

**Approved Minutes of the  
Plumbing  
State Apprenticeship Advisory Committee**

**May 17, 2017**  
Madison Area Technical College  
Madison, WI

<b>Members Present</b>	<b>Employer/Organization</b>
Breitlow, Christina	UA Plumbers Local 75
Breitlow, Steve	UA Plumbers Local 75
Brenner, Joseph	J.F. Ahern Company
Busch, Michael	UA Plumbers Local 75
Cartagena, Alaina	UA Plumbers Local 75
De Young, Carol	Countryside Plumbing & Heating, Inc.
Huiting, Mark	Bassett Mechanical, Inc.
Ignatowski, Chris	Plumbers & Fitters Local 434
Jones, David (Co-Chair)	Dave Jones Inc.
Schedler, Keith	Don's Plumbing Service, Inc.
<b>Members Absent</b>	<b>Employer/Organization</b>
Balke, Brian	EGI Mechanical
Callies, Dan	Oak Creek Plumbing
Clark, Roger	Plumbers Local 118
Flory, Tyler	Plumbers & Fitters Local 434
Gain, Greg	United Mechanical
House, Mike	UA Plumbers Local 75
Pertzborn, Jesse	H.J. Pertzborn Plumbing & Fire Protection
Rozga, Bill	Rozga Plumbing & Heating Corporation
Scherer, Michael	Ideal Plumbing & Heating
<b>Consultants &amp; Guests</b>	<b>Employer/Organization</b>
Bernthal, Jamie	Bureau of Apprenticeship Standards
Cappetta, Darrel	Bureau of Apprenticeship Standards
Cattelino, Mike	Fox Valley Technical College
Emrick, Leigh	Associated Builders and Contractors
Fortney, Kelly	Mechanical Contractors Association

Johnson, Al	Local 118
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<b>Consultants &amp; Guests</b>	<b>Employer/Organization</b>
Johnson, Joshua	Bureau of Apprenticeship Standards
Korn, Gary	UA Local 434
Montgomery, Mark	Waukesha County Technical College
Morgan, Karen	Bureau of Apprenticeship Standards
Nakkoul, Nancy	Wisconsin Technical College System
O'Neill, Patrick	Waukesha County Technical College
Patterson, Sherlaine	Mechanical and Plumbing Contractors
Rice, Vincent	Bureau of Apprenticeship Standards
Robinson, Dominic	Bureau of Apprenticeship Standards
Walsh, Julie	Mechanical and Plumbing Contractors
Way, Randy	Madison College
Wenger, Scott	UA Local 400
Zastrow, Wes	Plumbers Local 75

1. The meeting was called to order at 10:00 a.m. by Dave Jones, in conformity with the Wisconsin Open Meeting Law.
2. The sign-in sheet was distributed.
3. The committee reviewed the current roster.

**Action:** the Bureau will correctly list Joseph Brenner as an Employer Member

**Action:** the committee elected Steve Brietlow as the Employee Co-Chair

**Action:** the committee re-elected Dave Jones as the Employer Co-Chair

#### **4. Old Business**

##### **a. Review the follow-up items from the previous meeting.**

i. **For action:** The minutes were approved as written.

ii. **For action:** statewide minimum scores and maximum timeframes for ACT

Owen reviewed the results of his second survey of local committees' current Accuplacer scores and their preferred ACT scores.

**Action:** the state committee approved a motion that all local committees adopt minimum ACT scores of 15 in Math and 16 in Reading, effective June 1, 2017. Accuplacer and ACT scores will be valid for five years from the test date. The Bureau will revise the state standards accordingly.

iii. **For action:** approve YA-RA crosswalk and recommendation for OJL credit

Jamie Bernthal distributed the comparison of competencies in the youth apprentice for Architecture and Construction and the registered apprenticeship for Plumbing. The comparison is referred to as a "crosswalk" of the programs.

Jamie explained the key differences between the two programs. He emphasized that youth apprentices are not required to obtain a license and are not permitted to do tasks that require a license.

Jamie informed the committee that he is seeking its approval of the crosswalk and a recommendation that all local committees credit a percentage range of a youth apprentice's on-the-job learning towards the registered apprenticeship on-the-job learning requirements.

The committee had the following questions and comments:

- A member disagreed with granting credit to youth apprenticeship graduates; the member would prefer that all registered apprentices go through the entire program without credit because local committees do not grant credit to lots of candidates with technical diplomas or related on-the-job experience. Karen Morgan replied that credit is always at the discretion of the local committee, not the employer.
- The member of the state committee asked whether youth apprentices perform plumbing work on the job. Karen confirmed that youth apprentices in the program perform plumbing tasks on the job for an employer, under a youth apprenticeship agreement.
- A member of the state committee expressed concern that the youth apprenticeship program could endanger the integrity of the registered apprenticeship credential and license in the future. Dave Jones and Leigh Emrick replied that Associated Builders & Contractors has had several youth apprentices successfully complete the program and successfully transfer into the plumbing registered apprenticeship. In those cases, the ABC local committee credited the youth apprentice's completion of OSHA 10 and blueprint reading. Karen explained that youth apprentices would only receive credit towards the on-the-job learning of the registered apprenticeship for work performed in the youth apprenticeship program. If there is no overlap between the duties the youth apprentice performed and the registered apprenticeship, then no credit is given. If there is credit, credit would be at the discretion of the sponsor.
- A representative of Local 400 stated that youth apprentices in the Local 400 program do not receive work credit. Instead, the youth apprenticeship is a stepping stone into the registered apprenticeship. No on-the-job learning is credited because the scope for the youth apprenticeship program is limited.

**Action:** *Karen informed the committee that the crosswalk will be posted online and will clearly state that youth apprentices will not receive on-the-job learning credit towards a registered apprenticeship because the work performed in the youth apprenticeship program is not performed during the registered apprenticeship. However, youth apprentices could receive credit for related instruction courses that overlap.*

- Al Johnson agreed that on-the-job learning should not be credited and he encouraged local committees to do the same for their pre-apprenticeship program graduates so the local committees do not favor graduates of one program over the other.
- Leigh Emrick stated that Associated Builders & Contractors works with many construction trades and have successfully enrolled several youth apprenticeship graduates into related registered apprenticeship programs. Credit is at the discretion of the ABC local committees, and the committees have awarded on-the-job learning credit to youth apprenticeship graduates due to the exposure they received through the program.
- Karen explained that youth apprentices cannot be credited for assisting skilled plumbers on the job because the registered apprenticeship does not include a work process for general miscellaneous tasks. She agreed with the state committee that local committees should be consistent with their long-standing policies, but she reminded the state committee, too, that youth apprenticeship is a valid educational, work-based program that heavily supervises youth apprenticeships on the job.

**Action:** *the state committee approved a motion that local committees cannot grant youth apprentices credit work on-the-job learning but may grant credit for unpaid related instruction.*

The state committee then argued strongly that youth apprenticeship sponsors should be required to be "approved trade trainers," a term used in registered apprenticeship that means the employer performs all duties required of the registered apprenticeship program and employs a fully licensed journey worker.

The committee bluntly asked the Bureau why it does not require youth apprentice sponsors to do so. Karen responded that most youth apprenticeship sponsors to-date are approved trade trainers. Jamie added that the requirement is not necessary because youth apprentices perform only a limited scope of the plumbing trade. The committee argued that the requirement would screen out many entities in the industry that perform only a few plumbing tasks. Karen replied that most youth apprenticeship sponsors are not multi-trade contractors that use have different trades perform plumbing. Instead, most youth apprenticeship sponsors are single-trade contractors. In addition, youth apprentices have to have a fully licensed journey worker to perform any plumbing task. Jamie added that the additional restriction may discourage employers from participating in the program.

The committee had the following questions and comments:

- A committee member argued that not requiring youth apprenticeship sponsors to be approved trade trainers flies in the face of bridging the two programs.
- Another member argued that allowing youth apprenticeship sponsors to be different than approved trade trainers may jeopardize the youth apprentice's opportunity to be hired by a registered apprenticeship sponsor.
- Another member argued that not requiring youth apprenticeship sponsors to be approved trade trainers is simply "misleading."
- Another member asked, if the requirements for sponsors are different between the programs, what value would a registered apprenticeship sponsor see in considering youth apprentice graduates?

- Another member expressed concern that the youth apprenticeship program is overseen by not by licensed plumbers and but by non-plumbers who would use youth apprentices as cheap labor.

Karen responded with the following points:

- The intent of the youth apprenticeship is to introduce high school students to the construction industry in order to build a pipeline of interested, exposed young adults.
- The end goal is that the students understand that registered apprenticeship is as valid and equal an opportunity as a two or four-year university.
- Not every youth apprentice will pursue a registered apprenticeship or continue in the construction industry.
- Youth apprenticeship graduates have passed interviews, met the expectations of the program, satisfied all requirements of the program, and may make well-informed applicants for registered apprenticeship.
- Last, youth apprenticeship programs have more oversight and parties involved in oversight than registered apprenticeship programs do.

The committee stressed that holding youth apprenticeship sponsors to the same standards as registered apprenticeship sponsors is critical because the purpose of bridging the two programs is to create a pipeline of candidates that leads to registered apprenticeship.

**Action:** *the committee approved motion that all youth apprenticeship employers or contractors should be either a Wisconsin trade trainer or eligible to become one.*

v. Update on researching the effectiveness of the 54-hour review course

Karen explained that the data is available, but not easily retrievable. The Bureau will have to look record by record, which will require a few days. Karen reminded the committee that the pass rate before the 54-hour course was 50%. After the first cohort, the pass rate was 60%. Later, it was 80%. So, the course has had a positive impact, but it is difficult to calculate the rate due to the way the data are stored and retrieved. The data are stored in multiple databases and must be searched record by record.

**b. Revisions to CFR 29.30**

Karen announced that the CFR 29.30 has been revised and released. She emphasized that more technical assistance is forthcoming from the Department of Labor.

Karen highlighted the following:

- The regulations had not been updated in 40 years.
- The regulations were updated because they were 40 years old; the updates will help employers attract a larger and more diverse pool of applicants; the revisions clarify and streamline the regulations to make it easier for sponsors to comply; and the changes will bring policies in line with current civil rights statutes and case law.
- The changes include extended protections against discrimination; improve and clarify affirmative steps to ensure equal opportunity in apprenticeship; better defined the process for analyzing workforce and setting goals; include new affirmative steps for employing people with disabilities in apprenticeship; and clarify outreach, recruitment, and retention activities.

- The impacts on Wisconsin will be that sponsors will need to update their non-discrimination pledges and the Bureau will update the apprentice application with EEOC supplemental information.
- All sponsors will have to assign responsibility to an individual to oversee EEO activities; distribute EEO policy and conduct orientation and informational sessions; and conduct outreach and recruitment activities.
- Anti-harassment obligations for all sponsors include providing anti-harassment training to all employees directly involved with training, supervising, or mentoring apprentices; making all facilities and apprenticeship activities available to all; and establish and implementing procedures for handling and resolving complaints. Karen noted that anti-harassment training would be required of anyone who deals with apprentices, including mentors, journey workers, local committees, and supervisors.
- Sponsors with five or more apprentices must have an affirmative action plan, must have utilization goals; and must engage in targeted outreach, recruitment, and retention activities. Karen noted that the Department of Labor will release a website that calculates the outreach targets for the sponsor; the formula will not change, but the website will help the sponsor calculate the targets.
- Sponsors are allowed to use any method of entry as long as it is not discriminatory.
- Sponsors must offer persons with disabilities three opportunities to self-identify: upon applying; after the applicant has been accepted but before the apprenticeship begins; and one time thereafter.
- The revisions provide the Bureau with more options for remediating sponsors that are out of compliance.
- Last, the timeline for implementation is as follows: during the summer of 2017, the Bureau will draft the new rule and hold a public hearing; during the fall of 2017, the formal rule making process will begin; and during the winter of the next year, 2018, the Bureau will submit its plan to the U.S. Department of Labor.

Karen stated that the Bureau is going to take its time with implementing the rule to ensure no adverse consequences occur. The Bureau will look very closely at implementing means of recruiting and retaining more minority and female apprentices because Wisconsin apprenticeship has a poor record of minority and female percentages. The Bureau's goal is to give sponsors all the tools they need to be compliant and make positive changes for the future.

Karen concluded by mentioning that the Bureau is planning to host a diversity conference for Wisconsin apprenticeship in the late fall or early winter of 2018. The focus would be to discuss revisions to CFR 29.30 and lay out the tools. More information will be released next year.

The committee asked whether the Department of Labor has released the technical assistance and training online. Karen replied that the information has not been posted yet and the Bureau does not know when or where the information will be posted. All implementation tools are on hold.

### **c. Veterans in Piping**

Darrell reported that the current class of seven students is in the second week of the program. Interviews for the next cohort will occur in December; classes would start in February 2018.

### **d. Federal grants to expand registered apprenticeships**

Karen summarized briefly that the Bureau received three competitive federal grants. Each has two primary objectives: expand apprenticeship primarily into new areas of the economy; and increase the

recruitment and retainment of women, minorities, and under-skilled workers in apprenticeships. She encouraged attendees to read the fact sheet at their leisure.

**e. Apprenticeship Completion Award Program**

Owen reported that ACAP will conclude on June 30. It is included the Governor's proposed budget for the next two years, so it may be renewed.

**f. Other**

No other items were brought forth.

**5. New Business**

**a. BAS Personnel Update**

Karen reported that Joshua Johnson accepted the position of Chief of Field Operations after Kathy Wellington, the former chief, accepted a new position in another state agency. Josh was the former Apprenticeship Training Representative for the Waukesha area; that position is now held by Richard Badger.

The Bureau also created a new leadership position, Field Supervisor, which works directly under Josh Johnson. The position was accepted by Sandy Destree, former ATR for the Lakeshore area. Sandy's ATR position is now held by Lynn O'Shasky.

Tim Ziffer, former ATR for Racine, retired; the new ATR for Racine is Dominic Robinson.

Last, the Bureau created a new apprenticeship area, Appleton South, due to the rapid increase of apprentices in the area. The ATR for Appleton South is Tim Budda.

**b. Become an Apprenticeship LEADER**

Karen explained that the federal grants received by the Bureau will require the Bureau to conduct more outreach to new industries. Therefore, the Bureau will launch a new, employer-to-employer outreach initiative: Apprenticeship LEADERS. The goal is to have apprenticeship sponsors help the Bureau share the value of registered apprenticeship with new industries. All stakeholders are encouraged to apply. Participants can choose their commitment, which ranges from allowing the Bureau to use the company's logo on outreach material to co-presenting with the Bureau to new industry groups.

The application is on the Bureau homepage.

A committee member shared that he applied but has not received a response. Karen acknowledged that she has received applications but has not notified the applicants.

**c. Other**

Co-Chair Steve Brietlow commended all parties that helped respond to the legislature's proposed changes to the plumbing license. He stated it was impressive to witness all different plumbing training organizations "pulling in the same direction."

The committee agreed, and added that the collaborative effort showed that industry has a strong, collective voice.



**6. WTCS Update**

Nancy Nakkoul highlighted a few key points from the written update from WTCS. Nineteen of 41 plumbing apprenticeship completers responded to the WTCS Annual Completers survey; they reported a median annual wage of \$74,874 and median hourly wage of \$29 for a 47-hour work week.

7. The Bureau included the incorrect participant report in the meeting packet. Owen will send the correct report to the committee after the meeting.
8. The committee tentatively scheduled its next meeting for Wednesday, September 20, at Madison Area Technical College in Madison.
9. The meeting adjourned at 12:35 p.m.

**10. Follow-Up Items**

- i. The Bureau will correctly list Joseph Brenner as an Employer Member.*
- ii. The Bureau will revise the state standards with the ACT scores and timeframes for all scores. '*
- iii. The Bureau will publish the crosswalk and note the following: all youth apprenticeship employers or contractors should be either a Wisconsin trade trainer or eligible to become one; and local committees cannot grant youth apprentices credit work on-the-job learning but may grant credit for unpaid related instruction.*

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*Submitted by Owen Smith,  
Bureau of Apprenticeship Standards*

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Employment and Training Division  
Bureau of Apprenticeship Standards  
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STATE OF WISCONSIN



Department of Workforce Development

Scott Walker, Governor  
Ray Allen, Secretary  
Chythania Brown, Division Administrator

May 16, 2017

TO: State Plumbing Apprenticeship Advisory Committee Members & Consultants

FROM: Owen Smith, Bureau of Apprenticeship Standards  
608-266-2491; Owen.Smith@dwd.wisconsin.gov

**SUBJECT: State Plumbing Apprenticeship Advisory Committee Meeting**

DATE: Wednesday, May 17, 2017

TIME: 10:00 AM

Place: Madison Area Technical College  
2125 Commercial Avenue, [RM 240](#)  
Madison, WI

#### **TENTATIVE AGENDA**

1. Call the meeting to order.
2. Introduce the attendees.
3. Review the roster.
4. **Old Business**
  - a. Review the follow-up items from the previous meeting:
    - i. **For action:** election of Employee and Employer Co-Chairs
    - ii. **For action:** approve the minutes.
    - iii. **For action:** statewide minimum scores and maximum timeframes for ACT
    - iv. **For action:** approve YA-RA competency crosswalk and recommendation for OJL credit
    - v. Update on researching the effectiveness of the 54-hour review course
  - b. Revisions to CFR 29.30
  - c. Veterans in Piping
  - d. Federal grants to expand apprenticeship
  - e. Apprenticeship Completion Award Program
  - f. Other
5. **New Business**
  - a. BAS personnel update
  - b. Become an [Apprenticeship LEADER](#)
  - c. Other

6. WTCS Update
7. Review the program participants.
8. Schedule the next meeting.
9. Adjourn.

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Scott Walker, Governor  
Ray Allen, Secretary  
Scott Jansen, Division Administrator

February 27, 2017

TO: Local Plumbing Apprenticeship Committees

FROM: Owen Smith, Program and Policy Analyst  
Bureau of Apprenticeship Standards  
[Owen.Smith@dwd.wisconsin.gov](mailto:Owen.Smith@dwd.wisconsin.gov)

RE: Request for Input on Including ACT as an Applicant Assessment

**I am writing a second time** to ask your input accepting the ACT as an applicant assessment and determining statewide cut-scores. I am writing at the request of the state committee.

**You are receiving this letter because I did not receive a reply** to my first letter in 2016. The letter is enclosed.

**Please reply to the questions in the original letter by Monday, May 1.** Your Apprenticeship Training Representative will be able to assist you.

Please contact me if you have questions or comments.

Enclosure: Letter from July 2016  
Cc: Apprenticeship Training Representatives

*Apprenticeship-Equal Opportunity*

Why now?	Age of current regulations
Regulations	Key Changes
Timeline	Wisconsin
Next Steps	Implementation


Regulations	<b>Why Update?</b>
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- Regulations have not been updated in 40 Years
- Will help employers attract a larger and more diverse pool of applicants
- Clarifying and streamlining the regulations will make it easier for sponsors to comply.
- Changes will bring policies in line with current civil rights statutes and case law.

CFR 29 Part 30	<b>Key Changes.</b>
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- Extends protections against discrimination
- Improves and clarifies affirmative steps to ensure equal opportunity in apprenticeship
- Provides flexibility in implementing
- Better defines process for analyzing workforce and setting goals
- Introduces affirmative steps for employing people with disabilities in apprenticeship
- Clarifies outreach, recruitment, and retention activities

**CFR 29 Part 30**    **Protected Bases**




Adds additional classifications to list of protected bases

- Age-40 and older
- Disability
- Sexual Orientation
- Genetic Information


**Regulations**    **Wisconsin Impact**

- Need to update Nondiscrimination Pledge
- Apprentice Application
  - EEOC Supplemental Information

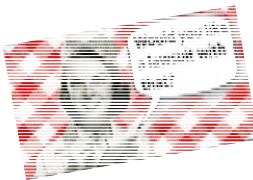


**CFR § 30.3**    **Specific Actions – For All**

- Assign responsibility to an individual to oversee EEO
- Distribute EEO policy and conduct orientation and informational sessions
- Conduct outreach and recruitment
  - 1) Develop and update a list of recruitment sources
  - 2) Identify a contact at each source
  - 3) Provide recruitment sources with advance notice of apprenticeship openings



AML1 **CFR § 30.4**    **Anti-harassment obligations**



- 1) Provide anti-harassment training
- 2) Make all facilities and apprenticeship activities available to all
- 3) Establish and implement procedures for handling & resolving complaints

**Slide 8**

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**AML1** Alt, Meredith L, 04/04/2017

**CFR § 30.4 Sponsors with 5 or More**

- ❑ Must have Affirmative Action Plan
  - ❑ Similar to current regulations
    - ❑ New tool to perform utilization analysis
  - ❑ Must have utilization goals
  - ❑ Must engage in targeted outreach, recruitment, and retention activities




**CFR § 30.4 Sponsors with 5 or More**

**Exemptions**

- ❑ Programs with fewer than five apprentices
- ❑ Sponsors who are meeting their goals
- ❑ Sponsors who have AA plan which meets the requirements of another governmental agency-specific cites in the rule.

**CFR § 30.10 Selection of Apprentices**

- Allows the sponsor to use any method of entry as long as not discriminatory
- Must comply with Uniform Guidelines on Employee Selection Procedures (UGESP) 41 CFR part 60-3



**§ 30.11. People with Disabilities**



- New section addresses self-identification of people with disabilities
  - Three stages
    - When applicants apply
    - After the applicant has been accepted but before begin
    - One time thereafter



## CFR § 30.13 Compliance Reviews



- Registration agency will regularly conduct compliance reviews with findings back to sponsor within 45 days
- If the sponsor is out of compliance, sponsor must submit a remediation plan.

## Regulations Wisconsin Impact

### Timeline

- By 05/31/2017-Review changes with State Committees
- Summer 2017-Draft new rule and hold hearing
- Fall 2017-Formal Rule Making
- Winter 2018-Submit Plan to US DOL Implementation



## Regulations Wisconsin Impact

### Wisconsin Regulatory Structure

- WI Statutes Ch 106-No change needed
- DWD 295-Only minor changes needed
- DWD 296
- WI Apprenticeship Manual



Karen Morgan, Director  
Bureau of Apprenticeship Standards  
Department of Workforce Development  
[karen.morgan@dwd.wisconsin.gov](mailto:karen.morgan@dwd.wisconsin.gov)



## Apprenticeship Grants

### WAGE\$ Grant Overview

The ApprenticeshipUSA Wisconsin Apprenticeship Growth and Enhancement Strategies (WAGE\$) grant is a \$5 million statewide grant from the U.S. Department of Labor to the Wisconsin Department of Workforce Development, Bureau of Apprenticeship Standards from October 1, 2015 – September 30, 2020.

Key project goals are to implement Registered Apprenticeships in three sectors (Advanced Manufacturing, Health Care, and Information Technology) to ultimately result in **1,000 new apprentices**. The grant will also strengthen collaboration among organizations within the workforce system, thus increasing Wisconsin's capacity to support future Registered Apprenticeship growth.

### **WAGE\$ Sub-Recipients**

11 Workforce Development Boards

- Role: Hire or designate an Apprenticeship Liaison at each Board, assist with employer outreach, and support the development of pre-apprenticeship programs

Wisconsin Technical College System (WTCS)

- Role: Develop and modify curriculum for new apprenticeship programs and support expansion activities in classes with low enrollment

### **Proposed Occupations and Numbers of Apprentices**

- **Advanced Manufacturing**
  - Industrial Manufacturing Technician (100) - *Expansion*
  - Maintenance Technician (120) - *Expansion*
  - Welder/Fabricator (75) - *Expansion*
  - Mechatronics (32) – *New Program*
- **Information Technology – All New Programs**
  - Computer Network Support Analyst (50)
  - Computer System Analyst (100)
  - Information Security Analyst (100)
  - Data Warehouse Specialist (30)
  - Business Intelligence Analyst (60)
- **Health Care – All New Programs**
  - Community Health Care Worker (83)
  - Licensed Practical Nurse (70)
  - Medical Assistant (180)

*NOTE: The actual programs selected for development will be industry-led and may be modified, with U.S. Department of Labor approval, based on employer discussions about training needs.*

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### **State Expansion Grant**

The ApprenticeshipUSA State Expansion Grant is a \$1.5 million statewide grant from the U.S. Department of Labor to the Wisconsin Department of Workforce Development, Bureau of Apprenticeship Standards beginning November 1, 2016 with continuation funding available.

Key project goals are to expand apprenticeship into two new areas (Biotech and Finance), to increase apprenticeship in high growth construction sectors, and to expand training opportunities for underrepresented workers. The grant will result in an addition **427 new apprentices.**

### ***Expansion Grant Sub-Recipients***

- 2 Workforce Development Boards: Employ Milwaukee and Workforce Development Board of South Central Wisconsin

### ***Key Registered Apprenticeship Expansion Grant Strategies***

1. Target regions with high growth sectors and concentrations of underrepresented workers
2. Enhance the pipeline for underrepresented workers
3. Increase Registered Apprenticeship demand in the construction sector
4. Expand into new high growth sectors
5. Continue funding for best practices statewide

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### **Accelerator Grant**

The ApprenticeshipUSA State Expansion Grant is a \$200,000 statewide grant from the U.S. Department of Labor to the Wisconsin Department of Workforce Development, Bureau of Apprenticeship Standards from July 1, 2016 – December 2017.

Key project goals are to align the skills of Apprenticeship Training Representatives to meet the projected increase in outreach duties; conduct asset mapping to better tell the apprenticeship story to new industries; conduct outreach and technical support; and hold strategic partnership meetings and associated trainings. The grant initiatives will expand Bureau of Apprenticeship Standards capacity and include organizational changes that will enhance overall apprenticeship outreach efforts.



# ApprenticeshipUSA

## FACTSHEET

[www.dol.gov/apprenticeship](http://www.dol.gov/apprenticeship)

## Access to Registered Apprenticeship – A Proven Path to In-Demand Skills and the Middle Class

Apprenticeship rule update will help employers grow and diversify their apprenticeship programs

### Background

Registered Apprenticeship is a powerful tool for growing our economy and workforce. It helps our workers and employers alike by providing skills-driven training tailored to the needs of our nation's businesses. Apprentices can afford to get the training they need because they learn skills on the job while earning wages. Employers can develop a top-notch, state-of-the-art workforce to stay competitive while apprentices benefit from hands-on career training and national industry certification; it can even lead to more workers getting the advanced training and college degrees they need to compete in the 21st Century economy.

Apprenticeships provide a measurable return on investment for our economy with nine out of ten apprentices employed after completion; the average starting wage is more than \$60,000. And studies show that apprentices who complete their training can earn substantially more over their lifetime - approximately \$240,000 more than their peers who didn't participate in apprenticeship. A stronger apprenticeship system is good for employers too – employers that sponsor apprenticeship programs report higher productivity and retention rates.

The U.S. Department of Labor is working to double and diversify the number of apprentices in the United States - to ensure that more Americans from all backgrounds can benefit from this proven training model. As part of this effort, we have updated and simplified the guidelines for employers and other apprenticeship sponsors on how to ensure Equal Employment Opportunity in apprenticeship programs for traditionally under-represented groups, including

women, minorities, and people with disabilities. These rules have long provided that employers cannot discriminate on the basis of race, color, religion, national origin and sex, in addition to requiring sponsors to take affirmative action efforts to ensure equal opportunity in apprenticeships. But these rules have not been updated since 1978, and needed to be revised to meet the realities of the modern economy and extend protections against discrimination to include a broader range of America's workforce. The updated guidelines will also make it more straightforward for sponsors to comply with the rules and will bring the rule in accord with the current landscape of civil rights statutes and developing case law.

Modernizing and streamlining the rules will also make it easier for employers and apprenticeship sponsors to effectively grow and diversify their apprenticeship programs. These rules are a tool to help programs reach a larger and more diverse pool of applicants, as well as to help improve the experience of all individuals while in the program, thereby broadening participation in apprenticeships and improving the quality of programs.

The updated rules are designed to help employers and apprenticeship sponsors access all of the nation's talent. Women, for example, make up nearly one-half of the American workforce, but less than ten percent of all registered apprentices, meaning many employers are missing out on a large source of talent. Minorities are also under-represented in many industries compared to their share of the talent pool. For instance, while Hispanics make up approximately one

sixth of the labor force, they account for less than one tenth of apprenticeship enrollments in industries such as manufacturing, utilities, and transportation.

The new rules are designed to help employers and apprenticeship sponsors access more of America's talent, and to ensure that we tap into our nation's full potential.

## What's New in the Apprenticeship Equal Employment Opportunity Regulations

Apprenticeship sponsors and employers have long been responsible for ensuring a workplace free from discrimination and taking affirmative steps to support diversity by reaching a broader pool. The first updates to these regulations in nearly 40 years will provide employers and other apprenticeship sponsors with greater clarity in meeting these responsibilities.

The final rule improves on the previous regulations by:

- Extending protections against discrimination to include a broader range of America's workforce, including protections based on disability, age (40 or older), sexual orientation, and genetic information.
- Improving and clarifying the affirmative steps employers and sponsors must take to ensure equal opportunity in apprenticeship.
- Providing new apprenticeship programs with additional flexibility, including up to two years to develop initial affirmative action programs.
- Simplifying and clearly defining the process for analyzing the talent available in the labor market to establish clear and achievable goals for diversity in apprenticeship making it easier for employers and sponsors to comply.
- Clarifying the outreach, recruitment, and retention activities expected of sponsors by specifying four common-sense required activities, such as advertising openings and partnering with educational institutions to recruit diverse talent.
- Providing effective technical assistance - the Office of Apprenticeship will provide technical assistance to States and work with apprenticeship program sponsors to help them meet their affirmative action responsibilities.



## More Information About the Final Rule

The full text of the final rule and other information can be found on the Office of Apprenticeship's EEO website, see <https://www.doleta.gov/oa/eoo/>.

## Detailed Summary of the Apprenticeship Equal Employment Opportunity Final Rule

The following is a summary of the previous rule and the updates made in this final rule.

### Nondiscrimination

- The previous rule prohibited discrimination in the recruitment, selection, employment and training of apprentices on the basis of race, color, religion, national origin, and sex.
- The updated final rule expands protected groups for nondiscrimination purposes, including disability, age (40 or older), sexual orientation, and genetic information. The final rule's EEO pledge also clarifies that sex discrimination includes discrimination on the basis of pregnancy and gender identity.

## Affirmative Steps to Ensure Equal Employment Opportunity

- The previous rule established that program sponsors have a general duty in operating their Registered Apprenticeship program to engage in affirmative steps to ensure equal opportunity. However, the previous regulation did not make explicit how employers had to comply with this obligation, which could lead to uncertainty.
- The final rule clarifies what sponsors must do by setting forth the basic steps that all Registered Apprenticeship programs must undertake, eliminating confusion as to what compliance looks like. These affirmative steps, which draw from best practices that some sponsors already engage in, include:
  - Assigning responsibility to an individual to oversee EEO efforts;
  - Internally distributing the EEO policy as well as conducting orientation and information sessions for apprentices regarding the EEO policy;
  - Conducting outreach and recruitment and providing notice about apprenticeship openings to community-based organizations, schools, and other groups that represent diverse populations and who can help increase apprenticeship applications from those populations; and,
  - Keeping the workplace free from harassment, intimidation, and retaliation, which includes anti-harassment training and maintaining procedures for handling and resolving complaints.

## Written Affirmative Action Program

- The previous rule required sponsors with five or more apprentices to establish an Affirmative Action Program (AAP) at the time their apprenticeship program was registered (either with OA or a recognized State Apprenticeship Agency). The AAP includes a written plan that details the steps the sponsor has taken and will take to ensure equal opportunity in recruitment, selection, employment, and training of apprentices.
  - **The final rule now allows new program sponsors more time to establish initial AAPs.** New program sponsors will have up to two years to prepare an initial written affirmative action plan. This will give sponsors ample time for preparation of their first plan under these proposed regulations.
- The final rule exempts certain sponsors from the requirement to maintain and update an AAP, in keeping with the previous rule:
    - Sponsors with fewer than five apprentices; and
    - Sponsors that are already in compliance with other equal opportunity programs providing for affirmative action on the bases of race, ethnicity, sex, and disability, including the use of goals for any underrepresented group. An example is federal contractors that have written AAPs developed in accordance with Executive Order 11246 and Section 503 of the Rehabilitation Act, administered by the Department's Office of Federal Contract Compliance Programs (OFCCP).

## Analysis of Apprenticeship Programs' Composition by Race, Ethnicity, and Sex

- Under the previous regulations, non-exempt sponsors typically worked with their registration agencies to analyze the racial, sex, and ethnic composition of their apprenticeship workforce ("workforce analysis") and compare that to the composition of qualified individuals in the relevant labor market ("availability analysis"). This comparison is the "utilization analysis." If the portion of women or minorities was significantly less among the sponsor's apprentices than is reasonably expected given the availability of those individuals in the labor market, then the sponsor had to set goals and undertake good faith efforts to meet these goals.
  - The final rule maintains these requirements but also:
    - Explains that these goals (1) are not rigid and inflexible quotas that must be met; (2) do not allow preferential selection on the basis of race, sex, or ethnicity; (3) do not create "set-asides" for specific groups; and (4) cannot be used to supersede eligibility requirements.
    - Adjusts the workforce analysis so that it is conducted at the occupation level, and the utilization analysis at the major occupation category level, using a common source of data easily accessible to sponsors.
    - Simplifies the process for analyzing the labor market composition by: (1) decreasing the number of data sources to be analyzed; (2) clarifying the steps required to do the analysis; (3) providing clear directions for establishing goals; and (4) making clear that the Registration Agency will assist the sponsor throughout this process.
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## Expansion to Individuals with Disabilities

- The previous regulations did not include nondiscrimination or affirmative action requirements on the basis of disability.
- **The final rule adds disability** to the bases protected by the nondiscrimination requirement, and it adds disability as an element of sponsors' affirmative action programs. Rather than each program conducting an availability analysis specific to its labor market, the final rule establishes a single, national goal that seven percent of programs' apprentices be individuals with disabilities. This approach is based upon available labor market demographic data and is consistent with OFCCP's revised Section 503 regulations that, among other things, established a nationwide seven percent goal for the utilization of qualified individuals with disabilities by federal contractors.
- As with race/sex goals, this updated rule clarifies that the seven percent goal is not a quota, and sponsors will not be cited for violations simply for failing to meet the goal. Rather, sponsors that do not meet the goal would be required to examine if impediments to equal opportunity exist, and if so, to correct those impediments.
- To provide sponsors with necessary information on applicants' and apprentices' disability status, under the rule sponsors invite individuals to voluntarily self-identify as an individual with a disability.

## Outreach and Recruitment

- The previous rule set forth 10 kinds of outreach, recruitment, and retention activities but does not specify which, or how many, were required.
- In the final rule, there are only two different outreach and recruitment obligations set forth in the rule.
- The final rule provides more clarity as to how outreach obligations work.
- First, the rule states that all sponsors must implement measures to ensure that its outreach and recruitment measures extend to all potential apprentices regardless of race, sex, ethnicity, or disability. To do so, the sponsor must:
  - Develop and update a list of recruitment sources (several examples of which are provided in the rule);

- Identify a contact person at each recruitment source; and
  - Provide these recruitment sources advance notice of openings to they can notify and refer candidates
- Second, the rule also requires that those sponsors that maintain an AAP and are required to set race/sex utilization goals, and/or that identify barriers to EEO with regard to disability, must engage in targeted outreach, and recruitment, and retention activities in response. These activities are:
    - Distributing information to community-based organizations, local high schools, local community colleges, local vocational, career and technical schools, career centers at minority serving institutions, and other groups;
    - Advertising openings by publishing advertisements in electronic media and other appropriate forms;
    - Cooperating with local school boards and vocational education systems to develop relationships with pre-apprenticeship programs in order to prepare students from under-represented groups to meet apprenticeship entry standards; and
    - Establishing agreements to enlist the support of pre-apprenticeship programs, community-based organizations, or advocacy organizations in recruiting qualified individuals and in developing pre-apprenticeship programs.

## Selection of Apprentices

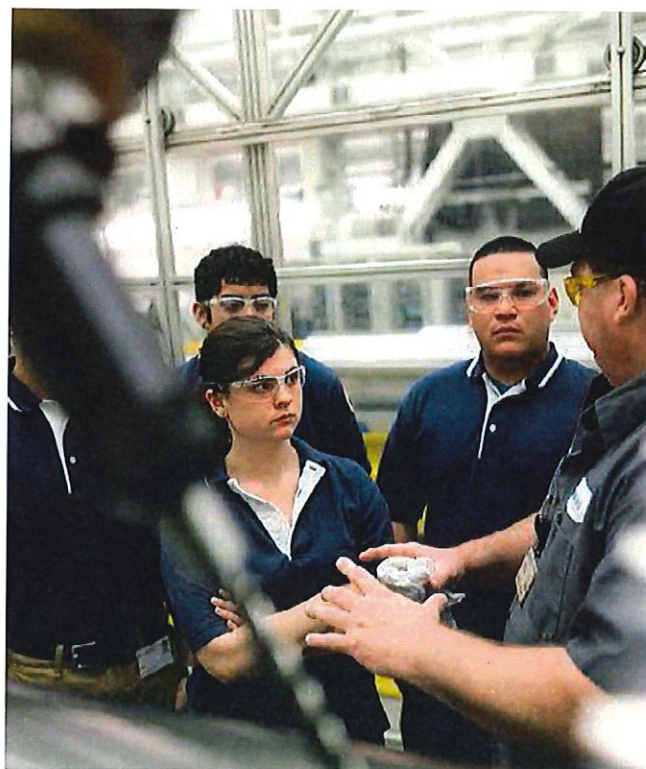
- The previous rule set forth four detailed mechanisms by which sponsors may select apprentices into their programs.
- The final rule provides much greater flexibility for selection, providing that sponsors may use any method to select apprentices so long as that method complies with long-established Uniform Guidelines on Employee Selection Procedures and the Americans with Disabilities Act, is uniformly and consistently applied, and is not discriminatory.

## Complaint Procedure

- The previous regulations provided that applicants or apprentices could file a written complaint with OA or the State Apprenticeship Agency alleging discrimination or a failure to comply with other equal opportunity provisions.
- The final rule clarifies the complaint procedures both for individuals to file EEO complaints and for OA and State Apprenticeship to handle these complaints.

## Measures for Noncompliance

- OA recognizes the voluntary nature of these programs and wants Registered Apprenticeships to succeed. It uses compliance enforcement measures as a last resort after exhausting other avenues.
- The previous regulations' measures for noncompliance included cancellation or deregistration of an apprenticeship program.
- The final rule includes additional, more flexible, enforcement mechanisms. Rather than the only enforcement mechanisms being deregistration or cancellation of a program, which essentially would shut down the apprenticeship program, the updated rule allows the placement of a temporary moratorium on a sponsor's registration of new apprentices. This will allow the sponsor to work with the Registration Agency to address the violations and meet the steps identified in its compliance action plan before deregistration proceedings are instituted.









## WTCS System-Wide Activity Update for Spring 2017

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- **WTCS Apprenticeship Completion Report:** The WTCS published the new Apprenticeship Completion Report in February 2017 with data from completers from 2014-15.  
<http://www.wtcsystem.edu/about-us/wtcs-overview>
  - Of 669 apprentice completers surveyed, 263 responded for a 39% response rate.
  - 95% indicated they were employed in the trade for which they received training, down 4% from the prior report.
  - Annual median earnings of \$67,595 was reported across all sectors, up approximately \$1200 from the prior report.
  - 95% indicated that they were very satisfied or satisfied with their paid-related instruction. For On-The-Job Training, 90% reported they were very satisfied or satisfied.
  - 34% are considering continuing their formal education, up slightly from 31% from the prior year's survey (i.e., Technical Studies Journey Worker AAS, associate degree, bachelor's degree)
- **WTCS Apprenticeship Enrollment Trend:** Enrollment across all apprenticeship programs is up 47% between 2013 and 2016, far outpacing enrollment growth in non-apprenticeship technical degree and diploma programs at the WTCS Colleges. As of end of academic year 2016, there were 6128 apprentices enrolled the Wisconsin Technical College System, unduplicated count. That is a 14% increase from the prior year. With duplicates, there are 6,633 enrollments. Confirmed actual enrollment data for the 2016-17 year will not be available until August 2017.
- **System-wide Curriculum:** PRI model Curriculum Standards are established and currently posted for 51 trades to the WTCS WIDS Repository. Additional curriculum projects are underway for 2016-17, in particular for new apprenticeship programs for Auto Body Collision and Organic Vegetable Farm Grower/Manager, as well as those occupations targeted under the WAGE\$ grant in Mechatronics and IT-Software Developer. Colleges are able to map/create a matrix showing how their curriculum aligns with the model standards and to evaluate credits earned. ATRs regularly use the PRI documents to explain and promote learning content to current and potent apprenticeship sponsors.
- **Great Lakes Tools of the Trade/WTCS Apprenticeship Scholarships:** The Great Lakes Higher Education Foundation once again awarded 200, \$1000 scholarships for industrial and construction apprentices. Awards were distributed in February 2017.
- **Apprentice Direct Instructional Support GPR grants:** For 2016-17, the WTCS has allocated up to \$300,000 in grant funds to support direct instruction for apprentices due to rapidly expanding enrollments and opening of new programs and sections. This continues to reflect a 50% increase in the investment of funds available since 2015.

## State Committee Report - Construction

### State Plumbing Appren Advisory Committee

This summary counts employers and apprentices with contract(s) active or unassigned on 5/1/2017 in trade(s) associated with this committee.

Sponsor Name Trade	Apprentices									Employers				
	Total	Minority		Female		Union		Non- Union		Total	W/Union Appr		W/Non-Union Appr	
		#	%	#	%	#	%	#	%		#	%	#	%
1	2	3	3a	4	4a	5	5a	6	6a	7	8	8a	9	9a
<b>All Sponsors Total</b>	<b>862</b>	<b>39</b>	<b>4.5</b>	<b>5</b>	<b>0.6</b>	<b>313</b>	<b>36.3</b>	<b>549</b>	<b>63.7</b>	<b>414</b>	<b>84</b>	<b>20.3</b>	<b>336</b>	<b>81.2</b>
<b>ABC of Wisconsin (All)</b>	<b>247</b>	<b>14</b>	<b>5.7</b>	<b>1</b>	<b>0.4</b>			<b>247</b>	<b>100.0</b>	<b>119</b>			<b>119</b>	<b>100.0</b>
Plumber (186238103001)	247	14	5.7	1	0.4			247	100.0	119			119	100.0
<b>Appleton Area Plumbing JAC</b>	<b>53</b>	<b>0</b>		<b>0</b>	<b>0.0</b>	<b>15</b>	<b>28.3</b>	<b>38</b>	<b>71.7</b>	<b>31</b>	<b>7</b>	<b>22.6</b>	<b>24</b>	<b>77.4</b>
Plumber (186238103001)	53	0		0	0.0	15	28.3	38	71.7	31	7	22.6	24	77.4
<b>Central WI Area Plumbing JAC</b>	<b>19</b>	<b>1</b>	<b>5.3</b>	<b>0</b>	<b>0.0</b>	<b>5</b>	<b>26.3</b>	<b>14</b>	<b>73.7</b>	<b>16</b>	<b>5</b>	<b>31.3</b>	<b>11</b>	<b>68.8</b>
Plumber (186238103001)	19	1	5.3	0	0.0	5	26.3	14	73.7	16	5	31.3	11	68.8
<b>Eau Claire Area Plumbing JAC</b>	<b>51</b>	<b>0</b>		<b>0</b>	<b>0.0</b>	<b>18</b>	<b>35.3</b>	<b>33</b>	<b>64.7</b>	<b>29</b>	<b>9</b>	<b>31.0</b>	<b>23</b>	<b>79.3</b>
Plumber (186238103001)	51	0		0	0.0	18	35.3	33	64.7	29	9	31.0	23	79.3
<b>Fond du Lac Area Plumbing JAC</b>	<b>15</b>	<b>0</b>		<b>0</b>	<b>0.0</b>	<b>9</b>	<b>60.0</b>	<b>6</b>	<b>40.0</b>	<b>8</b>	<b>3</b>	<b>37.5</b>	<b>6</b>	<b>75.0</b>
Plumber (186238103001)	15	0		0	0.0	9	60.0	6	40.0	8	3	37.5	6	75.0
<b>Kenosha-Racine-Walworth Plumbing JAC</b>	<b>30</b>	<b>2</b>	<b>6.7</b>	<b>0</b>	<b>0.0</b>	<b>27</b>	<b>90.0</b>	<b>3</b>	<b>10.0</b>	<b>18</b>	<b>15</b>	<b>83.3</b>	<b>3</b>	<b>16.7</b>
Plumber (186238103001)	30	2	6.7	0	0.0	27	90.0	3	10.0	18	15	83.3	3	16.7
<b>La Crosse Area Plumbing JAC</b>	<b>52</b>	<b>1</b>	<b>1.9</b>	<b>0</b>	<b>0.0</b>	<b>15</b>	<b>28.8</b>	<b>37</b>	<b>71.2</b>	<b>31</b>	<b>7</b>	<b>22.6</b>	<b>24</b>	<b>77.4</b>
Plumber (186238103001)	52	1	1.9	0	0.0	15	28.8	37	71.2	31	7	22.6	24	77.4
<b>Lake To Lake Area Plumbing JAC</b>	<b>21</b>	<b>0</b>		<b>0</b>	<b>0.0</b>	<b>6</b>	<b>28.6</b>	<b>15</b>	<b>71.4</b>	<b>15</b>	<b>4</b>	<b>26.7</b>	<b>11</b>	<b>73.3</b>
Plumber (186238103001)	21	0		0	0.0	6	28.6	15	71.4	15	4	26.7	11	73.3
<b>Madison Area Plumbing JAC</b>	<b>110</b>	<b>3</b>	<b>2.7</b>	<b>3</b>	<b>2.7</b>	<b>72</b>	<b>65.5</b>	<b>38</b>	<b>34.5</b>	<b>36</b>	<b>8</b>	<b>22.2</b>	<b>28</b>	<b>77.8</b>
Plumber (186238103001)	110	3	2.7	3	2.7	72	65.5	38	34.5	36	8	22.2	28	77.8
<b>Marshfield Area Plumbing JAC</b>	<b>10</b>	<b>0</b>		<b>0</b>	<b>0.0</b>			<b>10</b>	<b>100.0</b>	<b>6</b>			<b>6</b>	<b>100.0</b>
Plumber (186238103001)	10	0		0	0.0			10	100.0	6			6	100.0
<b>Milwaukee Area Plumbing JAC</b>	<b>118</b>	<b>15</b>	<b>12.7</b>	<b>1</b>	<b>0.8</b>	<b>118</b>	<b>100.0</b>			<b>33</b>	<b>33</b>	<b>100.0</b>		
Plumber (186238103001)	118	15	12.7	1	0.8	118	100.0			33	33	100.0		
<b>Northeast WI Area Plumbing JAC</b>	<b>50</b>	<b>2</b>	<b>4.0</b>	<b>0</b>	<b>0.0</b>	<b>20</b>	<b>40.0</b>	<b>30</b>	<b>60.0</b>	<b>26</b>	<b>6</b>	<b>23.1</b>	<b>20</b>	<b>76.9</b>
Plumber (186238103001)	50	2	4.0	0	0.0	20	40.0	30	60.0	26	6	23.1	20	76.9
<b>Northern WI Plumbing Advisory Committee</b>	<b>12</b>	<b>2</b>	<b>16.7</b>	<b>0</b>	<b>0.0</b>			<b>12</b>	<b>100.0</b>	<b>9</b>			<b>9</b>	<b>100.0</b>
Plumber (186238103001)	12	2	16.7	0	0.0			12	100.0	9			9	100.0
<b>Rhineland Area Plumbing JAC</b>	<b>13</b>	<b>0</b>		<b>0</b>	<b>0.0</b>			<b>13</b>	<b>100.0</b>	<b>12</b>			<b>12</b>	<b>100.0</b>
Plumber (186238103001)	13	0		0	0.0			13	100.0	12			12	100.0
<b>Southwest WI Area Plumbing Advisory Comm</b>	<b>22</b>	<b>0</b>		<b>0</b>	<b>0.0</b>			<b>22</b>	<b>100.0</b>	<b>19</b>			<b>19</b>	<b>100.0</b>
Plumber (186238103001)	22	0		0	0.0			22	100.0	19			19	100.0
<b>Wausau Area Plumbing JAC</b>	<b>22</b>	<b>1</b>	<b>4.5</b>	<b>0</b>	<b>0.0</b>	<b>4</b>	<b>18.2</b>	<b>18</b>	<b>81.8</b>	<b>14</b>	<b>2</b>	<b>14.3</b>	<b>12</b>	<b>85.7</b>



## State Committee Report - Construction

### State Plumbing Appren Advisory Committee

This summary counts employers and apprentices with contract(s) active or unassigned on 5/1/2017 in trade(s) associated with this committee.

Sponsor Name Trade	Apprentices									Employers				
	Total	Minority		Female		Union		Non- Union		Total	W/Union Appr		W/Non-Union Appr	
		#	%	#	%	#	%	#	%		#	%	#	%
1	2	3	3a	4	4a	5	5a	6	6a	7	8	8a	9	9a
<b>All Sponsors Total</b>	<b>862</b>	<b>39</b>	<b>4.5</b>	<b>5</b>	<b>0.6</b>	<b>313</b>	<b>36.3</b>	<b>549</b>	<b>63.7</b>	<b>414</b>	<b>84</b>	<b>20.3</b>	<b>336</b>	<b>81.2</b>
Plumber (186238103001)	22	1	4.5	0	0.0	4	18.2	18	81.8	14	2	14.3	12	85.7
<b>Western WI Area Plumbing JAC</b>	<b>17</b>	<b>0</b>		<b>0</b>	<b>0.0</b>	<b>4</b>	<b>23.5</b>	<b>13</b>	<b>76.5</b>	<b>11</b>	<b>2</b>	<b>18.2</b>	<b>11</b>	<b>100.0</b>
Plumber (186238103001)	17	0		0	0.0	4	23.5	13	76.5	11	2	18.2	11	100.0

Wisconsin Bureau Of Apprenticeship Standards  
**State Plumbing Appren Advisory Committee**  
**Historical Report by Year**



Report Period: 2017\* and Previous 10 Years

*Current year is YTD data as of Run Date: 05/12/2017		
Run Date: 05/12/2017		
State Plumbing Appren Advisory Committee		
Sponsored Trade Group(s): Construction		
Year	Active Apprentices	Active Employers
2007	1,202	569
2008	1,068	520
2009	861	459
2010	682	389
2011	583	336
2012	479	284
2013	481	276
2014	615	330
2015	760	378
2016	916	433
2017	890	423

