

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
Telephone: (608) 266-3332
Fax: (608) 266-0766
Email: DWDDDET@dwd.wisconsin.gov



July 26, 2022

Wisconsin Apprenticeship Advisory Council

Tuesday, August 2, 2022

10:00 AM – 3:00 PM

[Attend the meeting virtually.](#)

Attend via phone only:

+1 608-571-2209; 721 699 158#

Attend in person.

201 E. Washington Ave, Room F105
Madison, 53703

Tentative Agenda

1. Call the meeting to order.
2. Introduce and record attendees.
3. Review the roster.

4. Action: Approve the minutes from the prior meeting.

5. Discussions

- a. BAS Leadership Team updates
 - b. BAS Directors' Call with State Committees, Fall 2022
 - c. Revising the *Wisconsin Apprenticeship Manual*
 - d. Revising the state standards
 - e. Reviewing the Certified Pre-Apprenticeship guide, application, and review form.
 - f. Reviewing the *Council By-Laws* November 2022
 - g. Other
6. Youth Apprenticeship Update
 7. Wisconsin Technical College System Update
 8. Review the next meeting date.
 9. Adjourn

a. Review Council's written comments on *Wisconsin Apprenticeship Manual*. *

**Council Members: if you submitted a written comment that is not included in the meeting material, please email Mr. Andrew Kasper, Andrew.Kasper@dwd.wisconsin.gov.*

b. Approve the *Wisconsin Apprenticeship Manual*.

4. Next steps for the *Wisconsin Apprenticeship Manual*.

5. (time permitting) Discuss revised [Certified Pre-Apprenticeship Application and Certified Pre-Apprenticeship Review](#).

6. Adjourn.

Draft Minutes of the Wisconsin Apprenticeship Advisory Council

to Bureau of Apprenticeship Standards & Wisconsin Technical College System Board

May 3, 2022

Milwaukee Area Technical College w/ Virtual Option

Members Present	
Blumer, Lindsey	WRTP/BIG STEP
Bukiewicz, Dan	Milwaukee Area Labor Council, AFL-CIO
Cook, Jim	NECA-IBEW
Daily, Michael	United Steel Workers District 2
Emrick, Leigh	Associated Builders & Contractors of WI
Gall, Corey	Wisconsin Pipe Trades Association
Griffith, Tracey	WI Transportation & Builders Association
Grohmann, Gert	Associated General Contractors, Milwaukee
Hellenbrand, Callie	Alliant Energy
Hurt, Henry (Co-Chair)	Hurt Electric
Jacobson, Gene	PDC Electrical Contractors
Lentz, Seth	Workforce Development Board of South Central WI
McHugh, Shawn	Wisconsin Operating Engineers
Mortenson, Brandon	IAMAW District 10
O'Neill, Hollie	IBEW 2150, WI Electrical Power
Pfannerstill, Kathleen	Toolcraft Co., Inc.
Smith, Karin	Department of Public Instruction
Members Absent	

Anthony, Jr., Ruben	Urban League
Seeley-Schreck, Chrystal	Wisconsin Technical College System
Wieseke, Mark	UAW, Region 4
Consultants & Guests	
Abbott, Nic	Bureau of Apprenticeship Standards
Badger, Richard	Bureau of Apprenticeship Standards
Budda, Tim	Bureau of Apprenticeship Standards
Caldie, Thomas	Bureau of Apprenticeship Standards
Carter, Michelle	Division of Employment and Training
Conklin, Olivia	DWD Youth Apprenticeship
Crary, Cathy	DWD Youth Apprenticeship
Decoster, Mark	U.S. Department of Labor
Harding, Burt	Bureau of Apprenticeship Standards
Hendrickson, Craig	Youth Apprenticeship
Herber, Ryan	Bureau of Apprenticeship Standards
Kasper, Andrew	Bureau of Apprenticeship Standards
Knight, Joseph	Bureau of Apprenticeship Standards
Laesch, Steve	Division of Employment and Training
Madden, Caitlin	Department of Workforce Development
Myles, Tommie	Youth Apprenticeship
Nowak, Raquel	Bureau of Apprenticeship Standards
Olsen, Chuck	Bureau of Apprenticeship Standards
O'Shasky, Lynn	Bureau of Apprenticeship Standards
Phillips, Amy	DWD Youth Apprenticeship
Polk, David	Milwaukee Area Technical College

Popp, Corey	Bureau of Apprenticeship Standards
Pusch, Liz	Bureau of Apprenticeship Standards
Roddy, Elizabeth	Associated Builders & Contractors
Schofield, Trina	Bureau of Apprenticeship Standards
Smith, Owen	Bureau of Apprenticeship Standards
Tyson, Lindsey	Bureau of Apprenticeship Standards
Wagner, Mike	NECA-IBEW
Walsh, Julie	Mechanical and Sheet Metal Contractors Association
Webster, McKenzie	Bureau of Apprenticeship Standards
Williams, Jessica	Bureau of Apprenticeship Standards

1. The meeting was called to order at 10:05 a.m. by Co-Chair Hurt.
2. Mr. Owen Smith recorded attendance. A quorum was present.
3. The Council reviewed the roster. No revisions were necessary.

4. Action Items

a. **Approve the minutes.**

The Council approved the minutes as written.

b. **Revisions to Wisconsin Apprenticeship Manual**

Director Polk reviewed that the Policy and Standards Subcommittee reviewed the entire *Manual* and reached consensus on their proposed revisions, which were shared with the full Council. The Bureau is asking the Council to consider two options: approve the revisions as a working draft on the confidence of the Subcommittee, which would begin a 90-day public comment period; or, take two weeks to one month to review the proposed revisions, meet again to approve it, and then begin the 90-day comment period.

Ms. Emrick, Subcommittee Chair, thanked the Council members and stakeholders who attended or otherwise provided input. She reported that the Subcommittee and BAS reviewed the entire document for accuracy and readability and eliminated many redundancies. She emphasized that the subcommittee approved the final draft and is comfortable proceeding with a 90-day public comment period. She noted that the subcommittee also compiled a list of potential revisions to discuss in the future, which were not feasible for the current timeframe. She encouraged attendees to have local committees and stakeholders review the document and provide feedback to BAS.

Ms. Emrick called for comments.

Mr. Cook reported that the review process was straightforward; the subcommittee compared the old version to the new version. The primary concerns of the construction sector were clarifying the role of state advisory committees and the legal liability of local committees and ensuring a 90-day public comment period. His concerns have been resolved; the resulting revisions are not radical in scope.

Co-Chair Hurt commended the subcommittee's work and efforts. He asked whether all discussions have been resolved. Mr. Cook replied that the most important conversations for the timeline have been resolved and the subcommittee agreed that remaining conversations can occur after this round of revisions and public comment conclude.

Deputy Director Pusch clarified that the current revisions clarified current practices; items tabled for future discussions involved new or changed practices. Ms. Emrick agreed.

Mr. Daily reported that he and Council Co-Chair Mortenson participated to represent the manufacturing sector. They believe the subcommittee conducted a thorough review and agree with moving forward with the 90-day public comment period.

Co-Chair Hurt acknowledged that the subcommittee came along way in its comprehension of the

revisions and trust in the process. He asked whether it would be fair for the Council members who did not participate to have one month to review the new version and submit comments to the Bureau.

Action: the Council approved a motion to have through the week of May 24 to review the revisions and provide input to BAS; BAS will share all input with the subcommittee; and the full Council will meet during the week of June 3 to approve the revisions and begin the 90-day public comment period. BAS will provide the original version, the revised version, and a review guide. The motion was made by Ms. Griffith and seconded by Grohman.

5. Registered Apprenticeship Update

a. BAS Director's Spring Call

Director Polk reviewed that the Council had approved the Bureau's recommendation to host a virtual BAS Director's Call with State Committees. He reported that the first call went very well; 112 participants attended, including most state committees and technical colleges. The Bureau has been asking each state committee for its feedback and will continue to do so through the spring meeting season.

He reviewed that the Director's Call has streamlined the meeting formats for state committees and focused their agendas to their unique needs. However, the agendas will always include the opportunity to discuss items from the Director's Call or additional items not listed on the committee's agenda.

Director Polk asked the Council members and attendees for their feedback.

Mr. Al Johnson reported that he liked the forum and found it very helpful; the forum provided the necessary information without repeating it across meetings. He reported that the Plumbing State Advisory Committee responded well to it, too.

Mr. Cook asked whether committee members felt they could respond to and be heard by BAS. Mr. Johnson answered, yes. Mr. Polk reiterated that the forum supports the role and voice of state committees, to the Bureau plans to enhance the forum based on the committees' input.

b. Format of state committee meetings

Mr. Smith reviewed that the Council recommended that the Bureau survey all state committees to determine whether they preferred to meet only virtually, only in-person, or in-person with a virtual option. He surveyed the committees, and they unanimously preferred to meet in-person with a virtual option. The Bureau implemented that format this spring, and it has been working well.

Attendees did not have comments or questions.

c. Wisconsin-Germany Vocational Initiative

Ms. Pusch reported that the Bureau, Milwaukee Area Technical College, and many Wisconsin manufacturing employers have continued to collaborate with members of the Germany apprenticeship program to develop a pilot a vocational training initiative. The initiative would explore which components of the German apprenticeship model, such as a certification assessment, could be used by Wisconsin sponsors of the Machinist and Tool and Die Maker registered apprenticeships.

d. Update on Certified Pre-apprenticeship policy guidelines

Ms. Pusch and Mr. Smith reported that the Bureau revised the application and review forms based on feedback from applicants. They emphasized that the revisions clarified the master policies approved by the Council, the seven required components of a certified pre-apprenticeship, across all CPA related

documents; the revisions did not introduce new policies. The Bureau will make the forms public after an upcoming internal review.

Mr. Lentz supported reinforcing the required components and clarifying the application process. He noted many community partners apply for certification and these revisions make the expectations clear.

Action: the Council requested that the Bureau show the final revisions at the Council's review of the Manual, time permitting.

e. Review of the Council By-Laws.

Director Polk reviewed that the Council had been planning to review its By-Laws, which were last reviewed in 2017. That project will begin after the *Manual* review concludes.

Co-Chair Hurt asked if the discussions will include whether a vacant seat follows the individual or the employer. Mr. Smith confirmed that the process for nominating members would be one of many topics.

6. Youth Apprenticeship Update

Ms. Conklin updated attendees on the curriculum modernization project and enrollment statistics. Hurt –

Co-Chair Hurt asked whether youth apprentices earn credit for prior learning. Ms. Conklin replied that some youth apprenticeships bridge to one or more related registered apprenticeships.

Director Polk emphasized that enrolling in a registered apprenticeship is one of many valid outcomes, but it is not required. Therefore, credit for prior learning towards a registered apprenticeship is not required.

7. WTCS Report

Ms. Nakkoul discussed the written summary included in the meeting material, including the apprentice scholarships granted by Ascendium Education.

Attendees did not have questions or comments.

8. The Bureau will survey the Council for the best date during the week of June 3. The agenda will include two topics: the review of the *Manual* and, time permitting, the revised CPA forms.

9. The Council adjourned at 12:15 p.m.

Submitted by Mr. Owen Smith, Senior Analyst



**Draft Minutes of the
Wisconsin Apprenticeship Advisory Council**

to Bureau of Apprenticeship Standards & Wisconsin Technical College System Board

June 6, 2022

Virtual Only

Members Present	
Anthony, Jr., Ruben	Urban League
Blumer, Lindsey	WRTP/BIG STEP
Bukiewicz, Dan	Milwaukee Area Labor Council, AFL-CIO
Cook, Jim	NECA-IBEW
Daily, Michael	United Steel Workers District 2
Emrick, Leigh	Associated Builders & Contractors of WI
Gall, Corey	Wisconsin Pipe Trades Association
Griffith, Tracey	WI Transportation & Builders Association
Grohmann, Gert	Associated General Contractors, Milwaukee
Hellenbrand, Callie	Alliant Energy
Hurt, Henry (Co-Chair)	Hurt Electric
Jacobson, Gene	PDC Electrical Contractors
Lentz, Seth	Workforce Development Board of South Central WI
McHugh, Shawn	Wisconsin Operating Engineers
O'Neill, Hollie	IBEW 2150, WI Electrical Power
Seeley-Schreck, Chrystal	Wisconsin Technical College System
Members Absent	
Pfannerstill, Kathleen	Toolcraft Co., Inc.
Smith, Karin	Department of Public Instruction

Wieseke, Mark	UAW, Region 4
Consultants & Guests	
Anhalt, Tim	NECA-IBEW
Badger, Richard	Bureau of Apprenticeship Standards
Roddy, Elizabeth	ABC of WI
Conklin, Olivia	DWD Youth Apprenticeship
Johnson, Al	Local 118
Hayden, Terry	WI Pipe Trades
Herber, Ryan	Bureau of Apprenticeship Standards
Kasper, Andrew	Bureau of Apprenticeship Standards
Webster, Mackenzie	Bureau of Apprenticeship Standards
Kendhammer, Melissa	Bureau of Apprenticeship Standards
Madden, Caitlin	Department of Workforce Development
Nakkoul, Nancy	WTCS
Nowak, Raquel	Bureau of Apprenticeship Standards
Olsen, Chuck	Bureau of Apprenticeship Standards
O'Shasky, Lynn	Bureau of Apprenticeship Standards
Polk, David	Milwaukee Area Technical College
Popp, Corey	Bureau of Apprenticeship Standards
Pusch, Liz	Bureau of Apprenticeship Standards
Roddy, Elizabeth	Associated Builders & Contractors
Schofield, Trina	Bureau of Apprenticeship Standards
Smith, Owen	Bureau of Apprenticeship Standards
Tyson, Lindsey	Bureau of Apprenticeship Standards
Wagner, Mike	NECA-IBEW
Walsh, Julie	Mechanical and Sheet Metal Contractors Association
Webster, McKenzie	Bureau of Apprenticeship Standards
Williams, Jessica	Bureau of Apprenticeship Standards

1. The meeting was called to order at 9:03 a.m. by Co-Chair Hurt.
2. Mr. Owen Smith recorded attendance. A quorum was present.

3. Action: approve the revised *Wisconsin Apprenticeship Manual*

Director Polk and Mr. Kasper reviewed that the Council requested 30 days to review the revisions made by the Policy and Standards Subcommittee. The Council was to email input to Mr. Kasper. Should the Council approve the revisions, a 90-day public comment period would begin.

Mr. Kasper shared the one comment he received. The Council reviewed the comment and agreed.

Mr. Al Johnson asked why an apprentice would receive credit for prior learning half-way through an apprenticeship. Ms. Pusch explained that this provision differs from the credit for prior learning policies in state and local standards for the construction sector. Granting credit for prior learning is a mechanism used in new programs that require apprentices to concurrently complete a technical diploma; once an apprentice has completed a sufficient amount of on-the-job learning, the apprentice can take a credit for prior learning assessment for a course required for the technical diploma, rather than take the full course.

A general discussion on the review followed. Council members agreed with the revisions.

Action: Mr. Cook motioned to approve the revised Manual as a working draft and begin a 90-day public comment period; the motion was seconded by Ms. Griffith; and approved by the Council.

Mr. Kasper and Mr. Polk reviewed the next steps. The Bureau will finalize the formatting of the working draft –i.e. page numbers and chapter notations—and then electronically provide the original version, working draft, and a guide to changes via the website. The Bureau will notify all state committees, local committees, and sponsors. The Bureau will collect public input, screen it as either a clarifying comment or worthy of discussion, and then provide the discussion items to the subcommittee.

4. Review revised CPA forms

Mr. Smith and Ms. Pusch presented the revised CPA application and review form. They reviewed that the revisions were suggested by applicants to eliminate redundancies, confusion, and surprise questions. BAS also reviewed the forms to ensure all requests of applicants were reasonable for the program to provide and the Bureau to monitor. They reiterated that the revisions aligned the "Seven Required Components of a Certified Pre-Apprenticeship" across the program documents.

The Council agreed that the revisions clarified the required components, expectations, and timeline.

Action: the Bureau will email the documents to the Council.

5. The Council adjourned at 9:53 a.m.