minimum qualifications:

- Age: While the Employer partners in this project establish the minimum age for apprentices and that age will normally be 18, the ATC is empowered to consider any exceptions to this qualification keeping the appropriate State Laws or regulations in mind. In any case, apprentices must not be less than 16 years of age.
- Education: A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- Physical: Applicants must 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 may be subject to a physical agility or fitness test, or screened for the current illegal use of drugs or both on acceptance into the program and prior to being employed.
- Literacy: Normally, all applicants must pass the Applied Math, Workplace Documents, and Graphic Literacy of the Workkeys workplace assessments at a 3 level. The ATC is empowered to consider any exceptions to this qualification.

**SECTION V. - SELECTION OF APPRENTICES – PA Regulation Part IV, Chapter 81, para 81.31 through 81.35**

Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these Standards in Appendix D.

**SECTION VI. - APPRENTICESHIP AGREEMENT – PA Regulation Part IV, Chapter 83, para 83.3 (b)**

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice shall be covered by a written Apprenticeship Agreement (Appendix B) signed by the Sponsor and the apprentice and approved by and registered with PATC. This Agreement contains a statement making the terms and conditions of these Standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice, PATC, and the employers.

An additional copy of this Apprenticeship Agreement will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant shall be given an opportunity to read and review these Standards, the Apprenticeship Committee's written rules and policies, and the Apprenticeship Agreement.

PATC will be advised promptly of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice.

**SECTION VII. - RATIO OF APPRENTICES TO JOURNEYWORKERS – PA Regulation Part IV, Chapter 83.5 (b) (7).**

For this trade, there are no officially designated Journeypersons. However, there are obviously many highly-skilled technicians who will function as mentors to the apprentices.

The following ratio of experienced technicians to apprentices will be adhered to:

1 – 4 Mentors: 1 Apprentice

5 – 9 Mentors: 2 Apprentices

10-14 Mentors: 3 Apprentices

For each additional unit of five journeypersons regularly employed, one additional apprentice may be employed.

**SECTION VIII. - TERM OF APPRENTICESHIP – PA Regulation Part IV, Chapter 83, para 83.5 (b) (2)**

Normally, the term of the apprenticeship shall be **two years** with an on-the-job learning attainment of **4,000 hours** supplemented by the required hours of related instruction as stated on the Sample Work Processes and Related Instruction outlines (Appendix A). Full credit shall be given for the probationary period.

However, given that this is a competency-based program, it would be possible for an apprentice to move through the on-the-job and related training and prove their competencies, finishing the apprenticeship in as little as 2,000 hours.

**SECTION IX. - PROBATIONARY PERIOD – PA Regulation Part IV, Chapter 83, para 83.5 (b) (8)**

All applicants selected for apprenticeship shall serve a probationary period of not less than **500 hours** of OJL.

During the probationary period, either the apprentice or the Sponsor and/or Employer may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice shall 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.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period shall be given full credit for the probationary period and continue in the program.

After the probationary period, the Apprenticeship Agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the Sponsor and or Employer for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Sponsor will provide written notice to the apprentice and to PATC of the final action taken.

#### **SECTION X. - HOURS OF WORK**

Apprentices will generally work the same hours as journeyworkers, except that no apprentice shall be allowed to work overtime if it interferes with participation in related instruction.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until the required number of hours of training are accrued.

#### **SECTION XI. - APPRENTICE WAGE PROGRESSION – PA Regulation Part IV, Chapter 83, para 83.5 (b) (5), (5) (i), (ii), (iii), (iv) and (v).**

Apprentices shall be paid a progressively increasing schedule of wages 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 journeyworker status, the Employer will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the Employer shall be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the journeyworker wage rate as established by the Sponsor and/or Employer. The percentages that will be applied to the applicable journeyworker rate are shown on the attached Sample Work Processes and Related Instruction Outline which is Appendix E. In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

#### **SECTION XII. - CREDIT FOR PREVIOUS EXPERIENCE – PA Regulation Part IV, Chapter 83, para 83.5 (b) (12).**

The Sponsor and/or 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.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the Employer must submit the request at the time of application and furnish such records, affidavits, and other documentation to substantiate the claim. Normally, the applicant seeking advanced credit will be required to successfully pass the assessments that are used in support of the competency attainment for the apprenticeship as a whole.

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 the Sponsor and/or Employer 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.

An apprentice granted credit, will be advanced to the wage rate designated for the period to which such credit accrues. PATC will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of advanced standing will be uniformly applied to all apprentices.

**SECTION XIII. - WORK EXPERIENCE – PA Regulation, Part IV, Chapter 83, para 83.5 (b) (3),**

During the apprenticeship, the apprentice will receive such OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the journeyperson or mentor of apprentice(s).

**SECTION XIV. - RELATED INSTRUCTION – PA Regulation Part IV, Chapter 83, para 83.5(b) (4)**

During each segment of training, each apprentice is required to participate in coursework related to the job as outlined in Appendix A. The recommended term of apprenticeship will include no less than 144 hours of related instruction for the **Agriculture Equipment Service Technicians** for each year of the apprenticeship.

Apprentices agree to take such courses, as the Sponsor deems advisable. The Sponsor will secure related training providers who will provide the instructional aids and equipment it deems necessary to provide quality instruction. Apprentices **will not** be paid for hours spent attending related instruction classes.

Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJL) without due cause, the Sponsor and/or Employer 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 and/or Employer will monitor and document the apprentice's progress in related instruction classes.

The Sponsor will secure competent instructors for the related training whose knowledge, experience, and ability to teach will be carefully examined and monitored.

The Sponsor will inform each apprentice of the availability of college credit as available through the related training providers.

**SECTION XV. - SAFETY AND HEALTH TRAINING – PA Regulation Part IV, Chapter 83, para 83.5 (b) (9)**

All apprentices will 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 Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law or State Standards that have been found to be at least as effective as the Federal Standards.

Throughout the program, apprentices will be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should to conduct themselves in their work to ensure their own safety and that of their fellow workers. Apprentices are required to complete an OSHA 10-hour safety course within the first week of their enrollment in the apprenticeship as a part of their related training.

**SECTION XVI. - SUPERVISION OF APPRENTICES – PA Regulation, Part IV, Chapter 83, para 83.5 (b) (14)**

The employer will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the employer and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of the apprentice(s) designated by the employer with the advice and assistance of the Sponsor, will be responsible for the apprentice's work assignments and ensuring the apprentice is working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the Sponsor. No apprentice will be allowed to work without journeyworker supervision.

**SECTION XVII. - RECORDS AND EXAMINATIONS – PA Regulation Part IV, Chapter 83, para 83.5 (b) (22).**

Each apprentice may be responsible for maintaining a record of his/her work experience/training on the job and in related instruction and for having this record verified by his/her supervisor at the end of each week. The apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the Sponsor. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship will be the property of the Sponsor. This record will be included in each apprentice's record file maintained by the Sponsor and or Employer.

Before each period of advancement, or at any other time when conditions warrant, the Sponsor and or Employer will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the Sponsor and or Employer may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the Sponsor and or Employer will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the Sponsor and or Employer will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

**SECTION XVIII. - MAINTENANCE OF RECORDS – PA Regulation Part IV, Chapter 81, para 81.51.**

The Sponsor and/or Employer will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records shall permit identification of minority and female (minority and non-minority) participants. The records will be made available on request to PATC.

**SECTION XIX. - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – PA Regulation, Part IV, Chapter 83, para 83.5 (b) (15)**

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor shall so certify in writing to PATC and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests shall be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by PATC.

**SECTION XX. - NOTICE TO REGISTRATION AGENCY – PA Regulation Part IV, Chapter 83, para 83.5 (b) (17) (18).**

PATC will be notified promptly of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

**SECTION XXI. - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(17)**

These Standards will, upon adoption by the Sponsor be submitted to PATC for approval. Such approval will be acquired before implementation of the program.

Northeast Equipment Dealers Association, Inc. reserves the right to discontinue at any time the apprenticeship program set forth herein. PATC will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by PATC for failure of the Sponsor to abide by the provisions herein. Such deregistration will be in accordance with PATC's regulations and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the Sponsor will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of PA Regulation Part IV, Chapter 83, para 83.7 (9).

**SECTION XXII. - AMENDMENTS OR MODIFICATIONS – PA Regulation Part IV, Chapter 83, para 83.3 €**

These Standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted shall alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to PATC for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

**SECTION XXIII. - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – PA Regulation Part IV, Para 81.71**

The Sponsor will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

- **PA Regulation Part IV, Chapter 81, para 81.71**

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with PATC or, at the apprentice or applicants election, with the private review body established by the program sponsor (if applicable).

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than one hundred eighty (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to PATC must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by PATC good cause shown.

- Complaints of harassment in the apprenticeship program may be filed and processed under PA Regulation Part IV, Chapter 81, para 81.71, and the procedures as set forth above.

The Sponsor will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

#### **SECTION XXIV. - TRANSFER OF TRAINING OBLIGATION – PA Regulation, Part IV, Chapter 83, para 83.5 (b) (13)**

The Sponsor may transfer an apprentice with his/her consent, from one employer to another, to provide continuous employment and to assure the apprentice more complete on-the-job learning experience in all aspects of the occupation.

#### **SECTION XXV. - RESPONSIBILITIES OF THE APPRENTICE**

Apprentices, having read these Standards formulated by the Sponsor and signed an Agreement with the Sponsor, agree to all the terms and conditions contained therein and agree to abide by the Sponsor'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 **Agriculture Equipment Service Technician**.

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

- Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the Sponsor and the employer in accordance with the provisions of these Standards.
- Respect the property of the employer and abide by the working rules and regulations of the employer and the Sponsor.
- Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Standards.
- Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by the Sponsor.
- Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.
- 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.

The apprentice will be provided with a copy of the written rules and policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

#### **SECTION XXVI. – TECHNICAL ASSISTANCE**

Technical Assistance such as that from PATC or the U.S. Department of Labor, Office of Apprenticeship, and vocational schools--maybe requested to advise the Sponsor.

The Sponsor is encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of their training program.

#### **SECTION XXVII. - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:**

**The Northeast Equipment Dealers Association, Inc. hereby adopts these Standards of Apprenticeship on this 1<sup>st</sup> Day of September, 2017**

**Representing the Apprenticeship Training Committee for Agriculture Equipment Service Technicians in Pennsylvania.**

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**Signature**  
**Northeast Equipment Dealers Association, Inc.**

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**Printed Name**

Appendix A  
Work Process

Appendix B  
Apprenticeship Agreement

## Appendix C

### Affirmative Action Plan

Appendix C

**AFFIRMATIVE ACTION PLAN**

**ADOPTED BY**

**(Employers That Have More Than 5 Apprentices)**

AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30  
AMENDED MAY 12, 1978

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

APPROVED BY: \_\_\_\_\_  
REGISTRATION AGENCY

DATE APPROVED: \_\_\_\_\_

## **SECTION I - INTRODUCTION**

The Sponsor enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its Registered Apprenticeship Program. The Sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The Sponsor hereby adopts the following nondiscriminatory pledge and the AAP.

This AAP is a supplement to the Apprenticeship Standards. Any changes made by the Sponsor will become part of this written AAP, once approved by the Registration Agency.

## **SECTION II - EQUAL OPPORTUNITY PLEDGE**

The Sponsor commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The Sponsor 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.”

## **SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES**

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the Sponsor pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women’s labor force in the Sponsor’s labor market area. Once the labor force is determined, the Sponsor can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. (See attached Affirmative Action Plan Workforce Analysis Worksheet)

## **SECTION IV - OUTREACH AND POSITIVE RECRUITMENT**

The Sponsor’s AAP includes the following “checked” outreach and positive recruitment efforts that would reasonably be expected to increase minority and women’s participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. **Once those efforts have been checked, the Sponsor will set forth the specific steps they intend to take under each identified effort.** The Sponsor will identify **a significant number of activities** in order to enable it to meet its obligation under Title 29, CFR part 30.4(c).

- A. • An announcement of specific apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the following agencies/organizations:
- Registration Agency
  - Women's Organizations/Centers
  - Local Schools
  - Employment Service Centers
  - One Stop Centers
  - Vocational Education Schools
  - Other Organizations/Centers (which can effectively reach minorities and women)
  - Newspapers (which are circulated in the minority community and among women)

The announcement will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the Sponsor's equal opportunity policy. The period for accepting applications as established by the Sponsor is:

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- B. • Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
- C. • Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D. • Internal communication of the Sponsor's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the Sponsor's various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR part 30.
- E. • Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pre-testing experience and training. In initiating and conducting these programs, the Sponsor may be required to work with other Sponsors and appropriate community organizations. The Sponsor will also initiate programs to prepare women and encourage women to enter traditionally male programs.
- F. • Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford

related work experience or prepare candidates for apprenticeship. The Sponsor will make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

- G. • Utilizing journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.
- H. • Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. • Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and women apprentices and journeyworkers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

**(Identify Action:)**

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**FOR EACH ITEM CHECKED IN SECTION IV, LIST EACH SPECIFIC STEP THAT THE SPONSOR WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP**

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*(add additional pages as necessary)*

**SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The Sponsor will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the Sponsor for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and effect that result from their affirmative action measures. The Sponsor will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the AAP must be submitted to the Registration Agency for approval. The Sponsor will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.

**SECTION VI - OFFICIAL ADOPTION**

The *(Insert Employers' Names or Employer Group Name or Association)* hereby officially adopts this Affirmative Action Plan on this \_\_\_\_\_ day of (Insert Month/Year).

\_\_\_\_\_  
**SIGNATURE OF SPONSOR**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**SIGNATURE OF SPONSOR**

\_\_\_\_\_  
**PRINTED NAME**

*Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.*

## AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

### A. SPONSOR INFORMATION

Program Number:			
Name of Sponsor:			
Address:			
City/State/Zip Code:			
Contact Person:			
Phone Number:		FAX Number:	
E-Mail Address:			

### B. OCCUPATIONAL INFORMATION

Occupational Title: *			
RAPIDS Code:		O*NET/SOC Code:	
Type of selection method used:			
Labor Market Area description:			

### C. LABOR MARKET AREA & OCCUPATIONAL PARTICIPATION DATA

<b>C.1 Total Labor Force in Labor Market Area *</b>		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
<b>C.2 Working Age Population in Labor Market Area *</b>		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
<b>C.3 Apprentice Participation in Occupation in National Apprenticeship System *</b>		
Number of Women:		% of apprentices
Number of Minorities:		% of apprentices
<b>C.4 The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. **</b>		
Number of Women:		
Number of Minorities:		

Resources for obtaining labor market information.

\* RAPIDS Data available from Registration Agency.

\*\* Program Sponsors may use any reasonable method for determining the general availability of minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C.1 for "Total Labor Force," C.2 for "Working Age Population," and C.3 "Apprentice Participation in Particular Occupation" to propose the entries for "The General Availability of Minorities and Women."

**D. SPONSOR'S WORKFORCE DATA**

D.1 Total Number of Journey/Craft Workers Employed:		
Number of Women:		% of work force
Number of Minorities:		% of work force
D.2 Total Percentage of Apprentices or of Applicant Pool (depending on selection method used)		
Numerical percentage of Women apprentices or women in applicant pool:		%
Numerical percentage of Minority apprentices or minorities in applicant pool:		%

**E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS**

Industry Source Data	Minority rate of participation	Female rate of participation
E.1 Registered Apprenticeship Partners Information Data System (RAPIDS): *		
E.2 EEOC Occupational Employment Data:		

\* Data available from Registration Agency

**F. DETERMINATION OF UTILIZATION**

Analysis	Yes	No
Minority Underutilization:		
Female Underutilization:		

**G. SPONSOR'S GOALS:**

The program sponsor proposes and agrees to make a good faith effort to attain the goal of selecting \_\_\_\_\_ % minorities and \_\_\_\_\_ % women during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be: \_\_\_\_\_

**H. REGISTRATION AGENCY APPROVAL:**

Sponsor	Registration Agency
_____ Sponsor's Signature	_____ Registration Agency Signature
_____ Typed Name	_____ Typed Name
_____ Title	_____ Title
_____ Date Signed	_____ Date Signed

## **Instructions for preparing and completing this worksheet**

The purpose of this workforce analysis worksheet is to establish a benchmark against which the demographic composition of the sponsor's apprenticeship program can be compared. The sponsor must separately determine the availability of minorities and women for each occupational title represented by the program. In determining availability, the sponsor must consider, at the very least, the factors identified at 29 CFR 30.4(e) in order to determine whether barriers to equal employment opportunity may exist with a particular occupational title.

Part A The Program Sponsor information section may be prepared by the sponsor representative or servicing Registration Agency Representative.

Part B Occupational information will be taken from the registered program standards, and may be prepared by the sponsor representative or servicing Registration Agency Representative. A Workforce Analysis Worksheet must be completed for each occupational title identified.

Part C Sponsors must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified by the sponsor in Part B. Census data is one example of an appropriate source of statistical information. Other sources include data from local job service offices and data from colleges or other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For purposes of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 15 years and over whether or not they are currently in the labor force or looking for employment.

Part D The Program Sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either Selection Method §30.5(b) (1) or (2), the data in D-2 will be reflective of the "pool" from which selections will be made. If the sponsor utilizes the Selection Method under §30.5(b) (3) or (4), the data in D-2 will be reflective of the current apprentices registered in the program.

Part E Additional Resource Data for consideration in establishing reasonable goals will be provided by the Registration Agency. This data will provide a snapshot of the national labor force for the given occupation title.

Part F Utilizing the data found in Parts C, D and E, the Program Sponsor is to determine if minorities and/or women are underutilized and must check the appropriate response.

Part G If the Program Sponsor's analysis determines that minorities and/or women are underutilized, the Sponsor, utilizing the resource data found in Parts C, D and E, will establish goals which are reasonable in consideration of the results which could be expected from its good faith efforts to make its overall affirmative action program successful. The Registration Agency will review and access the proposed goals and if found to be reasonable and attainable, will acknowledge receipt of the Sponsors goals for minorities and/or women. Proposed goals for minorities and/or women that are lower than the current participation rate under the Program Sponsor will not be approved.

## Appendix D

### Qualifications and Selection Procedures

**Appendix D**

**QUALIFICATIONS AND SELECTION  
PROCEDURES**

**ADOPTED BY**

**Northeast Equipment Dealers Association, Inc.**

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

**APPROVED BY: \_\_\_\_\_  
REGISTRATION AGENCY**

**DATE APPROVED: \_\_\_\_\_**

**The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR, part 60-3) or 29 CFR part 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.**

## **SECTION I. - MINIMUM QUALIFICATIONS**

Applicants will meet the following minimum qualifications:

- Age: While the Employer partners in this project establish the minimum age for apprentices and that age will normally be 18, the ATC is empowered to consider any exceptions to this qualification keeping the appropriate State Laws or regulations in mind. In any case, apprentices must not be less than 16 years of age.
- Education: A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- Physical: Applicants must 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 may be subject to a physical agility or fitness test, or screened for the current illegal use of drugs or both on acceptance into the program and prior to being employed.
- Literacy: Normally, all applicants must pass the Test of Adult Basic Education at a minimum 10<sup>th</sup> grade level and the Applied Math, Workplace Documents, and Graphic Literacy of the Workkeys workplace assessments at a 3 level. The ATC is empowered to consider any exceptions to this qualification.

## **SECTION II. - APPLICATION PROCEDURES**

- A. Applicants will be accepted from January through May each year with the bulk of placement anticipated in the early summer. All persons requesting an application will have one made available upon signing the applicant log.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs

additional information to complete the application, it will be provided by the Sponsor.

- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview (if applicable).

### **SECTION III. - SELECTION PROCEDURES**

- A. The Sponsor will schedule an interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewer(s) who represent the employers involved in the project will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application and required documents. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his/her judgment of the applicant derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest-ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the Sponsor informed of their current mailing address and telephone number.

- F. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period that were on the ranking list, will be required to reapply.
- H. During the two (2)-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

#### **SECTION IV. - DIRECT ENTRY**

Normally, this Sponsor will not use direct entry. However, we leave the possibility open in the case of extraordinary circumstances and shall include those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The Sponsor may award Credit for Previous Experience in accordance with Section XII of these Standards and the Employer will pay the apprentice(s) at the wage rate commensurate with their skill attainment. The Credit for Previous Experience shall be awarded without regard to race, color, religion, national origin or sex.

The methods for direct entry shall include the following:

- A. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The Sponsor will evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex.

- B. Youth, who complete a YouthBuild U.S.A. training program in any occupation covered in these Standards and who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild U.S.A. graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The Sponsor will evaluate the YouthBuild U.S.A. training received for granting appropriate credit on the term of apprenticeship. Entry of YouthBuild U.S.A. graduates will be done without regard to race, color, religion, national origin, or sex.
- C. Military veterans, who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military in the occupations registered in the transportation industry, may be given direct entry into the apprenticeship program. The Sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The Sponsor will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of Military Veterans shall be done without regard to race, color, religion, national origin, or sex
- D. An employee of a non-participating employer who becomes a new member employer of the sponsoring organization who does not qualify as a journeyworker when the employer becomes a member, will be evaluated by the sponsor in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures.

## **SECTION V. - COMPLAINT PROCEDURE**

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency.
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the Sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.
- D. Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.
- E. The Sponsor will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

## **SECTION VI. - MAINTENANCE OF RECORDS**

The Sponsor will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at Title 29, CFR part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each Sponsor must retain a statement of its AAP for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Each Sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records will be maintained for five (5) years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

**SECTION VII. - OFFICIAL ADOPTION OF SELECTION PROCEDURES**

**The Northeast Equipment Dealers Association, Inc. hereby adopts these Standards of Apprenticeship on this 1<sup>st</sup> Day of September 2017**

\_\_\_\_\_  
Signature of Sponsor Representative

\_\_\_\_\_  
Printed Name

**Registered with the Apprenticeship & Training Council**

Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix E

### Employer Acceptance Agreement

**EMPLOYER ACCEPTANCE AGREEMENT**

(Employer) hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Northeast Equipment Dealers Association, Inc. agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the sponsor established under these Apprenticeship Standards.

We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the sponsor or Pennsylvania Apprenticeship & Training Council.

On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker and is guaranteed that the work assigned to the apprentice will be rotated to ensure training in all phases of work.

Employer shall meet all requirements of PA Regulations 81.11 – 81.21 and indemnify and hold harmless Sponsor for failure to meet said Standards.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

In the event I have 5 or more apprentices registered at one time, I will comply with Pennsylvania Regulation Chapter 81.21 through 81.54 and develop an affirmative action plan to include selection procedures.

**WORKFORCE NUMBERS** - \_\_\_\_\_

A. Total Workforce (Total number of employees within the company)

- \_\_\_\_\_ White Male
- \_\_\_\_\_ Minority Male
- \_\_\_\_\_ White Female
- \_\_\_\_\_ Minority Female

B. Number of Journeypersons for: **Agriculture Equipment Service Technicians**

- \_\_\_\_\_ White Male
- \_\_\_\_\_ Minority Male
- \_\_\_\_\_ White Female
- \_\_\_\_\_ Minority Female

**APPRENTICE WAGE SCALE – Agriculture Equipment Service Technician**

This employer is covered by the Fair Labor Standards Act; therefore, overtime will be paid at the required rates. The minimum wages to be paid apprentices will be the following rates:

1st	Level 1 Competency Attainment	11.52	<b>67</b>	%	of	Journeyperson's	Rate
2nd	Level 2 Competency Attainment	12.90	<b>75</b>	%	"	"	"
3rd	Level 3 Competency Attainment	15.48	<b>90</b>	%	"	"	"
4th	Level 4 Competency Attainment	17.20	<b>100</b>	%	"	"	"

Journeyperson's Rate as of **6/30/17** is **\$17.20** per hour  
 (Date)