

October 29, 2021

TO: State E&I Apprenticeship Advisory Committee Members and Consultants
FROM: Owen Smith, Bureau of Apprenticeship Standards; Owen.Smith@dwd.wisconsin.gov

SUBJECT: State Electrical & Instrumentation Apprenticeship Advisory Committee

DATE: Thursday, November 4, 2021

TIME: 1:00 p.m.

ACCESS: [Join the virtual meeting.](#)

Audio only: 608-571-2209; 254 670 526#

TENTATIVE AGENDA

1. Call the meeting to order.
2. Record attendees.
3. Review the roster.
4. **Action items**
 - a. Approve the minutes.
 - b. Review the related instruction.
 - c. Review the youth apprenticeship curriculum.
 - d. Revise the E&I Technician registered apprenticeship.
5. **Discussion items**
 - a. Letters of support for Racine Youthful Offender Correctional Institutions Mechatronics Pre-Apprenticeship
 - b. Mandatory registration in BASERS, effective July 1, 2021
 - c. Implementing revisions to CFR 29.30
 - d. Implementing Transition to Trainer and Teaching Transition to Trainer
 - e. Reimbursements for employers and apprentices
 - f. 2021 National Apprenticeship Week
 - g. 2022 Biennial Apprenticeship Conference
 - h. BAS leadership and personnel changes
 - i. Other
7. WTCS update
8. Review the program participants.
9. Schedule the next meeting.
10. Adjourn

Draft Minutes of the
Electrical & Instrumentation
State Apprenticeship Advisory Committee

April 14, 2021
Webinar

Members Present	Employer / Organization
Butt, Nate (Co-Chair)	Quad Graphics
Cannestra, Anthony (Co-Chair)	GE Healthcare
Laehn, Steve	Sargento Foods, Inc.
Randall, Bob	Brakebush Brothers
Roach, Mike	Trane Co.
Winkler, Mike	John Deere Horicon Works
Woehlke, Scott	Mercury Marine
Zak, Tyler	Kimberly Clark
Members Absent	Employer / Organization
Cestkowsi, Jim	MPI
Hafeman, Brian	PCA
Consultants & Guests	Employer / Organization
Gast, Brad	Northcentral Technical College
Grunewald, Jeff	Lakeshore Technical College
Martindale, Marc	Northcentral Technical College
Mayek, Mandy	Mid-State Technical College
Metko, Katie	Northcentral Technical College
Nakkoul, Nancy	Wisconsin Technical College System
O'Shasky, Lynn	Bureau of Apprenticeship Standards
Polk, David	Milwaukee Area Technical College
Popp, Corey	Bureau of Apprenticeship Standards
Smith, Owen	Bureau of Apprenticeship Standards
Straub, Steve	Lakeshore Technical College

1. The meeting was called to order at 1:05 p.m. by Tony Cannestra, Committee Co-Chair, in conformance with the Wisconsin Open Meeting Law.
2. Mr. Smith recorded attendees. A quorum was present.
3. The committee advised the Bureau to recruit at least two additional members.

4. Action Items

a. Approve the minutes.

The minutes were approved as revised: correct Steve Laehn's last name.

b. Review the related instruction.

Ms. Nakkoul explained that the WTCS will conduct a five-year cyclical review of related instruction for all registered apprenticeships beginning this spring. The review has several objectives: ensure curriculum is accurate; review all competencies and related hours; review delivery format; and align curriculum with technical diplomas and associate degrees, if possible. This year's review will include four programs within electrical and instrumentation.

The state committee asked who will be involved in the review. Ms. Nakkoul explained that her office will survey instructors, sponsors, and the state committee. The results will be reviewed by a focus group of faculty that will recommend revisions. Minor revisions will be implemented; revisions that would affect the structure of the registered apprenticeship, will be brought to the state committee for review and approval.

The state committee asked whether the process is similar to a DACUM, i.e. Developing A CURriculum. Ms. Nakkoul replied that the review process will be very different.

Ms. Nakkoul asked whether the initial survey should be sent to the state committee only or the committee and all sponsors. A general discussion ensued on the advantages of each approach.

Action: the state committee recommended that one survey be distributed to all sponsors of Mechatronics Technician, and a separate survey be sent to sponsors of Electrical instrumentation Technician, Industrial Electrician, and Maintenance Technician.

c. Review the state standards.

Mr. Smith reported that he invites the state committee to review its state standards in full next year to ensure all content, such as recent law changes and policies unique to the committee, is accurate.

The state committee agreed.

d. Review the youth apprenticeship curriculum.

The Youth Apprenticeship staff reported that it is "modernizing," i.e. updating, the curriculum for all youth apprenticeships. The project will occur in tiers. The staff asked for volunteers to review the current curriculum for manufacturing.

Several members of the state committee volunteered to review the curriculum.

e. Revise the E&I Technician registered apprenticeship.

Mr. Smith reported that the project has been postponed due to COVID-19 and the fact that sponsors that want to train automation can do so by modifying the Exhibit A hours by 20%.

He noted that draft revisions to the program incorporate three significant recommendations from the state committee: incorporate revisions to the Industrial Electrician registered apprenticeship; combine work processes for particular instruments into a single work process; and add a work process for automation.

He replied that the Bureau will survey all current and potential sponsors for their input on the revisions once business normalizes after COVID.

The committee did not have questions or comments.

5. Discussion Items

a. Registered apprenticeship during COVID-19

Mr. Smith reiterated that Wisconsin Apprenticeship supports sponsors and training facilities adjusting delivery as needed to ensure the safety of apprentices and staff.

The committee asked how the Bureau notifies sponsors when an Apprenticeship Training Representative is replaced or the position is vacant. Ms. O'Shasky answered that the procedure varies by ATR, but most will notify all sponsors via email.

The committee reported that COVID produced several "hiccups" in hiring and training. Many companies furloughed workers and froze hiring. Some companies that have resumed hiring have found a lack of qualified applicants.

b. Mandatory registration in BASERS, effective July 1, 2021

Mr. Smith reiterated that, effective July 1, all sponsors must do the following: register in BASERS; register all new contracts in BASERS; and experiment with performing all contract actions through BASERS and notify the Bureau of any technical or administrative difficulties.

The state committee replied that all sponsors use BASERS and believe it works very well.

c. Implementing revisions to CFR 29.30

Mr. Smith reviewed that the Bureau will begin conducting affirmative action plans with local committees once all new staff are training and staff are permitted to travel again.

Attendees did not have questions or comments.

d. Biden Administration Bolsters Registered Apprenticeship

Mr. Smith reviewed the announcement included in the meeting material. The Biden administration discontinued industry-recognized registered apprenticeships and strongly supports registered apprenticeship.

Attendees did not have questions or comments.

e. National Apprenticeship Act 2021

Mr. Smith reviewed the proposed legislation and noted the emphasis on youth apprenticeship and certified pre-apprenticeship, both of which are featured and integrated in Wisconsin.

Attendees did not have questions or comments.

f. Wisconsin Apprenticeship Completer Report

Ms. Nakkoul reviewed the report design and results, noting the data from manufacturing apprentices. She shared that future versions will standardize wage and earnings across a 40-hour workweek to account for variations in overtime.

Attendees complimented the report and thanked Ms. Nakkoul for presenting it.

g. Implementing Transition to Trainer and Teaching Transition to Trainer

Ms. Nakkoul and Mr. Smith explained the requirements for T2T instructors certified prior to 2021 and instructors who want to become certified to teach the course. Ms. Nakkoul reviewed the website that hosts the requirements and schedule of upcoming courses.

Mr. Smith reported that certified instructors who have not taken the required refresher can continue teaching the old curriculum until they complete the refresher.

The technical college coordinators reported that their instructors have taken the refresher or are registered to do so.

h. Supportive services and OJL reimbursement for registered apprentices

Mr. Smith explained the reimbursements available to sponsors and apprentices, the eligibility criteria, and the points of contact. Representatives of WRTP/ BIG STEP commented that graduates of their certified pre-apprenticeships would qualify.

Attendees did not have questions or comments.

i. Applicant outreach campaign and revisions to www.WisconsinApprenticeship.org

Mr. Smith reported that the applicant campaign is underway. The theme is, "Apprenticeship: A Different Kind of Classroom." It targets women and minorities and includes billboards, social media, and electronic media placement. The new brand is, "Wisconsin Apprenticeship," which is an umbrella brand for registered, youth, and certified pre-apprenticeship. The brand and theme will be incorporated into the BAS website, which will be revised to be more user friendly by fall.

Attendees did not have questions or comments.

j. Apprenticeship Completion Award Program

Mr. Smith reported that the program continues to be an example of strong bipartisan support for registered apprenticeship. He reviewed the reimbursement statistics and noted that declined requests will always exceed accepted requests because all requests received are for more than the maximum reimbursement amount.

Attendees did not have questions or comments.

k. BAS leadership and personnel changes

Mr. Smith reported that new employees Ryan Herber and Raquel Nowak joined the bureau as

Apprenticeship Training Representatives.

Attendees did not have questions or comments.

I. 2021 National Apprenticeship Week

Mr. Smith reported that the dates have not been announced by the U.S. Department of Labor. If they are not announced by summer, he will announce Wisconsin Apprenticeship Week for the week November 14.

Attendees did not have questions or comments.

m. Other

Attendees did not have questions or comments.

6. WTCS Update

Ms. Nakkoul reviewed the executive summary included in the meeting material.

Attendees did not have questions or comments.

7. Review the program participants.

Participants included 733 apprentices and 263 employers with a contract in active or unassigned status on April 1, 2021.

8. The Bureau will schedule the next meeting via online survey.

9. The meeting adjourned at 3:00 p.m.

6. WTCS Update

Ms. Nancy Nakkoul review the remaining items in the written summary.

Attendees did not have questions or comments.

7. Participants included 261 employers and 765 apprentices with a contract in active or unassigned status on October 1, 2020.

8. The Bureau will tentatively schedule the next meeting via electronic survey.

9. The meeting adjourned at 2:45 p.m.

DRAFT

February 24, 2021

Dear Apprenticeship Employers:

The [link](#) is now live to access information on applying for on-the-job learning reimbursements through Wisconsin Apprenticeship grant funds. Follow the instructions offered in the [link](#) and review the information in this email regarding eligibility. The deadline for submitting questions regarding this announcement is March 5th at 2 p.m. CST. Awards may be made as soon as March 15th. Applications will be reviewed in the order in which they are received. Questions can be sent to our grants mailbox at dwddetgrants@dwd.wisconsin.gov.

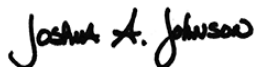
The on-the-job learning reimbursements are part of a Wisconsin grant initiative, using federal grant funds, to help defray the extraordinary costs of training apprentices. Employers may be eligible for up to a \$1,000 reimbursement for each apprentice that they hired between July 1, 2019 and January 30, 2021, as long as the apprentice meets one of the following criteria:

- The apprentice previously completed a Wisconsin Youth Apprenticeship program in any career cluster; or
- The apprentice previously completed a state certified pre-apprenticeship program in any job sector. A detailed list of Wisconsin certified pre-apprenticeship programs can be found [here](#); or
- The apprentice was hired to work in the IT, Healthcare, Bio-Tech, Transportation, Agriculture or Financial Services sectors.

Employers may only receive one on-the-job learning reimbursement per apprentice that meets the qualifying criteria and cannot request reimbursement for the same apprentice more than once.

Thank you for being valued Wisconsin apprenticeship employers and sponsors.

Sincerely,



Joshua Johnson, State Director
Wisconsin Apprenticeship

Dear Wisconsin Apprentices:

Wisconsin Apprenticeship has federal grant funds available to provide supportive services to registered apprentices. Up to \$600 may be available to each Wisconsin registered apprentice to assist with the following apprenticeship-related costs:

- Uniforms or work clothing
- Tools
- Required physicals
- Books
- Test fees
- Mileage
- Bus passes
- Parking permits
- Childcare
- Rent & housing costs

Apprentices who began their apprenticeship between July 1, 2019 and March 31, 2022 are eligible. Reimbursements will be awarded to applicants through March 31, 2022, or until the funding runs out. Apprentices must contact the following organizations, according to location, to determine if they qualify:

**Milwaukee, Racine, Kenosha, Walworth,
Washington, Waukesha and Ozaukee
counties**

Employ Milwaukee
Jose Galvan
Jose.galvan@employmilwaukee.org
2342 North 27th Street
Milwaukee, WI 53210

Office 414-270-1743
Cell 414-852-1914

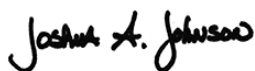
All other Wisconsin counties

South Central Workforce Development Board
Jeff Kennedy
jkennedy@wdbscw.org
3513 Anderson Street Ste 104
Madison, WI 53704

Office 608-249-9001 Ext. 230

Thank you for being valued Wisconsin apprentice.

Sincerely,



Joshua Johnson, State Director
Wisconsin Apprenticeship



WTCS System-Wide Activity Update September 2021

WTCS Apprenticeship Enrollment Trend

WTCS enrollments across all apprenticeship programs decreased from 7923 to 7630 unduplicated, and 8053 to 7720 duplicated, students by the end of 2020-2021 academic year. That is a 3.7% and 4.1% decrease, respectively, in one year.

Ascendium Education Group Tools of the Trade Scholarships Increased Again in 2021

For the 2021-22 academic year, Ascendium Education Group has committed to awarding an additional 75 scholarships to industrial and construction sector apprentices who receive their related instruction through a WTCS college. A total of 325 awards of \$1500 apiece will be granted statewide in March 2022, with the scholarship application period open from late August until late November 2021.

New MyWTCS Website: <https://mywtcs.wtcsystem.edu/>

MyWTCS is an intranet site for the Wisconsin Technical College System and stakeholders. Launched in February 2021, the re-designed site includes a new look and improved functionality and features, including an [expanded apprenticeship resources section](#). WTCS systemwide publications, including the annual Apprenticeship Completion Report, can be found on the [Wistechcolleges](#) sister-site, under [publications](#).

[Preparing to Teach Transition to Trainer \(PT2TT2T\)](#)

MyWTCS also hosts information, administrative guidance, and upcoming PT2TT2T course offerings for instructors of the BAS-mandated apprentice Transition to Trainer course. As of January 2021, current instructors of Transition to Trainer must complete the 3-hour abridged Preparing to Teach Transition to Trainer course by the end of 2021.

New Proactive Approach to Revisions of Apprenticeship Related Instruction offered through the WTCS

Starting in 2021, the WTCS and BAS adopted a 5-year cycle revision framework for all systemwide apprenticeship curriculum where related instruction is offered at more than one WTCS college. Approximately sixty systemwide apprenticeship programs have a documented curriculum standard model that will form the foundation for review of program and course outcomes and competencies. Apprenticeship faculty, industry sponsors and State Apprenticeship Trade Advisory Committees will be engaged in the review process. This proactive approach will ensure that learning remains current with industry needs and technological advancements. Program assignment within the 5-year cycle will remain fluid.

Curriculum Review Completed 2020-21	Curriculum Slated for Review 2021-22
<ul style="list-style-type: none">• Carpentry (All)• Wastewater Treatment• Electrical (All)• Industrial Manufacturing Technician• IT-Service Desk	<ul style="list-style-type: none">• HVAC (ABC)• Mechatronics• Barber/Cosmetology• Bricklaying/Masonry• Industrial Electrical, Maintenance Technician, and E&I Technician

<ul style="list-style-type: none"> • IT-Software Developer 	<ul style="list-style-type: none"> • Arborist • Electric Line, Metering Technician, and Substation Electrician
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Active WTCS-BAS Apprenticeship Programs, By Sector, Occupation, and College as of August 2021

The master [color-coded chart](#) of all apprenticeship programs with active related instruction offered through the WTCS colleges can be found on the MyWTCS website. “Active” is defined as approved programs with enrollments in the past two years.

State Committee Report



This summary counts employers and apprentices, between 10/29/2021 and 10/29/2021 with contract status as Active & Unassigned in occupation(s) associated with this committee.

Report is based on apprentice contracts where:

- Contract sector is 'Industrial'.
- 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	802	57	7.1	19	2.4	354	44.1	448	55.9	274	101	36.9	175	63.9
Electrical and Instrumentation (E & I) Technician (0271028101801)	165	6	3.6	5	3.0	113	68.5	52	31.5	56	30	53.6	28	50.0
Industrial Electrician (0282926101801)	354	29	8.2	10	2.8	149	42.1	205	57.9	144	51	35.4	93	64.6
Maintenance Electrician (0282926101802)	8	0	0	0	0	4	50.0	4	50.0	2	1	50.0	1	50.0
Maintenance Technician (0282926101805)	275	26	9.5	4	1.5	88	32.0	187	68.0	121	33	27.3	88	72.7