

APPENDIX A

**WORK PROCESS SCHEDULE, RELATED TECHNICAL INSTRUCTION,
& SELECTION PROCEDURES**

SPONSOR NAME

FEIN

UNION NAME *(if applicable)*

PROGRAM TYPE

OCCUPATION

O*NET CODE

RAPIDS OCCUPATION CODE

Are you a program sponsor that already has a registered occupation?

RAPIDS PROGRAM ID# *(if sponsor is already registered)*

**Would you like your program added to the Eligible Apprenticeship List housed within
PA's WIOA Statewide Eligible Training Provider List (ETPL)?**

Is this program already registered nationally?

**Are the local apprenticeship standards based on National Guidelines for Apprenticeship
Standards?**

Is this program already registered in a different state?

If YES, with which state?

Will you use a different state for Program and Apprentice Numbers?

If YES, with which state?

**Does the Program Sponsor share apprentices with another Registered
Apprenticeship Program in another U.S. state and/or territory?**

If YES, please provide the program's RAPIDS number.

Is the sponsor a non-profit agency?

Does this program have an inmate program?

Is there a Written School to Apprenticeship (STA) Agreement?

**Group Sponsors Only: Will your
program engage Joint employers?**

Pennsylvania Standards of Registered Apprenticeship

This schedule is attached to and a part of these standards for the above identified occupation.

1. TYPE OF APPRENTICESHIP PROGRAM

Time-based

Competency-based

Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is _____, with an OJT attainment of _____ hours supplemented by _____ hours of related instruction _____.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

No apprentice shall work without adequate supervision of a journeyworker. In the state of Pennsylvania, the required apprentice to journeyworker ratio is:

- 1 apprentice to 1- 4 journeyworkers
- 2 apprentices to 5-9 journeyworkers
- 3 apprentices to 10-14 journeyworkers
- Each additional apprentice requires an additional 5 journeyworkers

The apprentice to journeyworker ratio for joint programs shall be consistent with proper supervision, training, safety, continuity of employment, and applicable provisions in CBAs.

4. WORKFORCE NUMBERS

Total number of journeyworkers within the company

For Group-sponsored programs, accumulate the total number of journeyworkers for all Employer Acceptance Agreements (Appendix E).

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25 percent of the length of the program or one year, whichever is shorter. The probationary period shall be _____ hours _____ percent of required competencies.

6. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current hourly journeyworker entry wage rate, which is no lower than _____ per hour.

The apprentice wage schedule is as follows:

Pennsylvania Standards of Registered Apprenticeship

Period*	% of Journeyworker Wage	Wage Amount in Dollars**	Hours	Competency
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
7 th				
8 th				
9 th				
10 th				
11 th				
12 th				
13 th				
14 th				
15 th				
16 th				
17 th				
18 th				
19 th				
20 th				
21 st				
22 nd				
23 rd				
24 th				
Journeyworker Entry Wage	100%			

* Use only as many periods as necessary. ** Hourly rate, not including fringe benefits.

For Group-sponsored programs, the above wage schedule sets the minimum standards for group-sponsored employers to adhere to. The Employer Acceptance Agreements (Appendix E) should reflect at minimum of what is set forth in this section.

7. ON-THE-JOB TRAINING (OJT) WORK PROCESS SCHEDULE

Enter details of work process as a separate attachment labeled **Appendix A-1**.

8. RELATED TECHNICAL INSTRUCTION (RTI)

Training will occur

Apprentices be paid for hours spent attending RTI classes.

Enter details and hours of related instruction as a separate attachment labeled **Appendix A-2**. If using third-party vendors for the instruction component of the program, please submit a letter verifying such from all training provider(s) as part of Appendix A-2. On the next page, enter the information of up to three RTI providers that are providing training.

Pennsylvania Standards of Registered Apprenticeship

RTI Provider #1

Provider Type

Name of Provider

FEIN

Address of Provider

Contact Name

Contact Phone

Contact Email

Total Hours of Instruction

Method of Instruction

RTI Provider #2

Provider Type

Name of Provider

FEIN

Address of Provider

Contact Name

Contact Phone

Contact Email

Total Hours of Instruction

Method of Instruction

RTI Provider #3

Provider Type

Name of Provider

FEIN

Address of Provider

Contact Name

Contact Phone

Contact Email

Total Hours of Instruction

Method of Instruction

9. APPRENTICE QUALIFICATIONS & SELECTION PROCEDURES

Applicants to the apprenticeship program for the occupation noted above will meet the following minimum qualifications. These qualification standards and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the registered apprenticeship program:

A. Age

Minimum qualifications required by the program sponsor for persons entering the registered apprenticeship program, with an eligible starting age

B. Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required. Applicant may provide an official transcript(s) for high school and any post-high school education. Applicant may submit the GED certificate or other high school equivalency credential if applicable.

Applications will have the following educational credentials:

C. Physical

Applicants will be physically capable of performing the essential functions of the registered apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants will pass the following test on acceptance into the program and prior to being employed:

D. Aptitude Test

All applicants must pass the following test:

In order to “pass the test”, applicants must attain the following:

Pennsylvania Standards of Registered Apprenticeship

Aptitude tests will be validated by the following process or party:

E. Others

Enter details of the **Selection Procedures** for this occupation, or submit as a separate attachment labeled **Appendix A-3**.

10. OFFICIAL ADOPTION OF APPENDIX A

These signatures acknowledge the acceptance of this Work Process and Related Technical Instruction by the Sponsor, effective on the date of program approval.

Signature of Program Sponsor & Date

Signature of Labor & Date *(if applicable)*

Printed Name

Printed Name

Registered with the Pennsylvania Apprenticeship and Training Council on *(date)*: _____

Chairman

Secretary