

**Approved Minutes of the
Steamfitting
State Apprenticeship Advisory Committee Meeting**

May 8, 2017

UA Local 434 Training Center
Mosinee, WI

Members Present	Employer/Organization
Edwards, Douglas	Steamfitters Local 601 Milwaukee
Hayden, Terry	Local 434
Knaus, Jeff	Local 400
Lauer, Joe	EGI Mechanical Inc
Sturdivant, Mike (Co-Chair)	Tweet-Garot Mechanical
Weinfurter, Greg	Tweet-Garot Mechanical, Inc
Zielke, Joel	Steamfitter Local 601
Members Absent	Employer/Organization
Christensen, Paul	H & H Industries
Clark, Roger	UA Local 118
Stramowski, Gary	J.M. Brennan
Consultants and Guests	Employer/Organization
Cappetta, Darrell	Bureau of Apprenticeship Standards
Korn, Gary	Local 434
Morgan, Karen	Bureau of Apprenticeship Standards
Nakkoul, Nancy	Wisconsin Technical College System
Richards, Debra	
Smith, Owen	Bureau of Apprenticeship Standards
Stahlecker, Ben	Bureau of Apprenticeship Standards
Valentine, Chris	

1. The meeting was called to order at 10:03 AM by Mike Sturdivant, Committee Co-Chair, in conformance with the Wisconsin Open meeting law.

Co-Chair Terry Hayden welcomed attendees to the Local 434 Training Center, which was built in 2001. Terry announced that he will soon transition to working full-time for the Wisconsin Pipe Trades Associations. The committee congratulated Terry on his new position.

2. A quorum was present. A sign-in sheet was circulated to record those in attendance.
3. The committee reviewed the roster and noted that it is missing Joe Lauer, who is still a member. Owen Smith explained that the roster did not include Joe because his term expired before the meeting and Owen did not have the opportunity to ask him to renew.

4. Old Business

a. Review the follow-up items from the previous meeting:

i. For action: approve the minutes

The committee approved the minutes as written.

ii. For action: determine statewide subjects and cut scores for Accuplacer and ACT

Owen Smith reviewed that the state committee had approved statewide minimum scores for the Accuplacer and ACT at its prior meeting. The scores were to be implemented by the Bureau in the spring, but the Bureau postponed the implementation for two reasons: the scores seemed higher than the reading level of the curriculum; and some local committees submitted different minimum scores to the Bureau for approval. Therefore, the Bureau decided to verify the scores with the state committee at this meeting and ensure that all local committees are aware of how to proceed. Owen gave the floor to Karen Morgan.

Karen added that verifying the scores with the state committee will allow the Bureau and the committee to defend the scores legally, if needed. She noted that individuals and organizations do legally challenge application requirements.

Karen acknowledged that the Accuplacer reading score of 74 stood out as potentially high; the minimum scores on the assessments should reflect the complexity of the subject matter in the related instruction. The scores determined by the state committees were to be used by all local committees, but not all local committees submitted those scores in their revised local standards.

The state committee confirmed that all scores reflect the comprehension level of the related instruction curriculum and were recommended by the training directors from all local committees.

Karen explained an additional consideration: should the revised standards apply only to joint apprenticeship committees or to all local committees, including Associated Builders & Contractors (ABC)?

Karen reviewed that, at the beginning of the state committee, ABC had wanted to train through Local 400. The Bureau could have mandated that ABC be allowed to train there, but the state committee strongly opposed the idea because it preferred strongly to leave content to the local level. So the Bureau and the Wisconsin Technical College System added pipefitter curriculum in the northeast portion of the state. As with any program, the ABC program is based on employer demand, so it has had a history of going up and down based on the economy. During the down times, ABC was not represented on the state committee, but the decision not to standardize all programs remained in effect.

Karen concluded by reminding the state committee that ABC currently has an active steamfitting program. Therefore, the state committee has to decide whether the minimum scores on applicant assessments will apply to the JACs only or ABC as well. If the scores are to apply to ABC, too, the state committee would need to include ABC in the discussions and the agreement. Karen noted that she personally has no problem with the state committee not wanting the programs to be uniform.

A general discussion followed. The committee agreed that it preferred to continue to not standardize the JAC and merit-shop programs. It emphasized that the decision was based not on excluding ABC from the state committee but on continuing to allow the JACs to have their own program standards.

Action: *the state committee approved a motion to uphold the scores decided upon at the spring meeting and to continue to not standardize the JAC and ABC programs.*

iii. Action: discontinue invalid mechanical-spatial assessments

Owen reviewed that he had informed the state committee at several prior meetings that it needs to discontinue assessing applicants with the Bennett Mechanical and the Minnesota Paper Test because the U.S. Department of Labor determined both tests discriminated against minorities. He reminded the state committee that the Bureau preferred that the committee decide to do so voluntarily, but the Bureau was prepared to issue another cease-and-desist letter, if necessary. Owen gave the floor to Karen.

Karen reiterated that, under the current rules, the Bureau views those assessments to be not legal within the context of registered apprenticeship. She added that sponsors will have to validate all assessments in the near future as part of the revised CFR 29.30, which may end the discussion.

Karen stated clearly that any local committee for any trade that uses one or both assessments for applicants does so at its own risk; if the local committee is sued by an applicant or stakeholder, neither the Bureau nor the Department of Workforce Development

will support the committee in court. Instead, the Bureau will testify that it gave the local committee fair warning.

Karen clarified that local committees are permitted to assess applicants in mechanical and spatial abilities using valid alternative assessments. For example, one technical college administers a mechanical assessment for manufacturing students. It's a fairly recent assessment but not specifically for construction trades. Sponsors interested in using the assessment would have to have it validated as part of the revised CFR 29.30. In addition, the Bureau would have to ask the Wisconsin Technical College System whether it would administer the assessment or whether the sponsor could administer it.

Karen concluded by reiterating her bottom line: it is discriminatory for a sponsor to use the Bennet Mechanical or Minnesota Paper Test to inform its decision on whether to accept an applicant. Any local committee that does so proceeds at its own risk.

b. Revisions to CFR 29.30

Karen announced that the CFR 29.30 has been revised and released. She briefly provided background for the committee to consider: it has been historically difficult for registered apprenticeship programs in Wisconsin to recruit and retain minority and female apprentices. In fact, out of all the construction apprenticeships, only one local committee has met its AA/EEO goals: the Milwaukee Cement Finishers JAC. The new law allows the Bureau to shift recruitment activities to where women and minorities are; therefore, all sponsors from all trades will have to find new methods to recruit and retain minority and female apprentices.

Karen emphasized that more technical assistance is forthcoming from the Department of Labor.

Karen highlighted the following key points from the handout:

- 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.

b. Revisions to CFR 29.30, *continued*

- 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.
- 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.
- Sponsors are allowed to use any method of entry as long as it is not discriminatory. The previous section on selection procedures was removed entirely. Now, sponsors can use any method of entry as long as it is validated through the regulations. Selection procedures include things such as minimum qualifications, selection procedures, etc.

For example, Karen continued, she received two sets of local standards from local committees that she will not approve because they include either the Minnesota Paper Test or the Bennet Mechanical.

The Department of Labor will provide guidance on many states that permit direct entry into an apprenticeship. Karen reminded the state committee that it has been opposed to direct entry throughout its history. Hopefully, direct entry the U.S. Department of Labor will better define direct entry in its forthcoming guidance.

- 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. Karen offered that the third opportunity may be at the end of the probation period.
- The revisions provide the Bureau with more options for remediating sponsors that are out of compliance. In the past, the Bureau had only one option: deregistered the sponsor, which is an extreme solution. Now, the Bureau has several options, such as not allowing the sponsor to register additional apprentices, directing the sponsor to attend further AA/EEO training; or pulling the sponsor's current apprentices.
- 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.

b. Revisions to CFR 29.30, *continued*

Karen concluded by ensuring the committee that the Bureau will take its time implementing the rule to ensure no adverse consequences occur. The Bureau, Advisory Council, and DWD agree that the best option is to drop the entire rule into the current rule. The Bureau and Council plan to develop several tools to help sponsors implement the revisions. These topics are common to local committees, but many other sponsors are less familiar with the entirety of topics addressed by the revisions. Current sponsors will have one year past the effective date to comply; new sponsors will have two years.

The committee and consultants asked the following questions:

- *Does the Bureau have a list of disabilities for sponsors?*
Karen said the Bureau will research a list of common disabilities to assist sponsors. She stressed that sponsors must be prepared to research "reasonable accommodations" for any disability. The term is not set in stone; rather, it depends on the occupation, the employer, costs, the disability, and more. In short, easy answers do not exist.
- *Are mental health included in disabilities?*
Karen confirmed that mental health conditions can be considered disabilities.
- *What happens if the applicant does not self-identify before the program, fails to progress during the probation period, and then self-discloses the disability during the probationary hearing?*
Karen replied that the sponsor could include in its legal argument the opportunities for self-disclosure given to the apprentice. She restated that the Department of Labor will issue more detailed technical assistance. This is new to the Bureau, as well.
- *Why are there different rules for sponsors with five or more apprentices? What's up with that limit?*
Karen replied that many sponsors in the manufacturing and service industries are small employers with a few journey workers and one or two apprentices. The limit of five apprentices has been present since the 1980s. It wasn't in the original draft, but public comment was so negative that the Department of Labor added the limit.
- *How could a sponsor discriminate against an application based on genetic information?*
Karen explained that the regulation prevents an employer from asking the applicant to take a test for pre-existing genetic conditions in order to determine the applicant's potential insurance needs.

c. Veterans in Piping

Darrell Cappetta informed attendees that the sixth cohort began class today at the Local 118 training center. The class originally included eight students, but now it includes seven. All students in the fifth cohort were placed with employers for on-the-job-learning.

The committee did not have questions or comments.

d. Federal Apprenticeship Grants

Karen summarized the scope and central activities of the three competitive federal grants the Bureau received through the U.S. Department of Labor. The goal of each grant is to expand registered apprenticeship into new economic sectors, expand existing programs, and expand the system's capacity. Each grant targets different activities and sectors.

i. WAGE\$

The first grant the Bureau received is the Wisconsin Apprenticeship Growth and Enhancement Strategies (WAGE\$), a five-year, \$5 million American Apprenticeship grant. The bottom line of WAGE\$ is to register 1,000 new apprentices across advanced manufacturing, information technology, and health care apprenticeships. WAGE\$ will fund workforce development boards, including apprenticeship liaison positions, to inform more employers about registered apprenticeship. This will create an infrastructure of apprenticeship knowledge within the workforce system.

ii. Expansion Grant

Similar to WAGE\$, this 18-month, \$1.5 million grant will develop registered apprenticeships in new sectors of the economy and expand certain existing registered apprenticeships. The new sectors include biotechnology and financial services.

The grant will expand existing registered apprenticeships in construction by researching the participation of women and minority apprentices, including initial application totals, cancellation totals, and the reasons for cancellations. The grant will research the reasons why the trainees are not hired and will develop training to remediate the skills gaps.

This component will focus on southeastern Wisconsin because of the large number of construction projects coming and its projected workforce shortage. The bottom line of the grant is to register 420 new apprentices.

iii. Accelerator Grant

The Bureau is using this grant to build its infrastructure by adding Apprenticeship Training Representatives (ATRs) and training them in consultative skills, compliance, and appeals. Frequent turnover in the staff over the last few years has resulted in internal training gaps in those areas. The governor's proposed budget includes funding for two additional staff positions. The budget does not specify the positions, and the Bureau had not determined what their duties will be.

The committee had the following questions and comment:

- *The expansion grant's goal of 427 new apprentices seems high.*
Karen explained that the large majority of the new apprentices will come from the construction trades; maybe 25 apprentices will register in each new apprenticeship.

d. Federal Apprenticeship Grants, *continued*

- *What type of outreach will the grants develop?*

Karen answered that the Advisory Council plans to host an apprenticeship diversity conference in the fall of 2018. A vendor will modernize the apprenticeship orientation material. Much of the material will be the same, but it will focus on how to survive your apprenticeship using soft skills, dressing appropriately, having a back-up plan to get to work, etc. The last time the Bureau revamped the orientation the draft received a lot of push-back, so the new version will be more modern.

- *Several local committees distributed the apprenticeship orientation to apprentices and their parents. Both audiences found it very helpful.*

Karen thanked the local committees for sharing. She replied that the latest version will be even more modern, and will include videos and look less hokey material.

e. Apprenticeship Completion Award Program

Darrell briefed the committee on the ACAP program. Overall, it's doing well. The apprentices have become better at providing the necessary documentation. The technical colleges have been providing letters that all invoices have been paid, which helps the process go smoothly.

Karen explained that the trusts can be reimbursed, too, but only if the sponsor designates the trust as the recipient of the funds. Trusts were not directly included in the ACAP rules because each trust operates very differently, so it would have been difficult to find a reimburse process that fit every one.

f. Other

The committee and consultants had no further topics.

5. New Business

a. BAS personnel update

Karen explained that the Bureau hired several new ATRS: Dominic Robinson is the new ATR for the Racine area, which was held by Tim Ziffer; Lynn O'Shasky is the new ATR for the Lakeshore area, which was held by Sandy Destree, the new Field Operations Supervisor; and Richard Badger will be the new ATR for the Waukesha area. The Bureau will soon hire an ATR for a new area, Appleton South. The candidate has not yet accepted formally. The Bureau will receive two additional positions after July, but Karen is not sure how they will be utilized at this time.

b. Become an Apprenticeship LEADER

Karen explained that, as the Bureau worked over the past years to expand registered apprenticeship, it found that employers listen the most to employer. So, the Bureau created a peer-to-peer expansion program, Apprenticeship LEADERS, by Wisconsin-izing the

federal version. LEADERs aims to involve all stakeholders, from sponsors to technical colleges to labor organizations and more. The application is available on the BAS homepage.

Karen emphasized that participants can choose their activities. Options range from simply allowing the Bureau to use your branding on outreach material to co-presenting with the Bureau at industry roundtables and discussions.

Karen reviewed that the impetus for the program really was sponsors voicing concern over employers that didn't train; eventually sponsors offered to help the Bureau outreach to non-sponsors. So, the Bureau set up a formal initiative. Construction stakeholders would talk to non-sponsoring employers in the construction sector.

The committee and consultants did not have questions or comments.

c. Other

The committee and consultants did not have additional topics.

6. WTCS Update

Nancy Nakkoul noted highlights from the 2014-15 Apprenticeship Completer Report: 39% of completers responded to the survey, which is very high; the annual median earnings across all sectors was \$67,595; and 95% of respondents indicated they were very satisfied or satisfied with their paid related instruction. Forty-eight graduates were steamfitters; 17 responded to the survey; and their median income was \$79,000 for a 41-hour work week.

Nancy noted several other items:

- Enrollment across all apprenticeship programs is up 47% between 2013 and 2016
- Paid related instruction curriculum standards are established and posted for 51 trades
- The Great Lakes Higher Education Foundation once again awarded 200 \$1,000 scholarships for industrial and construction apprentices
- And the WTCS allocated up to \$300,000 in grant funds to support direct instruction for apprentices for the 2016-17 academic year. This continues to reflect a 50% increase in the investment of funds available since 2015

The committee asked whether Blackhawk Technical College or the legislature would be funding a pipefitting apprenticeship at Blackwater. Karen replied that Blackhawk is exploring the feasibility of an industrial pipefitter apprenticeship. A lot of employers were doing related instruction through Rockford College, so Blackwater will pilot several industrial classes soon.

Action: Karen will ask Tracy Jallah, the Apprenticeship Training Representative in Janesville, for an update for the next meeting.

7. Review the program participants.

Program participants include 505 apprentices and 104 employers with contracts active or unassigned on September 1, 2016.

The committee noticed that some local committees still have apprentices active under program titles that the committee had discontinued last year. Karen agreed that the Bureau had used two titles for all new contracts and that apprentices under the old titles were allowed to finish under them.

Action: *the Bureau will confirm that ATRs are using only the two titles decided upon by the state committee.*

8. The committee tentatively scheduled its next meeting for Tuesday, September 19, at 10:00 a.m., at the Local 601 Training Center in Madison.

9. The meeting adjourned at 12:08 p.m.

10. Follow-up Items

- i. The Bureau will revise the state standards with the applicant assessment scores.*
- ii. The Bureau will confirm only two trade titles are being used.*
- iii. The Bureau will research whether Blackhawk will offer the industrial pipefitter apprenticeship.*
- iv. The Bureau will ask WTCS whether it or a sponsor can administer the mechanical test.*

*Submitted by
Owen Smith, Bureau of Apprenticeship Standards*

Department of Workforce Development
Employment and Training Division
Bureau of Apprenticeship Standards
201 E. Washington Ave., Room E100
P.O. Box 7972
Madison, WI 53707-7972
Telephone: (608) 266-3332
Fax: (608) 266-0766
Email: DWDDDET@dwd.wisconsin.gov



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

May 3, 2017

TO: State Steamfitting Apprenticeship Advisory Committee Members & Consultants

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

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

DATE: Monday, May 8, 2017

TIME: 10:00 AM

Place: UA Local 434 Training Center
912 N View Dr
Mosinee, WI

TENTATIVE AGENDA

1. Call to the meeting to order. Welcome by UA Local 434.
2. Introduce the attendees. Distribute the sign-in sheet.
3. Review the current roster.
4. **Old Business**
 - a. Review the follow-up items from the previous meeting:
 - i. **Action:** approve the minutes
 - ii. **Action:** determine statewide subjects and cut scores for Accuplacer and ACT
 - iii. **Action:** discontinue invalid mechanical-spatial assessments
 - b. Revisions to CFR 29.30
 - c. Veterans in Piping
 - d. Federal Apprenticeship Grants
 - 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.

Department of Workforce Development
Employment and Training Division
Bureau of Apprenticeship Standards
201 E. Washington Ave., Room E100
P.O. Box 7972
Madison, WI 53707-7972
Telephone: (608) 266-3332
Fax: (608) 266-0766
Email: DWDEET@dwd.wisconsin.gov



Scott Walker, Governor
Ray Allen, Secretary
Bruce Palzkill, Acting Division Administrator

January 25, 2017

TO: Local Steamfitting Apprenticeship Advisory Committees
Associated Builders & Contractors Committees

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

RE: **Implementation of uniform Accuplacer & ACT scores postponed.**

The Bureau has postponed implementing the uniform minimum scores for Accuplacer and ACT recommend last fall by the State Steamfitting Apprenticeship Advisory Committee. Director Morgan will review the recommendations with the committee at its next meeting on Monday, May 8.

The recommended scores are below. They were to be effective as of January 1, 2017, and uniform across all local committees, e.g. no local committee could require a higher score.

	Accuplacer	ACT
Arithmetic	66	17 in Math
Elementary Algebra	33	
Reading	74	17

The postponement is due to two factors:

- 1) The recommended scores may reflect a grade level higher than the apprenticeship content.
- 2) Some local committees recently proposed different scores, which Director Morgan did not approve.

Reviewing the scores recommended by the state committee will ensure that they are aligned with all program content and fully understood by all parties.

Local committees are to continue using their most current approved standards. Please contact me with questions.

Sincerely,

A handwritten signature in cursive script that reads "Owen Smith".

Owen Smith, Program and Policy Analyst
Bureau of Apprenticeship Standards


Cc: BAS Apprenticeship Training Representatives

DETA-9510-E (R. 05/01/2013)

<http://dwd.wisconsin.gov/>



<i>Apprenticeship-Equal Opportunity</i>	
Why now?	Age of current regulations
Regulations	Key Changes
Timeline	Wisconsin
Next Steps	Implementation

Regulations	Why Update?
<ul style="list-style-type: none"> 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	Key Changes.
<ul style="list-style-type: none"> 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



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

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



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.



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

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

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.

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 so 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

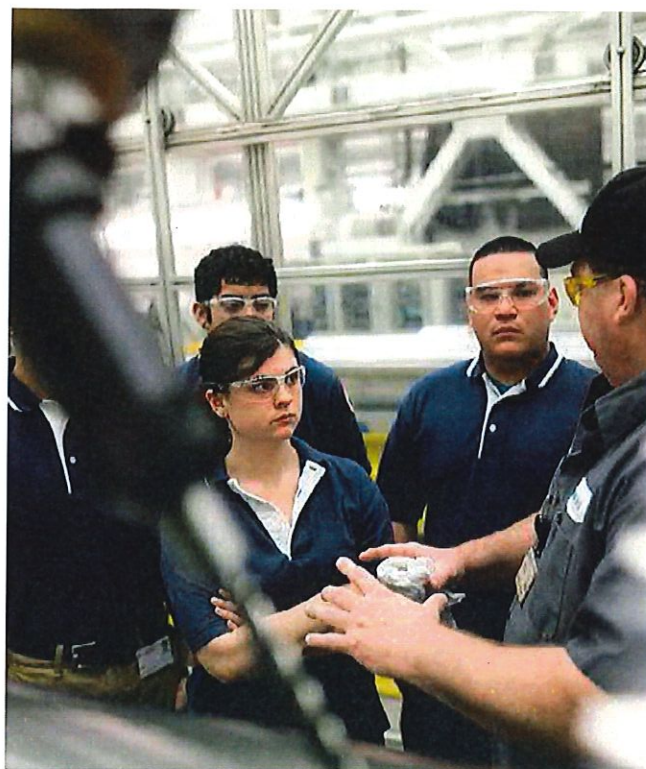
- The previous rule set forth four detailed mechanisms by which sponsors may select apprentices into their programs.
- The final rule provides much greater flexibility for selection, providing that sponsors may use any method to select apprentices so long as that method complies with long-established 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

- **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 Steamfitting Apprent Adv Comm

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
All Sponsors Total	519	16	3.1	6	1.2	510	98.3	9	1.7	111	106	95.5	5	4.5
ABC of Wisconsin (All)	9	0		0	0.0			9	100.0	5			5	100.0
Steamfitter (186228102201)	3	0		0	0.0			3	100.0	3			3	100.0
Steamfitter (Construction) (186228102208)	6	0		0	0.0			6	100.0	4			4	100.0
Appleton Area Steamfitting JAC	72	2	2.8	0	0.0	72	100.0			20	20	100.0		
Steamfitter (186228102201)	29	1	3.4	0	0.0	29	100.0			11	11	100.0		
Steamfitter (Construction) (186228102208)	25	0		0	0.0	25	100.0			12	12	100.0		
Steamfitter (Service) (186228102204)	11	1	9.1	0	0.0	11	100.0			6	6	100.0		
Steamfitter (Service/Refrigeration) (186228102207)	7	0		0	0.0	7	100.0			3	3	100.0		
East Central Steamfitting JAC	18	1	5.6	0	0.0	18	100.0			6	6	100.0		
Steamfitter (186228102201)	8	0		0	0.0	8	100.0			4	4	100.0		
Steamfitter (Construction) (186228102208)	7	1	14.3	0	0.0	7	100.0			3	3	100.0		
Steamfitter (Service/Refrigeration) (186228102207)	3	0		0	0.0	3	100.0			3	3	100.0		
Eau Claire Area Steamfitting JAC	26	1	3.8	1	3.8	26	100.0			10	10	100.0		
Steamfitter (186228102201)	12	1	8.3	0	0.0	12	100.0			6	6	100.0		
Steamfitter (Construction) (186228102208)	10	0		1	10.0	10	100.0			7	7	100.0		
Steamfitter (Service/Refrigeration) (186228102207)	4	0		0	0.0	4	100.0			3	3	100.0		
Green Bay Area Steamfitting JAC	48	1	2.1	1	2.1	48	100.0			11	11	100.0		
Steamfitter (186228102201)	17	0		0	0.0	17	100.0			7	7	100.0		
Steamfitter (Construction) (186228102208)	16	0		0	0.0	16	100.0			5	5	100.0		
Steamfitter (Service) (186228102204)	8	1	12.5	1	12.5	8	100.0			6	6	100.0		
Steamfitter (Service/Refrigeration) (186228102207)	7	0		0	0.0	7	100.0			2	2	100.0		
Kenosha/Racine/Walworth Steamfitting JAC	19	1	5.3	1	5.3	19	100.0			9	9	100.0		
Steamfitter (Construction) (186228102208)	4	0		0	0.0	4	100.0			4	4	100.0		
Steamfitter (Service/Refrigeration) (186228102207)	15	1	6.7	1	6.7	15	100.0			7	7	100.0		
La Crosse Area Steamfitting JAC	16	0		0	0.0	16	100.0			11	11	100.0		
Steamfitter (186228102201)	7	0		0	0.0	7	100.0			5	5	100.0		
Steamfitter (Construction) (186228102208)	7	0		0	0.0	7	100.0			6	6	100.0		

State Committee Report - Construction

State Steamfitting Apprent Adv Comm

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
All Sponsors Total	519	16	3.1	6	1.2	510	98.3	9	1.7	111	106	95.5	5	4.5
Steamfitter (Service/Refrigeration) (186228102207)	2	0		0	0.0	2	100.0			2	2	100.0		
Madison Area Steamfitting JAC	106	3	2.8	1	0.9	106	100.0			22	22	100.0		
Steamfitter (186228102201)	48	1	2.1	1	2.1	48	100.0			12	12	100.0		
Steamfitter (Construction) (186228102208)	23	0		0	0.0	23	100.0			12	12	100.0		
Steamfitter (Service) (186228102204)	3	0		0	0.0	3	100.0			3	3	100.0		
Steamfitter (Service/Refrigeration) (186228102207)	32	2	6.3	0	0.0	32	100.0			12	12	100.0		
SE WI Area Steamfitting JAC	158	8	5.1	2	1.3	158	100.0			31	31	100.0		
Steamfitter (186228102201)	47	1	2.1	2	4.3	47	100.0			12	12	100.0		
Steamfitter (Construction) (186228102208)	52	6	11.5	0	0.0	52	100.0			17	17	100.0		
Steamfitter (Service/Refrigeration) (186228102207)	59	3	5.1	0	0.0	59	100.0			21	21	100.0		
Tri-City Area Steamfitting JAC	29	0		1	3.4	29	100.0			11	11	100.0		
Steamfitter (186228102201)	13	0		0	0.0	13	100.0			8	8	100.0		
Steamfitter (Construction) (186228102208)	11	0		1	9.1	11	100.0			4	4	100.0		
Steamfitter (Service/Refrigeration) (186228102207)	5	0		0	0.0	5	100.0			2	2	100.0		
Wausau Area Steamfitting JAC	18	0		0	0.0	18	100.0			9	9	100.0		
Steamfitter (Construction) (186228102208)	14	0		0	0.0	14	100.0			8	8	100.0		
Steamfitter (Service/Refrigeration) (186228102207)	4	0		0	0.0	4	100.0			3	3	100.0		

Wisconsin Bureau Of Apprenticeship Standards
State Steamfitting Apprent Adv Comm
Historical Report by Year
Report Period: 2017* and Previous 10 Years



*Current year is YTD data as of Run Date: 05/03/2017		
Run Date: 05/03/2017		
State Steamfitting Apprent Adv Comm		
Sponsored Trade Group(s): Construction		
Year	Active Apprentices	Active Employers
2007	463	122
2008	461	119
2009	446	117
2010	422	115
2011	375	102
2012	349	99
2013	343	95
2014	402	102
2015	438	105
2016	538	115
2017	536	111

