

Department of Workforce Development  
Employment and Training Division  
Bureau of Apprenticeship Standards  
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**Tony Evers**, Governor  
**Amy Pechacek**, Secretary  
**Michele Carter**, Division Administrator

## Construction Craft Laborers State Apprenticeship Advisory Committee

### Agenda

Wednesday, October 1, 2025  
10:00 am – 12:00 pm

**Attend Virtually:** [Join the meeting now](#)

Teams Meeting ID: 255 055 093 160 | Passcode: EX78tt2j

**Attend via Phone:** #608-571-2209 | Conference ID: 838 374 316#

*Note: Public comment will occur only when noted, after committee discussion and prior to committee action.*

1. **Call Meeting to Order**
2. **Record Attendees**
3. **Review Roster**
4. **Review and Approve Previous Meeting Minutes**
5. **Specific Committee Items for Discussion** (*Public Comment*)
  - a. **Follow-Up from Spring 2025 Meeting: High School Diploma Requirement-Updated in State Standards**
6. **Director's Call Discussion**
7. **WTCS Report**
8. **Other Discussion Items**
9. **Review Program Participants**
10. **Set Next Meeting Date/Time**
11. **Adjourn**



## State Apprenticeship Advisory Committee Construction Craft Laborers

Tuesday, April 1, 2025

10:00 AM-12:00 PM

In-Person and/or Virtual: Virtual

Check if Present	Members	Organization/Employer
<input checked="" type="checkbox"/>	Tim Peterson	James Peterson & Sons
<input checked="" type="checkbox"/>	Anthony Neira	Laborers Local 113 Milwaukee
<input checked="" type="checkbox"/>	Damien Hoernke	McCabe Construction
<input checked="" type="checkbox"/>	Dawn Schmidt	Michels Corp
<input checked="" type="checkbox"/>	Gerald Schomaker	Construction Craft Laborers Local 330
<input checked="" type="checkbox"/>	Jim Foye	Laborers Local 464
<input type="checkbox"/>	Kent Miller	Wisconsin Laborers District Council
<input type="checkbox"/>	Jon Nehls	Mortenson Co
<input type="checkbox"/>	Tony Zignego	Zignego Company
<input type="checkbox"/>	Matt Marcellis	Allied Construction Employer Assoc
	Clark Jensen	Laborers Local 140 La Crosse
	Alan Bradford	
Check if Present	Consultants & Guests	Organization/Employer
<input checked="" type="checkbox"/>	David Polk	Bureau of Apprenticeship
<input checked="" type="checkbox"/>	Liz Pusch	Bureau of Apprenticeship
<input checked="" type="checkbox"/>	Darell Ferguson	Bureau of Apprenticeship
<input checked="" type="checkbox"/>	Joe Knight	Bureau of Apprenticeship
<input checked="" type="checkbox"/>	Leslie Pelikan	Bureau of Apprenticeship
<input checked="" type="checkbox"/>	Ray Wiatt	LIUNA
<input checked="" type="checkbox"/>	Saul Castillo	LIUNA
<input checked="" type="checkbox"/>	Ben Stahlecker	Bureau of Apprenticeship
<input checked="" type="checkbox"/>	Melissa Uffelman	Bureau of Apprenticeship
<input checked="" type="checkbox"/>	Tim Budda	Bureau of Apprenticeship
<input type="checkbox"/>		
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## Draft Meeting Minutes

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*Public comment will occur only when noted, after committee discussion and prior to committee action.*

### 1. Call Meeting to Order

- Note Who: Liz Pusch
- Note Time: 10:03AM

### 2. Introductions and Record Attendees (in table above)

### 3. Review Roster

- Note any Changes: Members with expired term dates- Damien Hoernke (12/31/2024), Matt Marcellis (12/31/2024), Tony Zignego (11/09/2024), Kent Miller (12/31/2024), Jim Foye (10/12/2024), Clark Jensen (12/31/2024), Anthony Neira (12/31/2024). Allen Bradford also needs to be added to the committee roster. BAS is reviewing all state committee rosters to ensure membership is up to date. BAS will reach out to those with expired terms for re-nomination or replacement nomination letters.

### 4. Review and Approve Previous Meeting Minutes

- Note any Changes: None
- Motioned to Approve made by: Anthony Neira
- Seconded Motion made by: Gerald Schomaker

### 5. Specific Committee Items for Discussion

#### a. High School Diploma Requirement Follow-Up

- BAS made the request for the laborers training center to track applicants who enter the apprenticeship program without a high school diploma. Saul Castillo reported that they currently have 10 apprentices without a diploma or GED. Those apprentices have been informed on the process and provided the resources on how to obtain their GED. Saul reported that most of the apprentices without their diploma are interested in pursuing their diploma after they complete their training.
- Anthony Neira reported that he attended a career fair where many of the attendees asked about the diploma requirement. He's worried that if a diploma was made a requirement that it would discourage and prevent potential applicants.
- Liz Pusch asked the committee if they currently have issues with older individuals passing their Accuplacer test. The committee stated they do have some issues with older individuals passing the Accuplacer test due to those individuals being out of a formal school setting for years. The applicants who have issues with the Accuplacer test are often referred to WRTP for additional help.
- Director Polk then asked the committee if the same people who struggle with their Accuplacer, have issues with their related instruction classes. Saul Castillo responded that sometimes that occurs, but not always. He stated that success in their program often comes down to apprentices seeking additional help if needed. The ones who seek help often pass but the ones who do not seek additional help, have difficulties passing their classes.
- Director Polk noted that this committee is the only committee in the state who does not have a high school diploma requirement and recommends if they decide to proceed without a high school diploma requirement, that they continue to keep the Accuplacer test as an entry requirement. David also recommends the state committee adds language to the state standards and then this language would be updated to local standards.

**MOTION-A motion was made to add the following language to the Additional Requirements section of the Standards:**

"Local committees that do not require applicants that are at least 18 years of age to have a high school diploma or equivalent must include information on optional resources available to attain this. Information on these resources must be included in the policies and procedures and shared with the apprentice."

**Motion Made: Damien Hoernke**

**Second: Dawn Schmidt**

**Motion Passed.**

**b. Wage Repayment Agreements**

- Liz Pusch provided an overview of recent concerns with sponsors and employers requiring apprentices to sign wage repayment agreements that could affect them in the instance of leaving employment with their assigned employer either within the course of their apprenticeship or after completion. Liz shared a memo that was issued in Feb 2024 outlining the statutory requirement of paid related instruction and the prohibition of requiring the repayment of contract-required PRI. The Advisory Council discussed this item at the February 2025 meeting and subsequently approved language for addition to the WI Apprenticeship Manual to clarify this. Notification will be provided when the Manual update is completed. Sponsors or employers can reach out to BAS for assistance in complying with this requirement, if needed.

**6. Questions from the Director's Call**

- Note Questions/Comments: The Director's Call recording is available on the State Committee website. Committee had no follow-up questions from the call.

**7. Other**

- Note Questions/Comments: None

**8. Review program participants**

- Note Questions/Comments: None

**9. Set Next Meeting Date/Time**

- Note Next Meeting: October 1<sup>st</sup>, 10:00AM-12:00PM. The meeting will be held virtually

**10. Adjourn**

- Note Time: 10:37AM
- Motion to Adjourn made by: [Click or tap here to enter text.](#)
- Motion Seconded by: [Click or tap here to enter text.](#)



This summary counts employers and apprentices, between 8/14/2024 and 8/14/2025 with contract status as Active & Unassigned in occupation(s) associated with this committee.

- Report is based on apprentice contracts where:
- Contract sector is 'Construction'.
  - Contract occupation code matches a occupation code assigned to committee.
  - Contract sponsor is the employer.

Note: Employers active in more than one occupation or committee can cause Column #3 totals at the Committee or State level to deviate from the summed total of the individual occupation or committee rows.

Occupation	Apprentices									Employers				
	Total	Minority		Females		Union		Non-Union		Total	Union		Non-Union	
		#	%	#	%	#	%	#	%		#	%	#	%
1	2	3	3a	4	4a	5	5a	6	6a	7	8	8a	9	9a
Report Total	774	273	35.3	57	7.4	774	100.0	0	0	168	168	100.0	0	0
Construction Craft Laborer (47-2061.00)	774	273	35.3	57	7.4	774	100.0	0	0	168	168	100.0	0	0



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-Contract sector is 'Construction'.  
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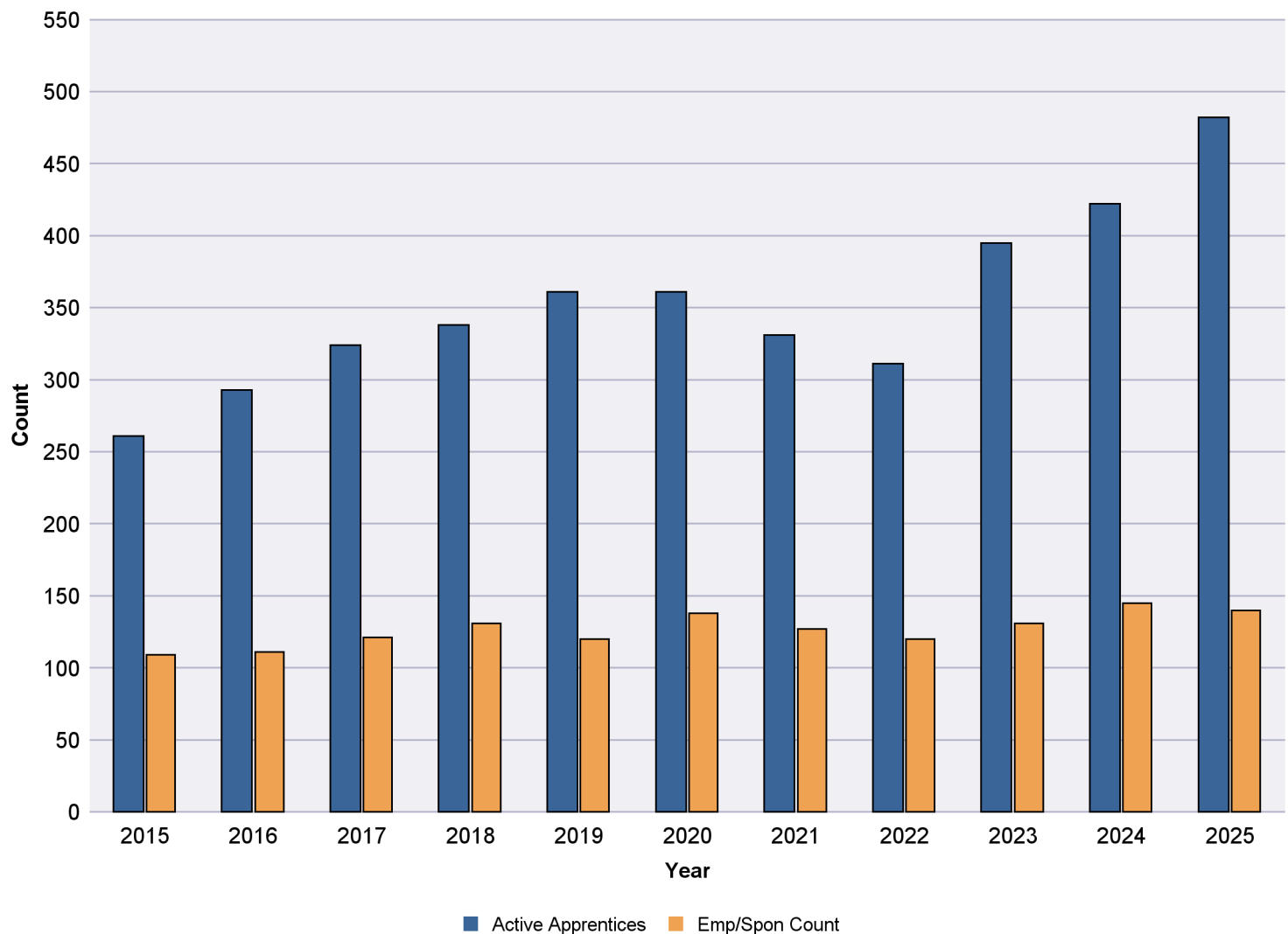
Note: Employers active in more than one occupation or committee can cause Column #7 totals at the Committee or State level to deviate from the summed total of the individual occupation or committee rows.

Sponsor Name Occupation	Apprentices										Employers			
	Total	Minority		Females		Union		Non-Union		Total	Union		Non-Union	
		#	%	#	%	#	%	#	%		#	%	#	%
1	2	3	3a	4	4a	5	5a	6	6a	7	8	8a	9	9a
Report Total	774	273	35.3	57	7.4	774	100.0	0	0	168	168	100.0	0	0
Fox Valley Area Laborers JAC	60	5	8.3	1	1.7	60	100.0	0	0	33	33	100.0	0	0
Construction Craft Laborer (47-2061.00)	60	5	8.3	1	1.7	60	100.0	0	0	33	33	100.0	0	0
Northwest WI Constr Craft Laborers JAC	82	7	8.5	1	1.2	82	100.0	0	0	28	28	100.0	0	0
Construction Craft Laborer (47-2061.00)	82	7	8.5	1	1.2	82	100.0	0	0	28	28	100.0	0	0
SE WI Construction Craft Laborers JAC	242	132	54.5	25	10.3	242	100.0	0	0	77	77	100.0	0	0
Construction Craft Laborer (47-2061.00)	242	132	54.5	25	10.3	242	100.0	0	0	77	77	100.0	0	0
South Central Constr Craft Laborers JAC	320	122	38.1	27	8.4	320	100.0	0	0	58	58	100.0	0	0
Construction Craft Laborer (47-2061.00)	320	122	38.1	27	8.4	320	100.0	0	0	58	58	100.0	0	0
SW WI Area Const Craft Laborers JAC	73	9	12.3	3	4.1	73	100.0	0	0	21	21	100.0	0	0
Construction Craft Laborer (47-2061.00)	73	9	12.3	3	4.1	73	100.0	0	0	21	21	100.0	0	0

## Historical Report by Year

### Report Period: 2025\* and Previous -10 Years

*Current year is YTD data as of Run Date: 08/14/2025		
Run Date: 08/14/2025		
State Construction Craft Laborer Comm		
Sponsored Trade Group(s): Construction		
Year	Active Apprentices	Active Employers
2015	261	109
2016	293	111
2017	324	121
2018	338	131
2019	361	120
2020	361	138
2021	331	127
2022	311	120
2023	395	131
2024	422	145
2025	482	140







State Apprenticeship Standards  
for  
**Construction Craft Laborer**

**Revised April 2025**

Approved by the  
Construction Craft Laborer State Apprenticeship Advisory Committee,  
Wisconsin Apprenticeship Advisory Council,  
and Bureau of Apprenticeship Standards

## **Foreword**

The State Committees are a very important part of the structure that advises the Bureau on the administration of the apprenticeship program and on communicating with all the partners in the apprenticeship program. They have been an integral part of Wisconsin apprenticeship since shortly after its inception. Just as the Advisory Council reviews and recommends overarching apprenticeship policy, the State Committees recommend policy relating to their trade(s) (*Wisconsin Apprenticeship Manual, Ch. 2.3*).

These standards are consistent with the Wisconsin Apprenticeship Law, Wis. Stats. Chapter 106, Wis. Admin. Code DWD Chapter 295, Wis. Admin. Code DWD 296 and the *Wisconsin Apprenticeship Manual*.

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## **Section One: Policies established in the *Wisconsin Apprenticeship Manual***

1. Membership of a State Committee (*Ch. 2.5*)
2. State Committee Operations (*Ch.2.6*)
3. Program Standards (*Ch. 5*)
4. Exhibit A (*Ch.6.2*)

## **Section Two: Policies established by BAS and the State Committee**

1. Organizations that Nominate Members
2. Minimum Qualifications of Applicants
3. Minimum Qualifications of Employers
4. Requirements for Supervision
5. Additional Requirements
6. Exhibit A

## **Section One:**

### **Policies established in the Wisconsin Apprenticeship Manual**

#### **1. Membership of a State Committee (*Ch. 2.5*)**

A. The membership of a State Committee is comprised of no less than four and no more than 20 members, consisting of an equal number of members representing employer and employee interests. Membership of a State Committee must represent all occupations overseen by that committee, all types of employers active in training apprentices, and a variety of geographic areas of the state. The Bureau may designate consultants to serve as non-voting members, including technical college representatives, apprenticeship coordinators, training instructors, and other interested parties.

#### **B. Employer Members**

Employer members will be nominated by professional organizations involved in the training of apprentices in the affiliated occupations. Such organizations must be actively training apprentices, or have done so within the last two years, to nominate a member. This requirement is waived for organizations involved in the development of a new apprenticeship occupation. Where no professional organization exists, the Bureau may identify and appoint members.

In a construction State Committee, the percentages of employer members representing union employers and non-union employers must approximate the percentages of union and non-union apprentices in the occupation(s) statewide. For example, a 10-member State Committee with 60 percent union and 40 percent non-union apprentices would have six union members and four non-union members.

#### **C. Employee Members**

Employee members are nominated to the Bureau by employee organizations and sponsor in-house apprenticeship committees. In cases where a sponsor has no in-house apprenticeship committee, nominees will be solicited from employers or professional organizations.

#### D. Terms

State Committee members will serve terms of three years and may be nominated for additional terms. Memberships will be staggered to maintain continuity. Vacancies may be filled, or members changed during an active term, at the request of the nominating entity.

The Bureau may remove a person from membership on a State Committee for one or more of the following reasons:

- 1) Failure to attend at least 75 percent of the committee meetings during the membership term, unless excused by the Bureau for good cause;
- 2) Failure to meet the membership requirements outlined in this section, unless a documented exception is granted by the Bureau; and/or
- 3) Violation of any state apprenticeship statute, rule or standard.

## 2. **State Committee Operations (Ch. 2.6)**

#### A. Meetings

State Committees meet at least twice per year, or more frequently if requested by the Bureau, in conformity with the Wisconsin Open Meeting Law. The committee will elect two co-chairs: one employer member and one employee member. A quorum exists when at least two employer and two employee members are present. Official meeting minutes will be prepared and catalogued by the Bureau.

#### B. Duties

State Committees are designed to arrive at recommendations based on consensus, meaning that the recommendations they make to the Bureau should reflect the interests of the collective group, rather than a simple majority. Reaching consensus does not assume that every member will be in complete agreement, but that a compromise has been reached.

Primary State Committee functions are to:

- i. Advise the Bureau and educators, such as the Wisconsin Technical College System (WTCS) and private training centers, on curriculum content and delivery of related instruction concerning the State Committee's apprenticeship programs.
- ii. Make recommendations for revisions to the state minimum standards to the State Committee's affiliated occupations every five years, or more frequently as needed. These minimum standards include:
  - a. The provisions of the Exhibit A, with the exclusion of compensation;
  - b. Minimum qualifications for apprentices, such as entrance scores;

- c. Minimum qualifications for apprentice sponsors; and
  - d. Employer requirements to serve as an apprentice trainer.
- iii. Advise the Bureau on policies and procedures pertaining to the administration of each apprenticeship occupation associated with the State Committee, including matters related to:
  - a. Apprentice reviews;
  - b. Apprentice selection processes;
  - c. Assessing and awarding credit for previous experience and education;
  - d. Local apprenticeship committee operations and meeting frequency;
  - e. Apprentice layoff and transfer policies and procedures;
  - f. The formation and dissolution of local apprenticeship committees;
  - g. Outreach and expansion strategies.

### **3. Program Standards (Ch. 5)**

#### **A. Term of Apprenticeship**

The sponsor must indicate, for each occupation, the basis for tracking apprentice progress: competency, time, or a hybrid. Regardless of the tracking method, an apprenticeship must entail at least one year of work experience and related instruction.

##### *Competency-Based*

The occupation must be approved for administration as a competency-based apprenticeship by U.S. DOL. If not, the sponsor must consult the Bureau to determine if it is suitable as a competency-based occupation. The program standards must detail:

- a. The on-the-job learning component of the apprenticeship program;
- b. The required competencies to be mastered during the apprenticeship;
- c. How demonstration of the competencies will be determined, including written and hands-on evaluations that occur in a controlled setting that permit accurate and verifiable results;
- d. The related instruction, which must comply with the apprenticeship statute, regulations, and rules.

##### *Time-Based*

The traditional method of apprenticeship delivery, consisting of at least 2,000 hours of on-the-job learning. This approach monitors an apprentice's progress through tasks described in a work process schedule for the occupation.

### *Hybrid*

Measures skill attainment through a combination of a specified minimum number of hours of on-the-job learning and successful demonstration of competencies as described in Exhibit A to the apprenticeship contract.

#### B. Work Processes

Standards must contain a schedule of work processes associated with the apprenticeship occupation. The work processes are an outline of supervised work experience that the apprentice will receive through on-the-job learning.

#### C. Related Instruction

The provision for organized related and supplemental instruction relevant to the occupation must be outlined in the standards and include a minimum of 144 hours of paid related instruction per year for the first two years of the program. Programs which are longer than two years must have at least 400 hours of paid related instruction during the term of the apprenticeship. Instruction may be delivered through the classroom, occupational or industry courses, electronic media, or other instruction approved by the Bureau. Instructors must meet educational and occupational requirements established by the Bureau and WTCS.

#### D. Numeric Ratio Description

Program standards must identify a numeric ratio of apprentices to journeyworkers that is consistent with proper supervision, training, safety, and continuity of employment. The ratio language shall be specific as to its application to the job site, workforce, department, or plant—with the employer's workforce being the preferred manner of expressing the ratio for Wisconsin registered apprenticeship programs. The ratio shall not exceed one journeyworker per apprentice, except where a collective bargaining agreement applies, then the ratio prescribed in the agreement may be used.

#### E. Probationary Period

The length of the probationary period for the apprentice, in relation to the full apprenticeship term, must be designated in the program standards. The probationary period cannot exceed 25 percent of the length of the program, or one year, whichever is shorter.

#### **4. Exhibit A (Ch. 6.1)**

- A. The apprenticeship contract details the stipulations of the apprenticeship training program and incorporates the program standards by reference. The contract must be agreed to and signed by the sponsor, the director of the Bureau (on behalf of the Department), and the apprentice (or in the case of a minor, the parent or guardian). The contents of each apprentice contract are not valid unless approved by the Bureau. The Bureau generates each contract. The contract face template, created by the Bureau, is in accordance with Wis. Admin. Code Ch. 295.07. (*Manual, Ch. 6, first paragraph*).
- B. Each apprenticeship contract will include a document designated as "Exhibit A." An Exhibit A is developed for each occupation associated with a program sponsor and included in the program standards. The Bureau approves the content of the Exhibit A through its authority to set local and state apprenticeship standards. The Exhibit A contains a synopsis of the following requirements of the apprenticeship, as approved by the Bureau, and in accordance with the program standards and Wis. Admin. Code Ch. 295.07.

##### Term of apprenticeship

The term may be based on competency, time, or a hybrid of the two. If time-based, then the number of hours, months or years necessary to complete the apprenticeship program are stated. If competency based, the Exhibit A includes a description of the skills to be attained and any on-the-job learning component. A hybrid program will state the number of hours to be spent by the apprentice on the job along with a description of the skills to be attained.

##### Probationary period

The period and stipulations of the probationary period, which can either be expressed in hours or months.

##### School attendance

The number of hours of paid related instruction and the related instruction provider.

##### Work process schedule

The basic job tasks of the apprenticeship program. For a time-based program, the approximate time the apprentice will spend on each work process. For a competency-based program, a description of the skill sets to be attained. A hybrid program will contain a combination of both. The schedule must be comprehensive enough to reflect the intent to train the



apprentice in all primary job tasks of the related occupation. The schedule need not be followed in the sequence outlined in the Exhibit A.

Minimum compensation to be paid

The graduated wage scale, including the skilled wage rate, to be paid to the apprentice.

Credit provisions

A description of any advanced standing work or education credit awarded to an apprentice and the wage commensurate with that advanced standing.

Special provisions

The special provisions describe additional stipulations or requirements of the apprenticeship program not contained elsewhere in the apprentice contract. For example, this section may detail additional unpaid instructional hours that the apprentice is required to take on their own time, required industry or employer certifications, or training courses mandated by the Bureau.

## **Section Two:**

### **Policies Established by BAS and the State Committee**

#### **1. Organizations that Nominate Members to the State Committee**

- A. Employer representative names will include nominees submitted to the Bureau by Allied Contractors Association; Associated Builders and Contractors of Wisconsin; Associated General Contractors of Greater Milwaukee; Associated General Contractors of Wisconsin; Distribution Contractors Association; Wisconsin Roadbuilders Association; and Wisconsin Underground Contractors Association.
- B. Employee representative names will include nominees submitted to the Bureau by Wisconsin Laborers District Council and affiliated unions.

#### **2. Minimum Qualifications for Applicants**

All applicants, including applicants eligible for direct entry, must:

- A. Be a U.S. citizen or eligible non-citizen who is authorized to work in the U.S., as long as they meet the qualifications and requirements for enrollment into a particular program and are not required by law, regulation, or government contract to be a U.S. citizen;
- B. Be at least 18 years of age;
  - i. Applicants may be 17 years of age if they have a high school diploma or equivalent.
- C. Be fully able to perform the work of the occupation without hazard to themselves or others with reasonable accommodations, if needed;
- D. Have reliable transportation to the employer, job site, and related instruction;
- E. Applicants must meet or surpass the statewide minimum scores on one of the following assessments:
  - i. Accuplacer Classic: Reading 55; Arithmetic 35;
  - ii. Accuplacer Next Gen: Reading 236; Arithmetic 220;
  - iii. ACT: Reading 15; Math 14;

Scores will be accepted for five years from the date of the assessment.

### **3. Minimum Qualifications of Employers**

All employers must:

- A. have been in business for at least one year at the time of applying as a sponsor or as an employer to a committee;
- B. ensure the apprentices are trained in the core work processes identified for this occupation;
- C. employ at least one full-time journeyworker, qualified supervisor, or other qualified individual to supervise and/or train the apprentice at all times;

### **4. Requirements for Supervision**

- A. Apprentices in Construction Craft Laborer in All year(s) shall work under direct supervision. Direct supervision means the journeyworker or qualified individual shall assume the responsibility of an activity of the apprentice and the results by providing oversight and guidance at the site where the activity is being conducted. The apprentice shall have quick and easy access to the journeyworker or qualified individual to communicate about a job.
- B. Apprentices in Construction Craft Laborer in All year(s) may work under indirect supervision on jobs for which they are trained and qualified. Indirect supervision means the journeyworker or qualified individual shall assume the responsibility of an activity of the apprentice and the results by providing oversight and guidance while not at the site where the activity is being conducted. The apprentice must have immediate access to a journeyworker or qualified individual via phone, radio, or other electronic means.

Under no circumstances shall apprentices supervise other apprentices.

### **5. Additional Requirements**

Local committees that do not require applicants that are at least 18 years of age to have a high school diploma or equivalent must include information on optional resources available to attain this. Information on these resources must be included in the policies and procedures and shared with the apprentice.

## **6. Approved Exhibit A**

The term, probationary period, schedule of work processes, and special provisions established by the state committee are included in the approved Exhibit A, which is stored in the Bureau of Apprenticeship Standards information system.