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Employment and Training Division  
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STATE OF WISCONSIN  
  
Department of Workforce Development  
Tony Evers, Governor  
Amy Pechacek, Secretary-Designee  
Michele Carter, Division Administrator

September 10, 2021

TO: State Sheet Metal Apprenticeship Advisory Committee Members and Consultants

FROM: Owen Smith, Bureau of Apprenticeship Standards; [Owen.Smith@dwd.wisconsin.gov](mailto:Owen.Smith@dwd.wisconsin.gov)

SUBJECT: **State Sheet Metal Apprenticeship Advisory Committee meeting**

DATE: **Tuesday, September 14, 2021**

TIME: **10:00 AM**

PLACE: SMWLU 18  
2201 Springdale Rd  
Waukesha, WI 53186

VIRTUAL: [Link](#)  
Phone: 608-571-2209  
Audio Code: 27205#

#### **TENTATIVE AGENDA**

1. Call the meeting to order.
2. Record attendance.
3. Review the roster.

#### **4. For action:**

- a. Approve the minutes.
- b. Review related instruction as part of the five-year cyclical review.
- c. Review the state standards, including applicant assessment scores.

#### **5. For discussion:**

- a. Mandatory registration in BASERS, effective July 1, 2021
- b. Implementing revisions to CFR 29.30
- c. Implementing Transition to Trainer and Teaching Transition to Trainer
- d. Supportive services and OJL reimbursement for registered apprentices
- e. Applicant outreach campaign and revisions to [www.WisconsinApprenticeship.org](http://www.WisconsinApprenticeship.org)
- f. Apprenticeship Completion Award Program
- g. 2021 National Apprenticeship Week
- h. 2022 Apprenticeship Biennial Conference
- i. BAS leadership and personnel changes
- j. Other

#### **6. WTCS Update**

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



Draft Minutes of the  
**Sheet Metal**  
State Apprenticeship Advisory Committee

**March 18, 2021**  
Virtual

| <b>Members Present</b>          | <b>Employer / Organization</b>     |
|---------------------------------|------------------------------------|
| Aldag, David                    | Aldag Honold Mechanical Inc        |
| Athas, Donald                   | Local 18                           |
| Bartz, Scott                    | Local 18                           |
| Bohacek, Dajen                  | SMACNA                             |
| Frehner, Josh                   | Local 18                           |
| Groeschel, Jr., Kenneth         | Butters-Fetting Co., Inc.          |
| Kalcic, Brad                    | Local 18                           |
| Knocke, Scott                   | Local 18                           |
| Wagner, Craig                   | Local 18                           |
| Wilson, Stu                     | Local 18                           |
| Wippich, Daniel                 | Local 18                           |
| <b>Members Absent</b>           | <b>Employer / Organization</b>     |
| Everhart, Richard               | General Heating & Air Conditioning |
| Hill, Mark                      | Tweet-Garot Mechanical, Inc.       |
| Malesevich, Tom                 | Sure Fire                          |
| Mooney, Michael                 | Local 18                           |
| Stockland, Patrick              | Capitol Mechanical                 |
| Van Der Puy, Jason              | Local 18                           |
| <b>Consultants &amp; Guests</b> | <b>Employer / Organization</b>     |
| Badger, Richard                 | Bureau of Apprenticeship Standards |
| Emrick, Leigh                   | Associate Builders & Contractors   |
| Johnson, Joshua                 | Bureau of Apprenticeship Standards |

|                     |                                    |
|---------------------|------------------------------------|
| Johnston, Stephanie | WRTP / BIG STEP                    |
| Nakkoul, Nancy      | Wisconsin Technical College System |
| Nowak, Raquel       | Bureau of Apprenticeship Standards |
| O'Shasky, Lynn      | Bureau of Apprenticeship Standards |
| Phillips, Amy       | Bureau of Apprenticeship Standards |
| Polk, David         | Milwaukee Area Technical College   |
| Smith, Owen         | Bureau of Apprenticeship Standards |
| Wagner, Craig       |                                    |
| Walsh, Julie        | MAMSMCA                            |

1. The meeting was called to order at 10:03 a.m. by Mr. Owen Smith in conformance with the Wisconsin open meeting laws.
2. Mr. Smith recorded attendance. A quorum was present.
3. The committee reviewed the current roster. The committee recommend Mr. Smith review the co-chairs.

**4. For action:**

**a. Approve the minutes.**

The state committee approved the minutes as written.

**b. Review related instruction as part of the five-year cyclical review.**

Ms. Nakkoul reviewed that the WTCS will begin a cyclical five-year review of all related instruction this year. The proactive project has three goals: ensure the curriculum is current for industry needs; ensure it is aligned with available youth apprentices; and ensure it is aligned with other post-secondary education paths, like associates degree, where possible.

The project does not assume major changes, but if they are needed, they will be brought to the committee.

The project begins by surveying instructors and industry on the validity of current content, needed for new content, and any need for more or less time per competency.

Attendees did not have questions or comment.

**c. Review state standards and applicant assessment scores.**

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

Leigh, Scott, Brad, Josh Frehner, and Craig Wagner volunteered to review the standards and recommend changes to the committee.

## **5. For discussion:**

### **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. Director Johnson asked whether local committees were experiencing any difficulties that may need Bureau assistance.

The state committee replied that training is proceeding well.

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

Director Johnson 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 BASERS works very well.

### **c. Implementing revisions to CFR 29.30**

Director Johnson 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.

A consultant asked whether all sponsors are still required to comply fully by October 1. Director Johnson replied that he was unaware of that requirement and that sponsors are already required to conduct outreach and will receive an assessment and further guidance during reviews.

### **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 Sheet Metal apprentices. She shared that future versions will standardize wage and earnings across a 4-hour workweek to account for variations in overtime.

Attendees did not have questions or comments.

### **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.

Attendees thanked Ms. Nakkoul and Mr. Smith for clarifying the requirements.

**h. Supportive services and OJL reimbursement for registered apprentices**

Director Johnson explained the reimbursements available to sponsors and apprentices, the eligibility criteria, and the points of contact.

Attendees did not have questions or comments.

**i. Applicant outreach campaign and revisions to [www.WisconsinApprenticeship.org](http://www.WisconsinApprenticeship.org)**

Director Johnson 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**

Director Johnson 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**

New BAS employees Ryan Herber and Raquel Nowak introduced themselves.

Attendees did not have questions or comments.

**l. 2021 National Apprenticeship Week**

Director Johnson 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**

The committee inquired into the origin of the 10% lay-off rule and whether the rule applies to state committees. Mr. Smith replied that it would apply to local committees. Director Johnson encouraged all local committees to review their local standards with their Apprenticeship Training Representatives.

**7. WTCS Update**

Ms. Nakkoul discussed the items included on the written report.

Attendees did not have questions or comments.

**8. Review the program participants.**

The state committee reviewed the participant statistics and did not find discrepancies.

**9.** The Bureau will be schedule the next meeting via electronic survey.

**10.** The meeting was adjourned at 2:55 p.m..

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*Submitted by Owen Smith,  
Bureau of Apprenticeship Standards*



## WTCS System-Wide Activity Update September 2021

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### 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"><li>• Carpentry (All)</li><li>• Wastewater Treatment</li><li>• Electrical (All)</li><li>• Industrial Manufacturing Technician</li><li>• IT-Service Desk</li></ul> | <ul style="list-style-type: none"><li>• HVAC (ABC)</li><li>• Mechatronics</li><li>• Barber/Cosmetology</li><li>• Bricklaying/Masonry</li><li>• Industrial Electrical, Maintenance Technician, and E&amp;I Technician</li></ul> |



|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• IT-Software Developer</li> </ul> | <ul style="list-style-type: none"> <li>• Arborist</li> <li>• Electric Line, Metering Technician, and Substation Electrician</li> </ul> |
|---|--|

#### **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 9/1/2021 and 9/1/2021 with contract status as Active & Unassigned in occupation(s) associated with this committee.

Report is based on apprentice contracts where:

- Contract sector is 'Construction'.
- 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   | 803         | 35       | 4.4 | 16      | 2.0 | 599   | 74.6  | 204       | 25.4  | 162       | 104   | 64.2  | 58        | 35.8  |
| Environmental Systems Technician (0163726101401)                   | 83          | 8        | 9.6 | 2       | 2.4 | 82    | 98.8  | 1         | 1.2   | 36        | 35    | 97.2  | 1         | 2.8   |
| Environmental Systems Technician (Residential) (0163726101404)     | 5           | 0        | 0   | 0       | 0   | 5     | 100.0 | 0         | 0     | 5         | 5     | 100.0 | 0         | 0     |
| Heating, Ventilating and Air Cond. Install/Service (0163726101402) | 172         | 4        | 2.3 | 2       | 1.2 | 0     | 0     | 172       | 100.0 | 52        | 0     | 0     | 52        | 100.0 |
| Sheet Metal Worker (0180428101001)                                 | 532         | 22       | 4.1 | 12      | 2.3 | 501   | 94.2  | 31        | 5.8   | 103       | 87    | 84.5  | 16        | 15.5  |
| Sheet Metal Worker (Residential) (0180428101005)                   | 11          | 1        | 9.1 | 0       | 0   | 11    | 100.0 | 0         | 0     | 3         | 3     | 100.0 | 0         | 0     |

## State Committee Report by Sponsor & Occupation



This summary counts employers and apprentices, between 9/1/2021 and 9/1/2021 with contract status as Active & Unassigned in occupation(s) associated with this committee.

Report is based on apprentice contracts where:

- Contract sector is 'Construction'.
- 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 #7 totals at the Committee or State level to deviate from the summed total of the individual occupation or committee rows.

| Sponsor Name<br>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           |
| <b>Report Total</b>   | <b>803</b>  | <b>35</b> | <b>4.4</b> | <b>16</b> | <b>2.0</b> | <b>599</b> | <b>74.6</b>  | <b>204</b> | <b>25.4</b>  | <b>162</b> | <b>104</b> | <b>64.2</b>  | <b>58</b> | <b>35.8</b>  |
| <b>ABC of Wisconsin (All)</b>                                     | <b>199</b>  | <b>5</b>  | <b>2.5</b> | <b>3</b>  | <b>1.5</b> | <b>0</b>   | <b>0</b>     | <b>199</b> | <b>100.0</b> | <b>56</b>  | <b>0</b>   | <b>0</b>     | <b>56</b> | <b>100.0</b> |
| Heating, Ventilating and Air Cond. Install/Service (016372610140) | 172         | 4         | 2.3        | 2         | 1.2        | 0          | 0            | 172        | 100.0        | 52         | 0          | 0            | 52        | 100.0        |
| Sheet Metal Worker (0180428101001)                                | 27          | 1         | 3.7        | 1         | 3.7        | 0          | 0            | 27         | 100.0        | 14         | 0          | 0            | 14        | 100.0        |
| <b>East Central WI Area Sheet Metal JAC</b>                       | <b>31</b>   | <b>0</b>  | <b>0</b>   | <b>0</b>  | <b>0</b>   | <b>26</b>  | <b>83.9</b>  | <b>5</b>   | <b>16.1</b>  | <b>11</b>  | <b>8</b>   | <b>72.7</b>  | <b>3</b>  | <b>27.3</b>  |
| Environmental Systems Technician (0163726101401)                  | 5           | 0         | 0          | 0         | 0          | 4          | 80.0         | 1          | 20.0         | 4          | 3          | 75.0         | 1         | 25.0         |
| Sheet Metal Worker (0180428101001)                                | 26          | 0         | 0          | 0         | 0          | 22         | 84.6         | 4          | 15.4         | 10         | 7          | 70.0         | 3         | 30.0         |
| <b>ELW Area Sheet Metal JAC</b>                                   | <b>84</b>   | <b>4</b>  | <b>4.8</b> | <b>1</b>  | <b>1.2</b> | <b>84</b>  | <b>100.0</b> | <b>0</b>   | <b>0</b>     | <b>23</b>  | <b>23</b>  | <b>100.0</b> | <b>0</b>  | <b>0</b>     |
| Environmental Systems Technician (0163726101401)                  | 3           | 1         | 33.3       | 0         | 0          | 3          | 100.0        | 0          | 0            | 1          | 1          | 100.0        | 0         | 0            |
| Sheet Metal Worker (0180428101001)                                | 81          | 3         | 3.7        | 1         | 1.2        | 81         | 100.0        | 0          | 0            | 23         | 23         | 100.0        | 0         | 0            |
| <b>Fox Valley Area Sheet Metal JAC</b>                            | <b>154</b>  | <b>3</b>  | <b>1.9</b> | <b>3</b>  | <b>1.9</b> | <b>154</b> | <b>100.0</b> | <b>0</b>   | <b>0</b>     | <b>20</b>  | <b>20</b>  | <b>100.0</b> | <b>0</b>  | <b>0</b>     |
| Environmental Systems Technician (0163726101401)                  | 5           | 0         | 0          | 0         | 0          | 5          | 100.0        | 0          | 0            | 4          | 4          | 100.0        | 0         | 0            |
| Sheet Metal Worker (0180428101001)                                | 149         | 3         | 2.0        | 3         | 2.0        | 149        | 100.0        | 0          | 0            | 18         | 18         | 100.0        | 0         | 0            |
| <b>Madison Area Sheet Metal JAC</b>                               | <b>89</b>   | <b>4</b>  | <b>4.5</b> | <b>2</b>  | <b>2.2</b> | <b>89</b>  | <b>100.0</b> | <b>0</b>   | <b>0</b>     | <b>11</b>  | <b>11</b>  | <b>100.0</b> | <b>0</b>  | <b>0</b>     |
| Environmental Systems Technician (0163726101401)                  | 18          | 1         | 5.6        | 0         | 0          | 18         | 100.0        | 0          | 0            | 4          | 4          | 100.0        | 0         | 0            |
| Sheet Metal Worker (0180428101001)                                | 71          | 3         | 4.2        | 2         | 2.8        | 71         | 100.0        | 0          | 0            | 10         | 10         | 100.0        | 0         | 0            |

## State Committee Report by Sponsor & Occupation



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Report is based on apprentice contracts where:

- Contract sector is 'Construction'.
- 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 #7 totals at the Committee or State level to deviate from the summed total of the individual occupation or committee rows.

| Sponsor Name<br>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          |
| <b>Report Total</b>   | <b>803</b>  | <b>35</b> | <b>4.4</b> | <b>16</b> | <b>2.0</b> | <b>599</b> | <b>74.6</b>  | <b>204</b> | <b>25.4</b> | <b>162</b> | <b>104</b> | <b>64.2</b>  | <b>58</b> | <b>35.8</b> |
| <b>Milwaukee Area Sheet Metal JAC</b>                         | <b>206</b>  | <b>17</b> | <b>8.3</b> | <b>5</b>  | <b>2.4</b> | <b>206</b> | <b>100.0</b> | <b>0</b>   | <b>0</b>    | <b>44</b>  | <b>44</b>  | <b>100.0</b> | <b>0</b>  | <b>0</b>    |
| Environmental Systems Technician (0163726101401)              | 42          | 5         | 11.9       | 2         | 4.8        | 42         | 100.0        | 0          | 0           | 20         | 20         | 100.0        | 0         | 0           |
| Environmental Systems Technician (Residential) (016372610140) | 5           | 0         | 0          | 0         | 0          | 5          | 100.0        | 0          | 0           | 5          | 5          | 100.0        | 0         | 0           |
| Sheet Metal Worker (0180428101001)                            | 148         | 11        | 7.4        | 3         | 2.0        | 148        | 100.0        | 0          | 0           | 32         | 32         | 100.0        | 0         | 0           |
| Sheet Metal Worker (Residential) (0180428101005)              | 11          | 1         | 9.1        | 0         | 0          | 11         | 100.0        | 0          | 0           | 3          | 3          | 100.0        | 0         | 0           |
| <b>Southeastern WI Area Sheet Metal JAC</b>                   | <b>40</b>   | <b>3</b>  | <b>7.5</b> | <b>2</b>  | <b>5.0</b> | <b>40</b>  | <b>100.0</b> | <b>0</b>   | <b>0</b>    | <b>12</b>  | <b>12</b>  | <b>100.0</b> | <b>0</b>  | <b>0</b>    |
| Environmental Systems Technician (0163726101401)              | 10          | 1         | 10.0       | 0         | 0          | 10         | 100.0        | 0          | 0           | 4          | 4          | 100.0        | 0         | 0           |
| Sheet Metal Worker (0180428101001)                            | 30          | 2         | 6.7        | 2         | 6.7        | 30         | 100.0        | 0          | 0           | 9          | 9          | 100.0        | 0         | 0           |