

September 3, 2010

TO: State Sheet Metal Apprenticeship Advisory Committee  
Members & Consultants

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

SUBJECT: State Sheet Metal Apprenticeship Advisory Committee Meeting

DATE: Wednesday, September 9, 2020

TIME: 1:00 p.m.

ACCESS: Meeting link: <https://dwdwi.webex.com/dwdwi/j.php?MTID=m6ee300ac21d283befbd36bda6b3e20cf>  
Meeting number: 145 030 6563  
Password: cJZMFpJF546  
Join by phone: 1-855-282-6330 US TOLL FREE  
Access code: 145 030 6563

#### **TENTATIVE AGENDA**

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

#### **4. Old Business**

- a. **For action:** approve the minutes
- b. Implementing revisions to CFR 29.30
- c. Federal grants to expand registered apprenticeship
- d. Industry-Recognized Apprenticeship Programs
- e. Applicant outreach campaign and revisions to [www.WisconsinApprenticeship.org](http://www.WisconsinApprenticeship.org)
- f. Apprenticeship Completion Award Program
- g. Other

#### **5. New Business**

- a. Mandatory registration in BASERS
- b. **For action:** review state standards, including applicant assessment scores and ASVAB
- c. 2020 Meeting of National Association of State and Territorial Apprenticeship Directors (NASTAD)
- d. 2020 National Apprenticeship Week
- e. 2021 Biennial Apprenticeship Conference
- f. Revising Transition to Trainer and Teaching Transition to Trainer
- f. BAS leadership and personnel changes
- g. 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**

**April 8, 2020**  
Virtual

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

Polk, David	Milwaukee Area Technical College
Smith, Owen	Bureau of Apprenticeship Standards
Walsh, Julie	MAMSMCA

1. The meeting was called to order at 10:05 a.m. by Mr. Owen Smith in conformance with the Wisconsin open meeting laws.
2. A roll call was conducted. A quorum was present.
3. The committee reviewed the current roster. No revisions were needed.

#### 4. **Old Business**

##### a. **Review the follow-up items from the previous meeting.**

##### i. **For action:** approve the minutes of the previous meeting.

The state committee approved the minutes as written.

##### ii. **For action:** revise the required minimum hours for soldering and welding

The state committee did not recognize the item and concluded it was included in error.

##### iii. **For action:** review the minimum score for Accuplacer Next Generation

Mr. Smith reviewed that the state committee has three applicant assessments: Accuplacer Classic; ACT; and Accuplacer Next Generation. Minimum scores for Accuplacer Classic have been included in the state standards for years. The minimum scores for ACT were included in 2018. The minimum scores for Accuplacer Next Generation in Quantitative Algebra and Statistics and Reading are available in national crosswalks; the minimum score for Arithmetic was determined by the Bureau, based on the state committee's ACT Math score.

Mr. Smith asked how the Accuplacer Next Generation minimum scores are working for local committees.

The state committee replied that Next Generation scores work well for most local committees, but some local committees still use different scores.

The state committee reiterated its interest in assessing veterans via the Armed Services Vocational Aptitude Batter (ASVAB). Mr. Smith reviewed that the Bureau is open to researching the ASVAB, but postponed doing so until the revisions to CFR 29.30 were implemented because early guidance indicated sponsors would have to revalidate all applicant assessments. Former director Karen Morgan had advised that the Bureau wait until revalidation to include the ASVAB.

Mr. Smith reiterated that the state committee decided local committees must require the same scores, i.e. different scores are not permitted. This would apply to ASVAB scores, too, if it is approved.

**b. Implementing revisions to 29.30**

Director Johnson thanked everyone for attending the virtual meeting and adapting to the learning curve of virtual business. He reported that more guidance is forthcoming after the release of the Governor's Safer At Home order.

The Bureau paused its implementation plans due to COVID-19. The Bureau had planned to conduct compliance reviews in person, but all Bureau personnel will be working at home until May 1. In the meantime, the Bureau is updating its database to input disability disclosures. Sponsors will be required to treat disability disclosures as any other type of demographic data, even if the apprentice reports he or she does not have a disability. In addition, the Bureau is updating the apprenticeship manual and released an AA/EEO webpage with all information on the revisions.

The Bureau will inform state and local committees of revisions as they are implemented.

Attendees had no comments or questions.

**c. Industry-Recognized Apprenticeship Programs**

Director Johnson reported that industry-recognized apprenticeship programs (IRAPs) are now legal and will be implemented in May. The final rule excluded construction occupations. The Bureau will not endorse or approve IRAPs in Wisconsin but will advocate for flexible registered apprenticeship options.

Attendees had no comments or questions.

**d. Federal grants to expand registered apprenticeship**

Director Johnson reviewed that the WAGE\$ grant and the State Apprenticeship Expansion grant will conclude this September. The Bureau is on track to meet both grants' performance targets. The Bureau is researching how the SAE grant could reimburse sponsors for on-the-job training costs, but COVID-19 slowed that process. The Apprenticeship State Expansion (ASE) grant is the third round of the initial state expansion grant; it concludes June 30, 2022.

Attendees had no comments or questions.

**e. Apprenticeship Completion Award Program**

Director Johnson presented the statistics of ACAP reimbursements. He noted that the number of denied requests will always exceed the number of approved requests because many requests exceed the maximum allowed reimbursement. The program continues to receive strong bipartisan support. The Bureau will request that the program is extended for the next biennium.

Attendees had no comments or questions.

**f. Pending revisions to [www.WisconsinApprenticeship.org](http://www.WisconsinApprenticeship.org)**

Director Johnson reviewed that the Bureau's website was redesigned recently as part of a department-wide revision of all web pages. The redesigned site received many complaints from apprenticeship stakeholders. So, the Bureau received permission to redesign the page again to look and function more like a business site. The Bureau projects it will have a draft of the new site by fall.

Attendees did not have questions or comments.

**g. Other**

Attendees did not have additional comments or questions.

**5. New business**

**a. DWD tour of Germany's Registered Apprenticeship**

Director Johnson reported that he, Secretary Frostman, and several WI Apprenticeship stakeholders visited Germany to tour the Germany Apprenticeship Program. He stated the visit was invaluable in learning how WI Apprenticeship could improve and how it works very well already, within U.S. society.

He noted several key take-aways:

- Apprenticeship in Germany is a socio-economic institution. Many, many industries and occupations train workers through registered apprenticeship, and students qualified for apprenticeships are tracked as early as fourth grade. These dynamics are possible due to greater government involvement in industries and the K-12 institutions.
- Similarly, apprenticeship in Germany focuses almost exclusively on preparing students and youth; apprenticeship is rarely used by adults to change careers because they would be far behind the skill level of youth. In contrast, Wisconsin Apprenticeship focuses mostly on helping adults prepare for careers, and Wisconsin Youth Apprenticeship focuses on broadly exposing participants to a career cluster or industry rather than prepare for an occupation.
- WI Apprenticeship works very well within the contexts of U.S. society. Involving K-12 students in career and technical education is very important. Although the U.S. secondary school system would not accept "tracking" students early, students are now required to begin "academic career planning" in middle school.
- Therefore, the most feasible means of strategically positioning Wisconsin Apprenticeship in the K-12 system are to include youth and registered apprenticeship as options within academic career planning and to promote bridging youth apprenticeship to registered apprenticeship.

Attendees did not have questions or comments.

**b. 2021 Biennial Apprenticeship Conference**

Director Johnson reported that the conference will be held February 22-24, 2021, at the Wilderness Hotel in the Wisconsin Dells. The planning team has begun meeting. The theme, workshops, and speakers are under discussion, but the primary focus will be that apprenticeship works for everyone. The Apprenticeship Expo will be included. By summer the Bureau will launch the registration page via EventBrite and mail a save-the-date notice.

Attendees did not have questions or comments.

**c. 2020 National Apprenticeship Week**

The 2020 National Apprenticeship Week has not been announced nationally, so the Bureau will observe Wisconsin Apprenticeship Week the week of November 8-14.

Attendees did not have questions or comments.

**d. Revising Transition to Trainer**

Director Johnson reported that the Bureau, Wisconsin Technical College System, and Worldwide

Instructional Design System have begun revising "Transition to Trainer" to make the course more current to all occupations and more accessible to non-traditional apprenticeship occupations. Revisions will include some on-line delivery of specific modules. WTCS will lead the project.

Attendees did not have questions or comments.

**e. BAS leadership and personnel changes**

Director Johnson thanked attendees for their letters of support for his acceptance as Bureau Director. He emphasized that his vision is to innovate registered apprenticeship by integrating it further with certified pre-apprenticeship, youth apprenticeship, technical diplomas, and more.

Additional personnel changes include the following:

- Tommy Myles, Apprenticeship Navigator
- Dawn Pratt, Apprenticeship Navigator
- Milton Rogers, Apprenticeship Training Representative for Madison
- Corey Popp, Apprenticeship Training Representative for Madison
- Melissa Kendhammer, Apprenticeship Training Representative for La Crosse
- Chris Landerman, Apprenticeship Training Representative for Appleton

Attendees did not have questions or comments.

**f. Other**

i. Online related instruction during COVID-19 and for Transition to Trainer

The state committee asked whether training centers can provide related instruction online, including Transition to Trainer. Some apprentices do not have access to wi-fi.

Director Johnson that COVID-19 is an unprecedented occurrence, so the Bureau fully supports sponsors and technical colleges proceeding at their discretion. The Bureau requests only that training providers ensure that apprentices eventually receive the proper instruction so they can complete the program.

Mr. David Polk shared that Milwaukee Area Technical College will soon offer Transition to Trainer online to help current apprentices complete.

ii. Lead abatement training opportunity through WI Dept. of Health Services.

Mr. Owen Smith reported that the WI Dept. of Health Services will reimburse training centers for lead abatement training for apprentices and journey workers through its Lead Safe Homes program. He asked representatives of local committees and training centers if they would be interested in learning more. He is informally gauging interest during the state committee season and will email an official letter, background information, and interest survey in May.

Training coordinators for the joint apprenticeship committees stated that they have only occasional, limited need for lead abatement training.

Attendees did not have questions or comments.

**6. WTCS Update**

Mr. Dubenske stated that the WTCS received additional funding for curriculum development from the WI Fast Forward grant. Apprenticeship enrollment increased 9.9% across the system. A Great Lakes scholarship will be available for apprentices of up to \$1,500 based on need. The master chart of all related instruction per registered apprenticeship and technical college is now online.

Attendees did not have comments or questions.

**7. Review the program participants.**

Program participants include 751 apprentices and 165 employers with a contract in active or unassigned status on April 1, 2020.

8. The next meeting will be scheduled via electronic survey.

9. The meeting was adjourned at noon.

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*Submitted by Owen Smith,  
Bureau of Apprenticeship Standards*

## WAGE\$ Apprentices and Sponsors by Occupation Fall 2020 Committee Update

The Wisconsin Apprenticeship Growth and Expansion Strategies (WAGE\$) grant is a 5-year, \$5 million grant from the US Department of Labor. The purpose is to expand Registered Apprenticeship in Advanced Manufacturing and develop new programs in Information Technology and Health Care. The grant started October 1, 2015, and will conclude September 30, 2020.

- The overarching goal is 1,000 apprentices in the occupations selected for grant support.
- The table below shows the number of apprentices by occupation and underrepresented population.
- Employ Milwaukee, Inc., applied for and was granted the same type of grant that BAS applied for. Therefore, BAS and EMI entered into an agreement by which EMI would be able to count certain apprentices for its own grant. As of the date of this report, the following number of apprentices are included in EMI's grant, not the WAGE\$ grant.
  - 9 Industrial Manufacturing Technician apprentices
  - 4 IT Service Desk Technician apprentices
  - 9 Pharmacy Technician apprentices

WAGE\$ Apprentices by Occupation and Underrepresented Status				
October 1, 2015 - September 2, 2020				
This report includes apprentice records for the report period: Industrial Manufacturing Technician; Maintenance Technician; Mechatronics Technician; Welder - Fabricator; Welder / Automated Welding; Software Developer; Medical Assistant; IT Service Desk Technician; Data Analyst; Broadband Service Technician; Cybersecurity Analyst; Pharmacy Technician; Medical Assistant (WTCS),				
Apprentices claimed by Employ Milwaukee have been removed.				
Occupation Name	Count	Female	Minority	Veteran
<b>Report Total:</b>	678	67	110	50
<b>Industrial Manufacturing Technician</b> - 77 completed; 32 cancelled; 9 apprentices counted by Employ Milwaukee	146	21 (14%)	42 (29%)	6 (4%)
<b>Maintenance Technician</b> - 21 completed; 88 cancelled	360	5 (1%)	36 (10%)	31 (9%)
<b>Mechatronics Technician</b> - 19 cancelled	90	2 (2%)	5 (6%)	9 (10%)
<b>Welder / Automated Welding &amp; Fabricator</b> - 5 completed; 5 cancelled	36	1 (3%)	4 (6%)	3 (8%)
<b>Broadband Service Technician</b>	1			
<b>Data Analyst</b> - 4 apprentices counted by Employ Milwaukee				
<b>IT Service Desk Technician</b> : 3 completed	4	1 (25%)	1 (20%)	
<b>Software Developer</b>	2	2 (100%)		
<b>Medical Assistant</b> - 14 completed; 2 cancelled	39	35 (90%)	22 (56%)	1 (2%)
<b>Pharmacy Technician</b> – 9 apprentices counted by Employ Milwaukee				

195 (29%) of the apprentices identify with at least one of the underrepresented populations.

- 164 of them identify with one of the populations.
- 30 identify with two of them.
- 1 of them identifies with all three.



# All ACAP Reimbursement Requests Processed (Time Period) - Summary

## Apprenticeship Completion Award Program (ACAP)

### Bureau of Apprenticeship Standards

### Division of Employment and Training

8/31/20 12:38 PM

Filters Applied: Determination Date between 7/1/20 and 8/31/20, Fiscal Year(s)= FY21

Type	Fiscal Year	# of RRs	\$Approved	\$Denied
Year One	21		\$5,500.00	\$48,091.51
<b>Year One Totals</b>		<b>36</b>	<b>\$5,500.00</b>	<b>\$48,091.51</b>
Completion	21		\$16,096.82	\$99,429.59
<b>Completion Totals</b>		<b>34</b>	<b>\$16,096.82</b>	<b>\$99,429.59</b>
<b>Report Totals</b>		<b>70</b>	<b>\$21,596.82</b>	<b>\$147,521.10</b>



**Applicant Assessment Scores for Sheet Metal***\*Accuplacer Classic & ACT scores from State Standards**\*\*Next Gen QAS & Reading scores from national crosswalk, Jan 2019**\*\*\*Next Gen Arithmetic score from BAS policy letter, May 31, 2019*

Accuplacer Classic		ACT		Accuplacer Next Gen	
Arithmetic	66	Math	16	Arithmetic	250
Elementary Algebra	33			QAS	235
Reading	66	Reading	15	Reading	244





# State Apprenticeship Standards for the **Sheet Metal Industry**

REVISED  
January 2019

*Karen P Morgan*

Director

*[Signature]*  
Co-Chair

*[Signature]*  
Co-chair

Prepared by the  
**Bureau of Apprenticeship Standards**  
and the  
**State Sheet Metal Apprenticeship Advisory Committee**

**STATE OF WISCONSIN**  
**COODWD**  
Department of Workforce Development



## **FOREWORD**

The increased skills and versatility needed today by the Sheet Metal industry, as never before, requires the thorough all-around training and experience provided through apprenticeship as conducted under modern methods. To meet this need the State Sheet Metal Joint Apprenticeship Committee, having been duly designated as advisory to the Bureau, has revised and amplified the apprenticeship standards in the trade for the guidance of contractors and labor throughout Wisconsin.

The Sheet Metal Industry is committed to: The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, the Wisconsin Fair Employment Law, and all other applicable state laws.

These standards are consistent with Wisconsin Apprenticeship Law, Chapter 106 of the Statutes and with the Apprenticeship Manual. For this reason they can be applied and used as a guide by all qualified sheet metal contractors in Wisconsin, regardless of location or affiliation.

It is hoped that contractors and labor, local apprenticeship committees, and all those concerned with the development of skilled journey workers in the trade, will make full use of these up-to-date standards in setting up, conducting and improving apprenticeship programs.



## FINAL SECTION ALIGNMENT

- I. Definitions
- II. Personnel of State Sheet Metal Apprenticeship Advisory Committee
- III. Duties of State Sheet Metal Apprenticeship Advisory Committee
- IV. Personnel of Local Committees
- V. Local Apprenticeship Committee Functions and Duties
- VI. Local Apprenticeship Committee Operations
- VII. Minimum Qualifications of Apprentices
- VIII. Minimum Qualifications of Employers
- IX. Ratio of Apprentices to Journeyworkers
- X. Apprentice Contracts
- XI. Apprenticeship Terms
- XII. Probationary Period
- XIII. Related Instruction Attendance
- XIV. Schedule of Work Processes
- XV. Conditions of Work
- XVI. Continuity of Employment
- XVII. Evaluation and Completion of Apprentices
- XVIII. Cancellation of Apprentice Contracts
- XIX. Applicant, Apprentice, Employer, Committee Appeal Procedure
- XX. Modification of Standards



## **I. Definitions**

- A. **Apprentice** means any person who enters into an apprentice contract with the department and with a sponsor or an apprenticeship committee acting as an agent of the sponsor. Sheet Metal Worker, Environmental Systems Technician or Heating, Ventilating, And Air Conditioning Installer/Service apprentices are persons covered by a contract approved by the Wisconsin Department of Workforce Development, Bureau of Apprenticeship Standards
- B. **Apprentice Contract** means any contract or agreement of service, express or implied, between an apprentice, the department, and a sponsor or an apprenticeship committee acting as the agent of a sponsor whereby an apprentice is to receive directly from or through the apprentice's employer, in consideration for the apprentice's services in whole or in part, instruction in any trade, craft, or business.
- C. **Apprenticeship Committee** means a joint apprenticeship committee or a non-joint apprenticeship committee designated by a sponsor to administer an apprenticeship program.
- D. **Assignment** means the initial placement of an apprentice with an employer.
- E. **Bureau of Apprenticeship Standards (BAS)** is the agency within the Department of Workforce Development charged with the oversight responsibilities of Wisconsin's apprenticeship program.
- F. **Cancellation** means the termination of the registration or approval status of a program at the request of the sponsor or termination of an Apprentice contract at the request of any party to the contract.
- G. **Certificate of Completion** means the department has determined that an apprentice has successfully completed an apprenticeship shown by a certificate of completion.
- H. **Certificate of Registration** means the acceptance and recording of such program by the department as meeting the basic standards and requirements of the department for approval of such program for federal and state purposes, as shown by a certificate of registration.
- I. **Competency** means the attainment of manual, mechanical or technical skills and knowledge, as specified by an occupational standard and demonstrated by an appropriate written and hands-on proficiency measurement.
- J. **Completion rate** means the percentage of an apprenticeship cohort who receives a certificate of apprenticeship completion within 1 year of the projected completion date. An apprenticeship cohort is the group of individual apprentices registered to a specific program during a 1 year time frame, except that a cohort does not include the apprentices whose apprenticeship agreement has been cancelled during the probationary period or who have transferred.
- K. **Department** means the Department of Workforce Development (DWD) which is the state registration agency for the purposes of 29 CFR 29. The Bureau of Apprenticeship Standards is part of the Department of Workforce Development.

- L. **Direct entry** means qualifying applicants are directly admitted into the apprenticeship program, and all pre-selection requirements remain in force
- M. **Direct interview** means qualifying applicants go directly to oral interviews and are placed on the list, if appropriate.
- N. **Electronic media** means media that utilize electronics or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the Internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.
- O. **Employee** means a person who is employed as journey level Sheet Metal Worker, Environmental Systems Technician, or Heating, Ventilating and Air Conditioning Technician.
- P. **Employer** means any sheet metal contractor who is engaged in the sheet metal business qualified to employ apprentices as outlined in Section VII of these standards.
- Q. **Interim credential** means a credential issued by the department, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice.
- R. **Joint Apprenticeship Committee** means an apprenticeship committee that consists of an equal number of representatives of employers and of representatives of employees who are represented by a collective bargaining agent.
- S. **Journeyworker** means a worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation and/or hold a State of Wisconsin certification.
- T. **Local apprenticeship committee** means an apprenticeship committee to which the department has delegated the authority to act under Administrative Code DWD 295.02 and 295.03.
- U. **Nonjoint apprenticeship committee** means an apprenticeship committee that consists of representatives of employers, but not of representatives of employees who are represented by a collective bargaining agent.
- V. **Quality Assurance Assessment** means a comprehensive review conducted by the department regarding all aspects of an apprenticeship program's performance (see section VI –Local Apprenticeship Committee Operations).
- W. **Reassignment** means the assignment of an apprentice from one employer to another within the same apprenticeship program.
- X. **Registration of an apprentice contract** means the acceptance and recording of an apprentice contract by the department as evidence of the apprentice's participation in a particular registered apprenticeship program.

- Y. **Related instruction** is an organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the department.
- Z. **Sponsor** means any local committee operating an apprenticeship program and in whose name the apprenticeship program is approved by the Bureau of Apprenticeship Standards.
- AA. **Sponsor Training Center** an education source that provides related instruction as approved by the Bureau of Apprenticeship Standards
- BB. **State Committee** means The Wisconsin State Sheet Metal Apprenticeship Advisory Committee, which is advisory to the Department of Workforce Development and the Bureau of Apprenticeship Standards on matters of apprenticeship and to the Wisconsin Technical College System (WTCS) on matters of related instruction for apprentices.
- CC. **Transfer** means a shift of apprenticeship registration from one program to another where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.
- DD. **Unassignment** means the temporary interruption of an apprentice contract.
- EE. **Wisconsin Apprenticeship Advisory Council** means the council created by WI Stats. 15.227 (13).
- FF. **Wisconsin Technical College System** is a publicly funded system of colleges subject to Chapter 38 of the WI State Statutes and Technical College System Administrative Rules.

## II. **Personnel of the State Sheet Metal Apprenticeship Advisory Committee**

This Committee shall be composed of no less than ten (10) nor more than thirty (30) members. The intention is to have fair representation from local committees on the state committee. The Bureau of Apprenticeship Standards (BAS) will ensure that all areas of the state are properly represented on each state trade committee.

- A. Employer representative names will include nominees submitted to the Bureau of Apprenticeship Standards (BAS) by the Sheet Metal and Air Conditioning Contractors Association of Wisconsin, Inc., and by the Associated Builders and Contractors of Wisconsin, Inc.
- B. Employee representative names will include nominees submitted to BAS by the Sheet Metal Workers International Association, Local #18.
- C. Members will serve for a term of three years and may be re-nominated for further terms. Committee memberships will be staggered to maintain continuity in functioning.

- 1) Members must be currently and actively participating in the trade and are required to attend at least 75 percent of the meetings over the term of their appointment.
  - 2) Members must represent organizations that are actively involved with training apprentices at the local level; or
  - 3) Be involved in the development of emerging trades; or
  - 4) Have been involved in the training of apprentices in the last two years.
- D. Exceptions to these requirements can be made by the BAS in order to expand female and minority participation on committees.
- E. The BAS may also designate consultant members to serve as non-voting members, as needed. The WTCS representatives, industry apprenticeship coordinators, instructors and other interested parties in the apprenticeship program may advise and consult with state committee, but they are not allowed to serve as voting members
- F. The State Sheet Metal Apprenticeship Advisory Committee generally meets at least twice each year and their membership includes equal numbers of employer and employee members who have been nominated by organizations involved at the local committee level
- G. The committee operates on a consensus based decision-making process. This means that there may be concerns after discussion, but the committee members may consent to the proposal anyway and allow it to be adopted. Therefore, reaching consensus does not assume that everyone must be in complete agreement, but that all members can live with the decision. When the committee cannot reach consensus, the BAS will make the final decision.
- H. The Bureau may remove a person from membership on a committee for one or more of the following reasons:
- 1) Failure to attend at least 75% of the committee meetings over the term of the appointment, unless excused by the Bureau for good cause.
  - 2) Failure to meet the membership requirements under paragraph II C unless an exception is granted under II D as noted above.
  - 3) Violation of any state apprenticeship statute, rule or standard.
- I. Vacancies may be filled, or representatives changed in term, at the request of the appropriate association.

### **III. Duties of the State Sheet Metal Apprenticeship Advisory Committee**

- A. Recommend/advise on policy and/or program changes in the trade.
- B. Formulate minimum state standards (and review them every five years) for the trade and make recommendations on changes to the Bureau including:
- 1) the period of training
  - 2) minimum work process requirements
  - 3) related instruction
  - 4) probation period
  - 5) employer requirements to serve as a trainer
  - 6) journey level worker/apprentice ratios

- 7) apprentice reviews
  - 8) apprentice selection process (AA/EEO requirements)
  - 9) local committee review-assist local committees and/or sponsors in developing selection procedures which are bias free and which ensure minorities and women are considered
- C. Recommend curriculum, related instruction and delivery service requirements for the trade to the Bureau and the Wisconsin Technical College System (WTCS).
  - D. Assume statewide leadership for the purpose of improving conditions and expanding the number of employers using apprentices in the trade.
  - E. Support the state program of training for apprentices.
  - F. Prepare a policy for the trade on proficiency assessment/testing (for work experience and course work) to be utilized by local committees in determining apprenticeship credit for previous experience/education.
  - G. Review and monitor local committee activity levels (including biennial reports) and recommend changes in AA/EEO operations where appropriate.
  - H. The committee will follow these operational guidelines:
    - 1) Meet at least a minimum of two times a year.
    - 2) Elect of the Committee co-chairs; an employer representative and an employee representative.
    - 3) Conduct meetings in conformity with Wisconsin open meeting law.
    - 4) A meeting quorum exists when at least two employer and two employee representatives are present.
    - 5) Official meeting minutes will be prepared by the Bureau of Apprenticeship Standards.
    - 6) Committee recommendations will be made by consensus.

#### **IV. Personnel of Local Committees**

Local Apprenticeship Committees, either joint or non-joint, are created much the same as State Sheet Metal Apprenticeship Advisory Committee. Each local committee has a minimum of four (4) voting members, generally comprised of employer and employee members.

- A. Multi-trade local committees are authorized provided that at least one member of the committee is a member of the apprentice's trade that is being reviewed.
- B. The BAS requests nominations from associations that have apprenticeship programs and employer/employee organizations that participate in the Wisconsin apprenticeship program.
- C. Joint apprenticeship committees have equal numbers of employer and employee representatives.
- D. Employer members must currently work at the trade or represent those who employ skilled workers of the trade and have trained apprentices in the last five years. Local employer organizations representing contractors who employ journeymen and apprentices at the trade will nominate employer members.

- E. Employee members must be active journeyworkers or represent active journeyworkers. Local Labor Organizations representing skilled workers in the area will nominate employee members.
- F. Non joint apprenticeship committees consist of a minimum of four voting members that consist of representatives of employers that participate in Wisconsin's Apprenticeship program. When there is no area employer organization, the BAS will request the state-wide employers' organization or state trade apprenticeship committee to assist it in locating qualified employers to serve.
- G. Exceptions to these requirements can be made by the BAS in order to expand female and minority participation on the committees.
- H. In order for a Local Apprenticeship Committee to be recognized as advisory to the BAS, each member must be designated by the BAS. After nominations have been submitted, the BAS will finalize the committee membership. Before membership is finalized, the BAS will ensure that females and minorities are represented on the committee, where they are employed in the skilled workforce. Membership is finalized with a letter from the BAS confirming the committee membership to committee members. No person is considered a committee member until they have been so designated.
- I. Each Local Apprenticeship Committee is assigned a geographical area by the BAS. The committee may be expected to advise the BAS and the WTCS on all apprenticeship matters in the trades covered by the committee. The assignment of the area may be based on several factors such as; the union jurisdiction, WTCS boundaries, population centers, or others.
- J. Members will serve for a term of three years and may be re-nominated for further terms. Terms will be staggered to ensure that continuity of the committee is maintained.
- K. Members must attend at least 75% of the meetings over the term of their appointment, unless excused for good cause.
- L. The Bureau may remove a person from membership on a committee for one or more of the following reasons:
  - 1) Failure to attend at least 75% of the committee meetings over the term of the appointment, unless excused by the Bureau for good cause.
  - 2) Failure to meet the membership requirements under paragraph IV G, unless an exception is granted under IV E as noted above.
  - 3) Violation of any state apprenticeship statute, rule or standard

## **V. Local Apprenticeship Committee Functions and Duties**

- A. Ensure that employer and apprentice applications are processed in a timely manner. Ensure that apprentices are properly registered in conformity with Wisconsin Apprenticeship regulations.
- B. Establish Local Standards. The local committee must use the State Sheet Metal Committee Standards for their trade as a guide in the operation of the apprenticeship program in their area. Provisions drawn from local collective

bargaining agreements must conform to the minimum requirements of the State Sheet Metal Standards.

- C. Development and implement selection procedure and an affirmative action plan to meet the requirements of DWD 295 and 296 and the Wisconsin Apprenticeship Manual. The committee processes applications for apprenticeship and this method must be spelled out clearly in the selection procedures. The selection procedures must also be available for applicants to review.
- D. Recommend to the BAS credit for previous experience/education in conformity with State Sheet Metal Apprenticeship Advisory Committee policy and procedures.
- E. A committee will have a written procedure for assisting apprentices in their area who are out of work, so that the best possible effort can be made to get them back to work.
- F. Approve employers for apprenticeship training purposes in accordance with State Sheet Metal Apprenticeship Advisory Committee Standards (and para. VIII E below). All employer applications for apprentices must be reviewed by the committee. Ensure that employers provide apprentices with the required range of work process experience and safeguard the training of apprentices on the job.
- G. Maintain records of each apprentice in the committee's program. The local committee must review and ensure that adequate classroom and work/on-the-job records are kept for each apprentice.
- H. Review and evaluate apprentice classroom and on-the-job performance on a regular basis, as recommended by the State Sheet Metal Apprenticeship Advisory Committee, (at least annually and a minimum of two times during the term of the Apprentice Contract, in person) and before recommending completion to the Bureau. All reviews must be in writing.
- I. Each committee must have a record of applications, active apprentices, apprentice progress records, affirmative action efforts, transfers, etc.
- J. Local committees must have a system for receiving progress records from each apprentice. These records must be received regularly.
- K. Local committees must get regular reports on each apprentice's grades and attendance from the approved training provider.
- L. Review and make sure that adequate classroom and on-the-job records are kept for apprentices. All reviews should be in writing. All apprentice records must be maintained for five years after the last apprentice action.
- M. Review the status and progress of every apprentice prior to the end of the probationary period and recommend any appropriate action to the employer. Apprentices should be interviewed in person by the committee at least twice during their apprenticeship, with one review prior to the end of their probationary period so their progress at work and at school can be discussed with the apprentice. Employers and supervisors should also be interviewed, so that all viewpoints are available to the committee.

- N. Encourage parties to Apprentice Contracts to bring their complaints before the committee. If either the employer or the apprentice has a grievance about their program, it is important to bring this matter before the committee first, rather than make an official complaint directly to the BAS. If the committee does not make a satisfactory adjustment, then the complainant must be told how to appeal in writing to the BAS.
- O. Local committee standards will have a consistent transfer policy that addresses the transfer of apprentices from one sponsor to another. The committee must assure that transfer forms are properly signed by all parties and forwarded to the BAS promptly
- P. Recommend to the BAS, credit for previous experience and education in conformity with State Sheet Metal Apprenticeship Advisory Committee policy and procedures.
- 1) Credit should be granted prior to the end of the probationary period, or at least as soon as a proper evaluation can be made of the credit request.
  - 2) Apprentices may be granted credit for previous work or school experience.
  - 3) Such credit should only reflect actual work time that relates directly to the
  - 4) trade or school time relating directly to the trade related instruction.
  - 5) Any party to the Apprentice Contract may forward a request for credit to the
  - 6) committee (apprentice, employer, the BAS or the committee). Third parties may supply supporting information to the committee for consideration in the determination process.
- Q. If the BAS approves the committee's recommendation of credit and such credit advances the apprentice to a higher wage, then that wage must apply. All credit recommendations of the committee, approved or denied must be made in writing and forwarded to the BAS. Work and school time credit served, under a prior Wisconsin apprentice contract in the same trade, must be credited at once, unless a written reason is presented and approved by the BAS.
- R. Recommend completions of apprenticeship to the BAS. The committee should review each apprentice's record and make a recommendation to the BAS on the apprentice's eligibility to be completed.
- S. Make reports and recommendations to the BAS and the State Sheet Metal Apprenticeship Advisory Committee. Each area committee must keep the BAS and the State Sheet Metal Apprenticeship Advisory Committee informed of their activities and their suggestions for program improvements.
- T. Keep minutes of each committee meeting and submit copies to the BAS. The committee must submit a copy of the minutes of each of its meetings. Failure to submit copies of the minutes could result in the termination of the committee's designation and deregistration of the committee.
- U. Advise and inform the public on projected apprentice openings, where applicable.
- 1) Advise the BAS and technical colleges or provider of related instruction on all
  - 2) related instruction with the state and/or area WTCS districts.
  - 3) Respond to surveys and questionnaires sent by the BAS regarding information on participating employers, apprentices, meetings held, and AA/EEO progress
  - 4) Meet in conformity with the Wisconsin Open Meeting Law.

- 5) Actively participate in statewide trade or industry marketing and apprenticeship promotion. Report back to the respective nominating organizations and keep them fully informed and active in promoting the local program.
- 6) Recommend modifications to ratios in state standards to help meet area

## **VI. Local Apprenticeship Committee Operations**

- A. The committee elects its own officers.
- B. The committee is responsible for recording the committee's proceedings.
- C. All meetings must be called and conducted in accordance with Wisconsin's Open Meeting Law.
- D. Notice of all meetings of the committee must be provided to all committee members, the Bureau Representative, and the WTCS School Representative, when appropriate.
- E. A meeting may be called by either a committee member, the Bureau Representative or the WTCS Representative.
- F. The Bureau, State or Local Committees may request interested organizations to have a representative serve as a Consultant Consultants may include: WI Technical College representatives; Industry Apprenticeship Coordinators: Apprenticeship Instructors: Employer and Employee Organization representatives; appropriate Community Based organizations. Consultants, guests, Bureau Representatives and WTCS Representatives are not permitted to vote; only designated members are permitted to vote.
- G. Local committees will meet at least two times each year or as prescribed by the State Sheet Metal Apprenticeship Advisory Committee.
- H. Joint Apprenticeship Committees. A meeting quorum exists when at least one employer and one employee representative is present. In the case of unequal representation, the members present shall vote for those absent from their group.
- I. Non-Joint Committees. A meeting quorum exists when at least two members are in attendance.
- J. When holding a local committee meeting, it is suggested that committees follow a formal procedure similar to the following:
  - 1) Call to order by presiding officer. This meeting is called to order in accordance
  - 2) with Wisconsin's Open Meetings Law.
  - 3) Roll Call of Committee members.
  - 4) Review and approval of minutes from last meeting.
  - 5) Reports.
  - 6) Old Business.
  - 7) New business.
  - 8) Affirmative Action report.
  - 9) Communications and miscellaneous matters.
  - 10) Next meeting date.
  - 11) Discussion.
  - 12) Closed meeting portion (motion to close the meeting must be made in

accordance with the Wisconsin Opening Meetings Law). Include time.  
13) Adjournment.

#### K. Compliance Reviews

- 1) BAS staff will conduct periodic Compliance Reviews of local committees to determine whether local committees are complying with their approved Affirmative action Plan and Selection Procedures.
- 2) BAS evaluates the committee performance in accordance with chapter 7 of the Wisconsin Apprenticeship Manual in administering the committee's apprenticeship program to determine that all requirements are being satisfactorily met and that any necessary corrective action is being implemented.

#### J. Liability of Local Committees

- 1) Should the committee or any member be subject to any legal action as a result of recommendations made in the conduct of Local Apprenticeship Committee business, the BAS will, if it has concurred with the recommendations, assume responsibility for representing the committee or committee member.
- 2) The committee or member must have clearly indicated in writing to all affected parties that the recommendation was appealable to the BAS. Failure to do this may abrogate BAS's responsibility.

### VII. Minimum Qualifications of Apprentices

- A. It is recommended that all applicants shall not be less than 17 years of age.
- B. Must be a high school graduate, or completed a GED or high school equivalency.
- C. Be able to perform all tasks of the trade.
- D. Be required to furnish proof of age.
- E. Must be able to furnish a record of schooling and grades obtained.
- F. Be able to meet the following scores and required norms on the Accuplacer or ACT aptitude and interest test batteries:

Subject	Accuplacer Classic	ACT
Reading	66 (30 <sup>th</sup> Percentile)	15
Arithmetic	66 (51 <sup>st</sup> Percentile)	16 in Math
Elem Algebra	33 (Stanine 5)	

Scores for all assessments will be accepted for five years from the test date.

- G. All apprentices must have a valid driver's license if it is a bona fide requirement of the employer; otherwise they must have a dependable means of transportation to work and their related instruction.

H. Direct Entry for Veterans

- 1) Meet qualifying requirements as stated VII of these standards.
- 2) Individuals must submit a DD-214 to verify military training and/or experience
- 3) Local committees may elect direct entry or provide for a direct interview after entry qualifications are met.
- 4) Entry of Veterans will be done without regard to race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, or sexual orientation.

**VIII. Minimum Qualifications of Employers**

- A. An employer, to be eligible to have an apprentice must be financially reliable and must be able to furnish the equivalent diversified training of a five-year apprenticeship.
- B. If an employer has less than one year of experience as a Sheet Metal Contractor, only one apprentice will be assigned to the employer. Furthermore, the employer must be qualified by performing a diversified type of work or by membership in an association who members do a diversified type of work to properly teach all phases of the industry.
- C. The employer must have employed at least one (1) journey worker for a period of six months.
- D. The employer who one only one (1) journey worker should furnish sufficient proof that the employer has enough work so that the hiring of an apprentice will not displace the journey worker. Apprentices may only be employed when employment conditions warrant.
- E. The employer, in order to be eligible to train an apprentice, must employ a fully skilled journey worker full time or must be fully skilled and regularly work at the trade in order to properly instruct the apprentice in the skills of the trade and to adequately insure the safety of the apprentice.
- F. All employer applications for apprentices must be reviewed by the committee. The committee recommends approval or disapproval of each employer's request for an apprentice.
  - 1) The committee recommends approval or disapproval of each employer's request for an apprentice. This recommendation must be made within 40 days.
  - 2) If approval is recommended, the BAS may proceed with the preparation of the contracts.
  - 3) If, however, the committee recommends denial, the employer must be notified in writing of the committee's reasons and a copy of the notice must be provided to the BAS.
  - 4) The committee must also inform the employer how to appeal if the employer disagrees with the recommendation.

- 5) All appeals must be investigated by the BAS and will be reviewed with the committee before the BAS makes its final disposition of the application.
- G. The employer must agree to the provisions of these Standards of apprenticeship. It is the employer's responsibility to maintain safe working conditions for the apprentice.
- H. The employer must provide evidence of and must maintain Unemployment Insurance and Worker's Compensation coverage throughout the term of an Apprentice Contract.

#### **IX. Ratio of Apprentices to Journeyworkers**

- A. Per 2017 WI Act 148, any qualified employer may employ one (1) apprentice for each journeyworker. The law does not apply to ratios established through collective bargaining agreements.
- B. Fifth year apprentices can work alone on jobs for which they are trained and competent. Fifth year apprentices will not count against the ratio.

#### **X. Apprentice Contracts**

All apprentices shall have a contract in compliance DWD 295.07 with a local committee. Apprentices are assigned to an employer by a letter of assignment.

- A. Each copy of the contract will contain the term of the apprenticeship, the approved Trade Information (Exhibit A), the credit recommended (if any) and any special provisions.
- B. Individuals that make application and are registered through the application of Administrative Rule DWD 295.10 shall be registered directly with a local committee.

#### **XI. Apprenticeship Terms**

See Trade Information (Exhibit A). The term of Sheet Metal apprenticeships shall be at least five years or no less than 9,000 hours.

- A. Competency-Based Approach. Local committees who choose to employ a competency-based approach to apprenticeship must comply with the following requirements:
  - 1) The occupation must be recognized and approved as a competency-based apprenticeable occupation. If the program is not approved by US DOL as a competency based program, the sponsor must consult with the BAS to determine if it is suitable as a competency based program.
  - 2) The on-the-job learning component of the apprenticeship program must be identified in the program standards.
  - 3) The related instruction component of the competency-based approach must comply with all of the provisions of DWD 295 as referenced in the Wisconsin Apprenticeship Manual.

- 4) Program sponsors must identify within the program standards the required competencies that must be mastered within the program standards, and the required competencies that must be mastered by the apprentice during their apprenticeship.
- 5) Successful completion of the term of apprenticeship will require that the apprentice demonstrate mastery of identified competencies.
- 6) Demonstration of the acquisition of the identified competencies must be determined by both written and hands-on proficiency evaluations.
- 7) All testing and evaluation of the identified competencies must occur in a controlled learning environment that permits accurate and verifiable results by a qualified proctor.
- 8) Program sponsors must identify and document the methods and means used to qualify testing and evaluation proctors.

#### B. Time Based Approach

The time based approach is the traditional term of apprenticeship and the term is stated in years, months or hours or a combination of thereof. This approach measures an individual skill through completion of at least 8,000 hours of on-the-job learning as described in a work process schedule.

#### C. Hybrid Approach

Local committee's that choose to use the hybrid approach to apprenticeship measures an individual's skills through a combination of hours of on-the-job learning and successful completion of competency as described in a work process schedule. The program must comply with the guidelines for the competency-based portion of the apprentice's term of apprenticeship.

### **XII. Probationary Period**

The probationary period is twelve months, but in no case shall it exceed 25% of the term of the contract. There shall only be one probationary period for each Apprentice Contract, regardless of the number of employers with whom the apprentice works during that period.

During the probationary period, the apprentice or local committee may void the contract by written notice to the Bureau.

- A. After expiration of the probationary period there must be good cause provided the Bureau for the cancellation of the Apprentice Contract.
- B. Employers may request cancellation of their Letter of Assignment with an apprentice during the probationary period upon written notice to the local committee. However, the local committee may choose to place the apprentice with another employer.

### **XIII. Related Instruction Attendance**

Apprentices will attend the appropriate Technical College or other approved training provider and successfully complete the prescribed course materials for the trade, unless otherwise approved by the Bureau and the State Committee.

- A. Apprentices must attend school during the thirty day period following a lay-off. School attendance during this 30 day period shall be paid for by the most recent employer, as an obligation originally assumed by the employer unless the apprentice has been terminated for violation of the employer's written work rules.
- B. Apprentices shall attend and satisfactorily complete night school courses on their own time as prescribed by the Committee and approved by the Bureau.
- C. Apprentices shall satisfactorily complete an approved safety and first aid course during the term of the Contract.
- D. An apprentice in his/her final year must participate in the Transition to Trainer, the Role of the Journeyworker course.
- E. Apprentices shall attend unpaid related instruction on their own time and take such subjects as the local committee requires as stated in Special Provisions.

### **XIV. Schedule of Work Processes**

See Trade Information (Exhibit A) attached or as approved by the State Sheet Metal Apprenticeship Advisory Committee.

### **XV. Conditions of Work**

- A. Apprentices will have the same hours of employment and be subject to the same conditions for overtime as the journeymen with whom they work. They shall work under the direct supervision of a journeyman on all work normally performed by such journeymen.
- B. Hours of employment shall not conflict with the hours specified for related instruction or with Federal or State regulations.
- C. Under no circumstances shall apprentices supervise other apprentices

### **XVI. Continuity of Employment**

- A. It shall be the duty of the Local Committee, insofar as possible, to provide the apprentice with reasonable continuous employment by the reassignment of laid off apprentices to other employers who have work.
- B. When it is shown in the apprentice reviews that an employer cannot provide the required instruction in the trade, the local committee may reassign the apprentice to another employer, subject to the approval of the BAS.

- C. The local committee shall have full authority in determining the placement and recall of laid off or unassigned apprentices in accordance with the following State Sheet Metal Standards where applicable:
  - 1) An employer laying off an apprentice must recall such apprentice, if available before employing another.
  - 2) Laid off apprentices will be placed by the committee prior to adding new Apprentice Contracts by the committee.
  - 3) When returning apprentices to work, the first apprentice laid off is the first one back to work.
- D. Contracts may be extended beyond one year of the expiration date. A request must be made in writing and approved by BAS.

## **XVII. Evaluation and Completion of Apprentices**

- A. Local committees are expected to require apprentices and their employers to keep the committee informed of the progress of each apprentice. This information must be provided so the committee can review the apprentices' progress at least once annually.
  - 1) The first such review of an apprentice shall be done in person prior to the expiration of the probationary period.
  - 2) The BAS, the employer of record, and/or the applicable area local apprenticeship committee must be provided with timely reports on attendance, progress, and grades on each apprentice. Local committees shall make arrangements with the school that provides related instruction to receive grades and/or progress reports on each apprentice so these records can become a part of each apprentice's review.
- B. Local committees are required to maintain a current "apprentice work record" system so that the committee can get feedback from each apprentice as to the type of work experience they are receiving and the hours of school they are attending. These records are required to be submitted at least monthly.
- C. Local committees shall maintain an apprentice evaluation system so that the committee can get regular feedback from the employers on each apprentice's progress. These reports should be received prior to each apprentice's review.
- D. A summary of each apprentice's review shall be made in writing to the apprentice and where deficiencies exist, a clear defined goal set for correction of the deficiencies and an indication of the penalty (i.e. cancellation) if the goals are not met.
- E. Within a reasonable period of time before expiration of the apprenticeship, the local committee shall review the apprentice in person by a final review or examination.
  - 1) If the apprentice successfully completes such review or examination, the committee shall recommend to the BAS that a Certificate of Completion be granted by the BAS.

- 2) If the apprentice fails to meet all provisions of their Apprentice Contract, the final review and/or examination, the committee may recommend to the BAS, that the apprentice's apprenticeship should be extended for a period of time, not to exceed one calendar year.

#### **XVIII. Cancellation of Apprentice Contracts**

The State Committee and the BAS require that each local committee maintain clear records to substantiate a recommendation for cancellation of an apprenticeship. When a party to the contract requests cancellation of the contract, the BAS will send a 20-day Intent to Cancel Notice to all parties to the contract. The notice states that the contract will be cancelled 20 calendar days from the date of the Notice, unless the BAS receives written objection from any party within the 20 day period.

- A. Employers are required to provide the local committee with written cause for terminating an apprentice (to include reductions in force) to the local committee.
- B. Apprentices may request cancellation of the program by providing a written request to the local committee.
- C. A local committee may request cancellation of the Apprentice Contract after the probationary period has expired by making such request with reasons to the BAS and Committee in writing.
- D. The BAS will consult the local committee before taking final cancellation action.
- E. The local committee may recommend cancellation to the BAS of an Apprentice Contract on its own motion, after proper notice to the parties of the Apprentice Contract.

#### **XIX. Right of Appeal**

In the case of a dispute between the apprentice and the employer with regard to an Apprentice Contract, either party may appeal in writing to the local committee to adjust the matter. Either party thereafter may appeal the recommendations of the committee to the Bureau regarding any part of the Apprentice Contract.

- A. In cases of a problem or dispute involving a matter of policy or local standards, the matter shall be referred to the State Sheet Metal Apprenticeship Advisory Committee for review.
- B. If the State committee cannot satisfactorily resolve the matter, it will provide the BAS with its recommendations.
- C. All applicants, employers or apprentices have the right of appeal to the BAS on any recommendation or action taken by the local committee. The advisory status of a local committee shall include the following statement in their disciplinary actions or denial correspondence:

"Should you feel the recommendation or action taken by the local Apprenticeship Committee to be contrary to the area apprenticeship standards, you have the right to appeal in writing to the Department of Workforce

Development, Bureau of Apprenticeship Standards, stating the specific section of said standards or addendum to same which you feel was violated.”

- D. Any party to the contract may file an appeal in writing within 20 days of the final decision. When an appeal is received the BAS Director will review the appeal and issue a written determination within 40 days of the appeal.
- E. If requested in writing within ten days by one of the parties, the Bureau Director’s decision may be appealed in writing the DWD Legal Counsel. The DWD Legal Counsel will review the case and issue a final determination within ten days.
- F. Right to Hearing. A dissatisfied party may file a written request with the BAS or the DWD Legal Counsel for a formal administrative hearing to review the reasonableness of a DWD order as outlined in Chapter 5 of the Wisconsin Apprenticeship Manual. DWD shall respond to a request for an administrative hearing within 20 days. DWD has the discretion to determine whether or not it will hold a hearing. DWD’s final decision is reviewable in Circuit Court.
- G. Items not Subject to a Hearing. Actions of the employer that involve the employment relationship and not the apprenticeship program are not subject to a hearing. Violations of employer work rules may not be subject to a hearing contingent upon a review that the employer is not illegally discriminating in its administration of apprenticeship policy.

## **XX. Modification of Standards**

- A. Local standards may be modified by the local committee if such modifications are in conformance with these State Standards and approved by the BAS.
- B. The minimum requirements set forth in these Standards shall not be altered by virtue of any collective bargaining agreement.





## WTCS System-Wide Activity Update September 2020

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### WTCS Apprenticeship Enrollment Trend

WTCS enrollments across all apprenticeship programs increased from 7588 to 7910 unduplicated, and 7696 to 8038 duplicated, students by the end of 2019-2020 academic year. That is a 4.1% and 4.25% increase, respectively, in one year.

### Ascendium Education Group Tools of the Trade Scholarships Increased Again in 2020

For the 2020-21 academic year, Ascendium Education Group has committed to awarding an additional 50 scholarships to industrial and construction sector apprentices who receive their related instruction through a WTCS college. A total of 250 awards of \$1500 apiece will be granted statewide in March 2021, with the scholarship application period open from late August until mid-October 2020.

### WTCS Systemwide Apprenticeship Curriculum and Course Development Projects Summary FY 2019-20

New Program Systemwide Curriculum Standards	Major Curriculum Revision	Below-the-Line Courses with virtual modality option	Crosswalks between apprenticeship & technical diploma or AAS programs
<ul style="list-style-type: none"><li>• Industrial Metrology</li><li>• Roadway Maintenance Technician</li><li>• Biotechnology Lab Support Tech</li><li>• Pharmacy Technician</li><li>• Medical Assistant</li><li>• Cybersecurity Analyst</li><li>• Facilities Maintenance Technician</li></ul>	Early Childhood Educator	<ul style="list-style-type: none"><li>• Arborist (2)</li><li>• Machine Tool (1)</li><li>• Plumbing (2 URI)</li><li>• IT-Software Developer (4)</li><li>• IT-Service Desk (3)</li><li>• IT-Data Analyst (5)</li><li>• DC Theory Common Core</li><li>• AC Theory Common Core</li></ul>	<ul style="list-style-type: none"><li>• IT-Software Developer</li><li>• IT-Service Desk</li><li>• Cybersecurity Analyst</li><li>• Metal Fabricator / Welder</li></ul>

### Active WTCS-BAS Apprenticeship Programs, By Sector, Occupation, and College as of August 2020

The master chart of all apprenticeship programs with related instruction offered through the WTCS colleges can be found here via the following link. "Active" is defined as approved programs with enrollments in the past two years. The color-coded chart can be found on the MyWTCS website here: [WTCS Active Apprenticeship Programs Snapshot - Color Chart](#)



## State Committee Report - Construction

### State Sheet Metal Committee

This summary counts employers and apprentices with contract(s) active or unassigned on 9/1/2020 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	782	55	7.0	16	2.0	579	74.0	203	26.0	158	106	67.1	53	33.5
ABC of Wisconsin (All)	195	12	6.2	1	0.5			195	100.0	49			49	100.0
Heating, Ventilating and Air Cond. Install/ Service (0163726101402)	174	11	6.3	1	0.6			174	100.0	46			46	100.0
Sheet Metal Worker (0180428101001)	21	1	4.8	0	0.0			21	100.0	9			9	100.0
East Central WI Area Sheet Metal JAC	31	2	6.5	0	0.0	23	74.2	8	25.8	10	7	70.0	4	40.0
Environmental Systems Technician (0163726101401)	3	0		0	0.0	1	33.3	2	66.7	2	1	50.0	2	100.0
Sheet Metal Worker (0180428101001)	28	2	7.1	0	0.0	22	78.6	6	21.4	9	6	66.7	3	33.3
ELW Area Sheet Metal JAC	82	5	6.1	1	1.2	82	100.0			26	26	100.0		
Environmental Systems Technician (0163726101401)	3	1	33.3	0	0.0	3	100.0			1	1	100.0		
Sheet Metal Worker (0180428101001)	79	4	5.1	1	1.3	79	100.0			26	26	100.0		
Fox Valley Area Sheet Metal JAC	147	3	2.0	5	3.4	147	100.0			19	19	100.0		
Environmental Systems Technician (0163726101401)	5	0		0	0.0	5	100.0			4	4	100.0		
Sheet Metal Worker (0180428101001)	142	3	2.1	5	3.5	142	100.0			17	17	100.0		
Madison Area Sheet Metal JAC	96	5	5.2	1	1.0	96	100.0			14	14	100.0		
Environmental Systems Technician (0163726101401)	14	1	7.1	0	0.0	14	100.0			3	3	100.0		
Sheet Metal Worker (0180428101001)	82	4	4.9	1	1.2	82	100.0			14	14	100.0		
Milwaukee Area Sheet Metal JAC	200	23	11.5	5	2.5	200	100.0			49	49	100.0		
Environmental Systems Technician (0163726101401)	39	4	10.3	2	5.1	39	100.0			19	19	100.0		
Environmental Systems Technician (Residential) (0163726101404)	3	0		0	0.0	3	100.0			2	2	100.0		
Sheet Metal Worker (0180428101001)	148	18	12.2	3	2.0	148	100.0			40	40	100.0		
Sheet Metal Worker (Residential) (0180428101005)	10	1	10.0	0	0.0	10	100.0			3	3	100.0		
Southeastern WI Area Sheet Metal JAC	31	5	16.1	3	9.7	31	100.0			11	11	100.0		
Environmental Systems Technician (0163726101401)	5	0		0	0.0	5	100.0			3	3	100.0		
Sheet Metal Worker (0180428101001)	26	5	19.2	3	11.5	26	100.0			10	10	100.0		