



**Approved Minutes of the**  
**Policy and Standards Subcommittee**  
of the Wisconsin Apprenticeship Advisory Council  
to the Bureau of Apprenticeship Standards & Wisconsin Technical College System Board

**June 12, 2023**  
Virtual

<b>Members Present</b>	
Blumer, Lindsay	WRTP/BIG STEP
Cook, Jim	NECA-IBEW
Emrick, Leigh	Associated Builders & Contractors of WI
Gall, Corey	WI Pipe Trades Association
Johnson, Al	Plumbers Local 118
Tourdot, Kelly	Associated Builders & Contractors of WI
<b>Public Attendees</b>	
Wagner, Mike	NECA-IBEW
<b>BAS Attendees</b>	
Pusch, Liz	Bureau of Apprenticeship Standards

1. The meeting was called to order at 1:03 p.m. by Mr. Owen Smith. He noted the process for public comment.
2. Attendees introduced themselves.
3. **Action:** the subcommittee approved the minutes as written.
4. **Discuss standardized verbiage from BAS and DWD for the following categories of policies:**

**a. Minimum qualifications for applicants.**

Mr. Smith and Ms. Pusch explained that the standardized verbiage clarified and resolved minor variations across state committees; it did not change the spirit or intent of the qualifications and should not be a surprise to the subcommittee or the state committees.

Mr. Smith and Ms. Pusch explained the rationale behind each standardized qualification and a general

theme of omitting requirements in state standards that are options or a sponsor or administrative procedures of a sponsor. For example, "reliable transportation" replaced "valid drivers license" because reliable transportation is a work requirement and furnishing a valid driver's license is an administrative procedure of an employer or committee to prove identity. In addition, they noted a list of qualifications omitted because they are optional or an administrative procedure of a sponsor, such as "may be required to take a drug or alcohol test."

A general discussion followed on all qualifications for applicants except age. The subcommittee agreed with the rationale of the standardized verbiage and omitted requirements. Several members inquired whether the requirements would appear in local standards and, if so, how the Bureau would enforce them.

Ms. Pusch replied that the requirements would appear in both the BAS template for local standards and a local committee's unique template for its standards because the requirements are within the operational scope of a local committee. The Bureau would review local procedures during the quality assessment.

Mr. Smith and Ms. Pusch explained the options for standardizing the minimum age of applicants: option one state the minimum age; option two states the minimum age as of a specific point in time, i.e. assignment or placement. They asked the subcommittee for its feedback.

The subcommittee discussed when local committees accept applications and assign apprentices and how the verbiage might affect the process, specifically the letter of introduction.

The subcommittee recommended the Bureau use the first option—the minimum age only—and allow local committees to add a point-in-time, if needed.

**b. Minimum qualifications for employers.**

Mr. Smith and Ms. Pusch explained the rationale behind the standardized verbiage. Most notably, the requirements for "financial responsibility" and "Workers Compensation and Unemployment Insurance" were collapsed into "Must have been in place for one year prior to...", which reflects the BAS procedure for vetting employer applicants.

A general discussion followed. The subcommittee asked for additional detail on how the Bureau vets employer applicants and suggested that the requirements for journeyworkers include verbiage for licensed occupations. Ms. Pusch discussed how the Bureau vets employer applicants and explained that the standardized verbiage for journeyworkers would be filled in by a state committee, if the occupation required a journeyworker with a specific credential.

**5. Adjourn**

Mr. Smith noted the time was 1:55 p.m. The subcommittee noted that the public agenda stated the meeting would adjourn at 2:00 p.m. The subcommittee stated it could meet later in the week. Mr. Smith will email options. The meeting adjourned at 2:00 p.m.

*Submitted by Mr. Owen Smith, BAS Senior Analyst*

June 7, 2023

## Policy & Standards Subcommittee of the Wisconsin Apprenticeship Advisory Council

**Monday, June 12, 2023**

1:00 – 2:00 PM

[Attend the meeting virtually.](#)

**Or attend via phone only:**  
+1 608-571-2209; 332 126 223#

***Each item will be discussed in the following order:  
subcommittee discussion; public comment; and subcommittee action, if needed.***

### **Agenda**

1. BAS will call the meeting to order.
2. Record and introduce attendees.
3. **For action:** approve the minutes of the previous meeting.
4. **Discuss standardized verbiage from BAS and DWD for the following categories of policies:**
  - a. Minimum qualifications for applicants.
  - b. Minimum qualifications for employers.
  - c. Requirements for supervision
5. **Discuss modifications from BAS and DWD to the template for state standards:**
  - a. In Section One, for licensed occupations, add "Licensed occupations (*Manual, Chapter 2.2*)."
  - b. In Section Two, combine "Requirements for Completion" and "Requirements Unique to the Occupation" into "Additional Requirements."
  - c. Add crosswalk between Statute, State Standards, and Local Standards.
6. **Discuss next steps**
  - a. Implementing revised template for state standards
  - b. Implementing revised template for local standards
7. Adjourn

