

DOCUMENT RESUME

ED 294 042

CE 050 096

TITLE Setting Up an Apprenticeship Program. A Step-by-Step Guide in Training Apprentices for Skilled Occupations. Revised.

INSTITUTION Employment and Training Administration (DOL), Washington, DC. Bureau of Apprenticeship and Training.

PUB DATE 84

NOTE 44p.

PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC02 Plus Postage.

DESCRIPTORS *Apprenticeships; Experiential Learning; *On the Job Training; Postsecondary Education; Program Costs; Program Development; *Skilled Occupations; Standards

IDENTIFIERS Department of Labor

ABSTRACT

This booklet describes how an apprenticeship program can be established in any industry and for any occupation requiring skills that take one or more years to learn. Topics covered briefly in the booklet include the following: how an apprenticeship program is started, recommended minimum standards, basic provisions, on-the-job instruction, and cost of apprenticeship. Four appendixes provide information on allocating work time, scheduling work processes, and determining credit for experience, as well as some occupations that are learned through apprenticeship. Regional, state, and area offices of the U.S. Department of Labor are listed, as are state apprenticeship agencies. (KC)

* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *

Material contained in this publication is in the public domain and may be reproduced, fully or partially, without permission of the Federal Government. Source credit is requested but not required. Permission is required only to reproduce any copyrighted material contained herein.

Setting Up An Apprenticeship Program



A Step-by-Step Guide In Training
Apprentices For Skilled Occupations

U.S. Department of Labor
Employment and Training Administration
Bureau of Apprenticeship and Training
1984 (Rev.)



Table of Contents

Foreword	1	Regional, State, and Area Offices	25
Apprenticeship	3	State Apprenticeship Agencies	34
How Is An Apprenticeship Program Started?	5		
Recommended Minimum Standards	8		
Basic Provisions	9		
On-the-Job Instruction	12		
Cost of Apprenticeship	13		
Things to Remember	15		
Appendix 1. How to Allocate Work Time	17		
Appendix 2. Schedule of Work Processes: An Example	19		
Appendix 3. How to Determine Credit for Experience	21		
Appendix 4. Some Occupations Which Are Learned Through Apprenticeship	23		



Foreword

The demand for all classifications of skilled journey workers is increasing more rapidly than the supply; the need for the skills of these workers is becoming critical.

The best possible method for developing employee skills is the formalized apprenticeship system of training that is proven to be cost effective, goal oriented, and designed to meet the specific skill needs of the employer.

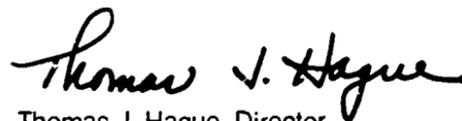
At present, there are more than 700 occupations that are apprenticeable in all major industries throughout the United States and the list is growing almost daily.

The purpose of this booklet is to describe how apprenticeship programs may be developed and established in any industry and for any occupation requiring skills that take one or more years to learn.

Increasing demands on the abilities and experience of workers who need expanded training because of changing methods, products, materials, and technology call for a new look at the method of training.

Employers and labor organizations must examine their skilled worker training needs to determine if the modern apprenticeship system of training is the best method for meeting those needs.

Formalized apprenticeship is the key to a highly skilled and stable work force



Thomas J. Hague, Director

Bureau of Apprenticeship and Training
Employment and Training Administration
U.S. Department of Labor



PROBLEMS
PROBLEMS II

Corresponds

HOW TO READ
BLUEPRINTS

9

Apprenticeship

An apprenticeship program is an effective method of training workers:

- On the job
- For a specific length of time
- At predetermined rates of training pay
- For a specified range of skills
- In one particular occupation
- With stated hours of related technical instruction
- Under a written agreement between the program sponsor and the apprentice

The program sponsor is usually an employer who needs highly skilled workers in a plant, office, or business.

The sponsor may be in any industry, such as:

- Manufacturing
- Transportation
- Communications
- Wholesale and retail
- Printing and publishing
- Finance, insurance, and real estate
- Services

As long as there is a need for highly skilled workers . . . and the employer is willing to invest the effort to obtain this type of employee.

Apprentices are employees who are subject to the same rules and policies governing other employees in the firm or organization.

They are called apprentices because they are:

- Learning a skill on the job
- In a wide range of skills
- Over a period of at least 2,000 hours
- Under a written agreement with an employer
- Receiving job-related technical instruction

They are usually selected as apprentices on the basis of what will be required of them to become skilled workers in a particular occupation.

This may mean that they should have:

- a specific level of education
- a knowledge of mathematics
- physical capabilities to perform the work required

All of these, or some of these . . . it depends on the demands of the skill to be learned.

A program may be established for one or more apprentices, depending on the needs of the sponsor.

How is An Apprenticeship Program Started?

There are two courses of action open to employers based on whether their employees are organized or not.

If there is no labor agreement:

1. Organize an apprenticeship advisory group, made up of the production manager, personnel manager, one or more craft supervisors, and one or more skilled workers.
2. Determine all the knowledge and skill needed for the occupation or occupations to be included in the program.
3. Secure the cooperation of the workers and craft supervisors who will be expected to provide the apprentices with the direction and supervision on the job.
4. Have the advisory group arrange with the local vocational

education director or school superintendent for necessary related classroom instruction, or supervised correspondence type instruction.

5. Appoint an apprenticeship supervisor to maintain the standards of training prescribed by the advisory group for the occupations involved, length of training, selection procedure, affirmative action plan, wages, tests, number to be trained, etc.
6. Basic details of the program should be written up as a set of apprenticeship standards. Local registration agencies will assist in the development of the apprenticeship standards.

Note: Company personnel or training directors could spearhead this program.

If there is a labor agreement:

1. Discuss the proposed program with the appropriate union official if the training involves employees who would be covered under the collective bargaining agreement.
2. Set up a joint apprenticeship committee to administer the program. The committee should have equal representation of labor and management, perhaps three from each.
3. The committee will arrange for necessary related classroom instruction with the local school system, usually through the vocational education school director or for correspondence type instruction.
4. The committee should agree on a set of standards for training, including occupations, length of

training, selection procedure, affirmative action plan, wages, number of apprentices to be trained, etc

5. Basic details should be in writing and approved as the standards of the apprenticeship program.
6. If the union has no interest in jointly administering the apprenticeship program, the company should obtain a waiver from the union so that it can adopt the alternate course of action

Note: The union may have a training coordinator or director who could do much of the preliminary work in helping to service the apprenticeship program

Technical assistance:

Technical assistance is available in the planning and development of an apprenticeship program.

1. There are general guidelines for developing procedures and standards recommended by the Bureau of Apprenticeship and Training (BAT) or a State apprenticeship agency recognized by BAT
2. There are published standards of apprenticeship in many occupations and industries which may be of invaluable assistance in helping to formulate a program for your company or industry
3. There are the specific experiences of many employers you may know who are involved in on-the-job preapprenticeship programs.

4. There are Apprenticeship and Training Representatives from the Bureau of Apprenticeship and Training, U S Department of Labor or from State apprenticeship agencies who are ready and willing to provide knowledgeable assistance in the development of apprenticeship programs
5. There are vocational educators at the State, county, and municipal levels who will assist in arranging for the necessary related instruction courses.



Recommended Minimum Standards

Basic standards for a good apprenticeship program have been established by the Secretary of Labor.

To conform to these minimum standards, an apprenticeship program must contain provisions for the following:

1. The starting age of an apprentice to be not less than 16.
2. Full and fair opportunity to apply for apprenticeship.
3. Selection of apprentices on the basis of qualifications alone.
4. A schedule of work processes in which an apprentice is to receive training and experience on the job.
5. Organized instruction designed to provide the apprentice with knowledge in technical subjects related to the trade (a minimum of 144 hours per year is recommended).
6. A progressively increasing schedule of wages.
7. Proper supervision of on-the-job training with adequate facilities to train apprentices.
8. Periodic evaluation of the apprentice's progress, both in job performance and related instruction.
9. The maintenance of appropriate records.
10. Employee-employer cooperation.
11. Recognition for successful completions.
12. Nondiscrimination in all phases of apprenticeship.

Basic Provisions

Here is a guide to help list what should be a part of the provisions in any apprenticeship program:

1. **Occupations:** Determine what occupation or types of jobs will be covered by the program. It could be an occupation or trade from the basic list (see Appendix 4), or it could be a potentially new apprenticeable occupation.
2. **Work processes:** List the major on-the-job training process for each occupation separately. (See Appendix 2.) Will these processes develop the all-around skilled worker you need?
3. **Allocation of work training time:** Determine the relative difficulty and importance of each work process and allocate the amount of training time, that is, the time the apprentice is expected to work on the particular



process to become proficient.

4. **Term of apprenticeship:** In most traditionally apprenticeable occupations the term of apprenticeship is well recognized. If you do not know what the term of apprenticeship should be, and you do not know of a standard practice for the occupation, list the work processes and set down opposite each process the amount of time it is agreed should be appropriate for each one. When everyone is satisfied about the time, total up the hours and convert into months and years. This should give you a fairly accurate idea of the time required.
5. **Apprentice qualifications:** What qualifications will applicants need to enter your program? These should be clear and objective, equal opportunity

should be stressed. Will they need a high school education? Or, more to the point, will they need to have studied certain subjects in high school to be able to take your training? Any special physical, mental, or health requirements because of the occupation involved? (You wouldn't want someone with a chronic skin disease training as a chef or a prospect without a mathematics background as a sheet metal mechanic.)

- 6. Related classroom instruction:** As apprenticeship is most suited to jobs requiring broad skills and knowledge learned best on the job, apprentices will need classroom instruction related to the skill. The Secretary of Labor has recommended a minimum of 144 hours a year. This is predicated on 2 hours per night a week during a 36-week

school year, usually provided by the local public school. It is suggested that the local vocational school coordinator be asked to assist. If there is no local vocational school in the community, contact the State director of vocational education at the State capital for assistance.

- 7. Number of apprentices:** The number of apprentices to be trained is usually determined by a ratio of apprentices to skilled workers. Such a ratio is based on the facilities available for employing and training apprentices and on future employment opportunities. Since apprentices learn from the skilled worker, the quality of training largely depends on the number of skilled workers available to instruct the apprentices and the ability of the skilled workers as instructors. It is seldom that a ratio of more than

1 apprentice to 3 skilled workers is feasible or effective.

- 8. Apprentice wages:** A common method of expressing the apprentice wage or at least of arriving at it, is a percentage of the skilled worker's rate. There should be a progressively increasing schedule of wages with increases at least every 6 months. The increases should be scheduled throughout the apprenticeship to provide both a monetary incentive and reward for steady progress on the job. During the last period of the apprenticeship, the apprentice should reach 85 to 90 percent of the rate paid a skilled worker in the occupation.

- 9. Supervision of apprentices:** Apprentices are customarily under the immediate supervision of a skilled worker to whom they

have been assigned. In large apprenticeship programs an apprentice supervisor is designated or employed on a part- or full-time basis and assigned the responsibility for carrying out the program. In small programs, this responsibility is basically that of the employer.

10. **Apprenticeship agreement:**

Your program should provide for the signing of an agreement of apprenticeship between each apprentice and the proper officer of the establishment for registration purposes with the appropriate State or Federal apprenticeship agency serving the area where the program is established. The agreement should contain: (a) home address and birthday of the apprentice; (b) name of the employer; (c) term of apprenticeship; (d) wage schedule; (e) length of probationary period; (f)

an outline of the work process schedule; (g) number of hours per year the apprentice agrees to attend classes, subjects, and name of the school; (h) any special provisions such as credit allowed for previous experience; (i) signatures of the employer and apprentice. If a union is involved, its approval may be necessary, or if a joint apprenticeship committee exists, the agreement would be approved by such a committee.



On-the-Job Instruction

The apprenticeship program should be established on the basis of what the apprentice must do and know in order to perform the operations of the job in a safe and satisfactory manner.

Selecting the skilled workers who will conduct the training and acquainting them with the job to be done is an important first step.

They should be thoroughly skilled in those phases of the occupation they are going to teach

They should be definitely interested in the progress of apprentices on the job.

In teaching skills the job instructor will ordinarily proceed as follows:

1. Question apprentices as to what they know about the operation or process.

2. Demonstrate each operation by slowly performing each new process or step, emphasizing key points and safety precautions.
3. Have apprentices perform the operation, assisting if help is needed.
4. Have apprentices repeat the work several times under observation until satisfied that they can do it alone, safely and correctly.
5. Continue the supervision and encourage questions to assure that apprentices are carrying out the methods and processes that have been taught.

Cost of Apprenticeship

Because apprentices are paid wages while they learn and because in larger business establishments, a supervisor of apprentices and one or more instructors may be employed, cost is considered by some potential sponsors as a governing factor in establishing a program.

It is difficult to apply the accountant's yardstick to apprenticeship. But the Bureau of Apprenticeship and Training has enough circumstantial evidence to indicate that the work apprentices perform as they learn, more than pays their way.

To find the break-even production time for apprentices:

If it takes 1 hour for a skilled worker to do a certain job . . . and it takes 2 hours for the average beginning apprentice to do the same job . . . then it is taking the apprentice twice as long to do the same job. Or, the

beginning apprentice is only 50 percent productive. Therefore . . . the beginning wage should be 50 percent of the skilled worker's wage rate.

The apprenticeship sponsor applies this rate to the first 6 months of work by the apprentice.

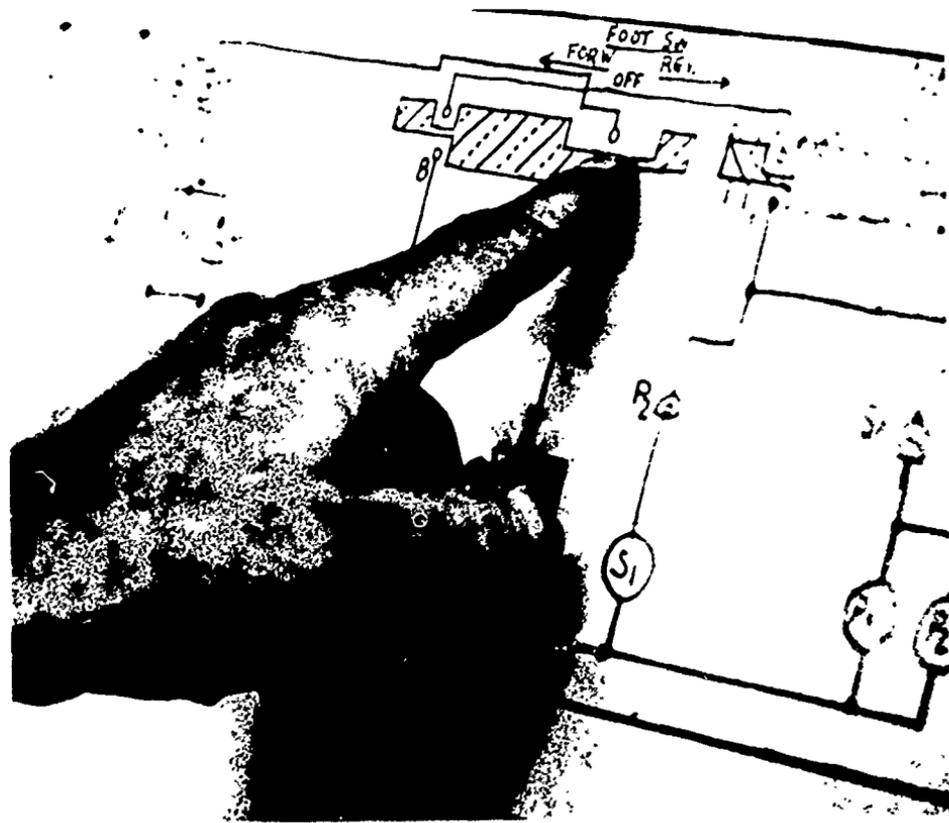
This same method of determining break-even production is applied for every 6-month period.

If, in the second 6 months, the average apprentice is doing the work in 1 hour and 30 minutes compared with 1 hour for the skilled worker, then the wage rate should be 55 percent of the journey worker rate. . . .

And so on up the scale until the final period of apprenticeship when the wage rate should be about 90 or 95 percent.

In other words, the program sponsor is only paying what the apprentice is worth in terms of production or services.

This method of determination of break-even production time could also be modified by the time lost by the skilled worker assigned to the apprentice for training purposes.



Things to Remember

A few important items should be kept in mind when planning an apprenticeship program.

1. Equal opportunity: All application, testing and selecting procedures, as well as employment and training must be conducted on the basis of equal opportunity without regard to race, color, creed, sex, or national origin. This equality of selection and employment will insure compliance with Federal and State laws and regulations which provide for non-discrimination in apprenticeship.

2. Preemployment tests: Evaluation of applicants is usually made by the management, the union, or by the joint apprenticeship committee (if such is established). Aptitude testing is available through the local office of the State employment service if desired by the program sponsor. School records

should be checked. The main purpose of the tests is to help screen out individuals who do not have the aptitude, solid interest, and other personal qualities necessary to succeed in the occupation.

3. Apprenticeship committee: The decision whether there is to be a joint apprenticeship committee rests solely with the employer and the union. Its functions are decided in the same way. These might include: general supervision of the program, selection and enrollment of apprentices, arranging for their employment with the employer, if more than one employer is involved (in cases of apprenticeship programs sponsored through employer associations), keeping the employer and the union informed on the progress of apprentices, and checking and evaluating the performances of individual apprentices.

4. **Credit for previous experience:**

Programs should include a provision on credit for experience in the occupation or trade related skills. It could be in this language. "The apprentice's experience in the occupation will be evaluated and appropriate credit will be allowed for the term of apprenticeship for such experience. The apprentice allowed credit for previous experience will be advanced to the wage level appropriate to the amount of credit."

5. **Certificate of completion:** A provision is customarily included stating that each apprentice shall be awarded, after satisfactorily completing his or her apprentice training, a Certificate of Completion of Apprenticeship. In connection with registered programs, such a certificate is available from the State apprenticeship agency or the Bureau of Apprenticeship

and Training, if there is no State agency.

6. **Registration of programs:** Apprenticeship programs and apprenticeship agreements are registered with the State apprenticeship agency or the Bureau of Apprenticeship and Training if they meet their standards. Registration is entirely voluntary. By registration, however, a contribution is made to the national pool of information on apprenticeship programs and the numbers of apprentices in training. The Bureau maintains a current record of trends, statistics, and data on training— information of value to employer, labor and to industry as a whole.

7. **Minimum wages laws:** If your apprentices are subject to wage and hour provisions of the Fair Labor Standards Act, it will be necessary to start apprentice

wage rates, at least at the minimum statutory rate. Related supplemental classroom instruction does not include time spent by the apprentice in performing his or her regular duties. Thus, it will be necessary to determine beforehand in the written agreement whether (1) the apprentice will be paid for classroom attendance but the hours not considered hours of work or, (2) the apprentice will attend class without being paid or the hours counted or, (3) the apprentice will attend class as part of the regular workweek and will be paid the regular rate.

Appendix 1.

How to Allocate Work Time

What will be the number of work hours for the apprentice? Will it be 8,000, 6,000, or 2,000 hours?

For an example of how to allocate worktime, let us assume that there are 12 different work processes or major operations. Some of these processes may require more training time than others.

On a blackboard or large sheet of paper list each of the work processes. Select the one in which the apprentice can become proficient in the shortest time and place the figure (1) next to it. Now compare each of the other processes with the one you have selected as taking the shortest time. Some you will decide to be twice as difficult, others three times as difficult, others to have the same level of difficulty.

As you decide on the relative difficulty of each, place a figure next to the process such as 2, 3, 4 or 1.

These can be changed as you develop the allocations of time.

When you have finished, your board will look about like this:

Process A-1	Process G-3
Process B-2	Process H-2
Process C-2	Process I-3
Process D-4	Process J-1
Process E-2	Process K-1
Process F-1	Process L-3

Now carefully determine the number of hours it will take to train the apprentice in the shortest work processes, A, F, J or K. Let us assume you arrive at a figure of 320. Multiply 320 by the numbers you have given each of the processes. The example is now complete:

Process A	- 320
Process B	- 640
Process C	- 640
Process D	-1280
Process E	- 640

Process F - 320
Process G - 960
Process H - 640
Process I - 960
Process J - 320
Process K - 320
Process L - 960

8,000 hours

Your program of training in this case, will take 8,000 hours or *approximately 4 years* since the maximum work hours in 1 year at 40 hours per week for 52 weeks is 2,080

After the hours of work are distributed as indicated in the example, it may be desired to add to some and reduce the amount of time for others.



Appendix 2.

Schedule of Work Processes: An Example

Apprenticeship programs usually list all of the various work processes and assign each process an approximate number of hours for learning. They also usually contain a statement either preceding or following the schedule which states something like the following:

"The order in which the work training experience is obtained need not necessarily follow the sequence of the schedule of work processes, but during the term of apprenticeship the apprentice will be given at least the minimum number of hours of experience scheduled for each process."

The following schedule for an automobile mechanic (truck mechanic) apprentice is illustrative of a detailed schedule:

Schedule of work processes

Automobile Mechanic
(Truck Mechanic)

*Approximate
number of hours*

1. *Cleaning and Inspecting the Parts of All Types of Equipment*
2. *Cylinder Heads*
 - (a) *Checking and inspecting heads*
 - (b) *Replacing valve guides*
 - (c) *Removing and replacing valve seats*
 - (d) *Reaming valve guides*
 - (e) *Grinding valve seats with hard-seat grinder*
 - (f) *Lapping valves*
 - (g) *Checking valves with dial indicator*

- (h) Installing injector tubes or brass .
 - (i) Replacing Welsh plugs and water rest head
 - (j) Rebushing rocker-arms and reaming bushings
 - (k) Checking and replacing rocker-arm rollers
 - (l) Torquing cylinder head bolts .
 - (m) Use of compounds on head gaskets
 - (n) Torquing injectors and adjustments
3. *Cylinder Blocks and Liners*
- (a) Removing and installing cylinder sleeves

- (b) Cleaning and checking water passages .
- (c) Checking counterbores for sleeves
- (d) Recutting and straightening counterbores

- (a) Use of proper oils, greases, tools and shop equipment
- (b) Maintenance and repair of the various types of equipment used by the industry

Total Hours: 8,000.

11. *Welding*

- (a) Acetylene—Cutting, brazing and welding
- (b) Electric—Cutting and welding

12. *Repair and Maintenance of Self-Propelled and Stationary Equipment Exclusive of Engines*

If accumulated experience indicates that changes will be to the advantage of the employer and the apprentice, the above schedule may be changed. Full experience in all the principal trade processes shall be provided the apprentice in every case.

Appendix 3.

How to Determine Credit for Experience

Suggested form to be used in determining the amount of credit to be allowed for previous trade experience.

All the different processes of the trade should be set down in column (1). The number of work-experience hours should be set down in column (2).

Trade Machinist Term of Apprenticeship 8 000 hours Detailed Trade Breakdown	Filled in by JAC or employer*	Filled in by applicant			Filled in by JAC or employer
	Number of hours re- quired for each proc- ess	Approximate ours spent in training for each operation	Approximate hours spent doing each operation on actual job assignment	Applicant's estimate of competence on each operation (circle one) a-limited, b-moderate, c-broad	Preliminary estimate of remaining apprentice- ship term
(1)	(2)	(3)	(4)	(5)	(6)
Drill press operations					
Drilling				a b c	
Filing				a b c	
Polishing				a b c	
Counterboring				a b c	
Countersinking etc				a b c	
Lathe operations					
Facing				a b c	
Undercutting				a b c	
Drilling, etc				a b c	

*JAC means Joint Apprenticeship Committee

Carpenter Apprentice Recordkeeping Report

Name		Address					City				
Employer		Address					City				
Month	Year 19	Employer or craft supervisor verify and sign above					Give job address above				
Total hours required	850	1 500	1 200	1.700	500	750	1 000	500			
Schedule	A Form building	B Rough framing	C Outside finishing	D Inside finishing	E Hardware fitting	F Layout	G Care of tools	H Miscellaneous processes	Hours of related instruction	Instructors verification	
Hours carried forward											
Date											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Sunday											
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Sunday											
Total hours to date									Total school hours above	↑	

Remarks can be written on reverse side

Enter grand
total above



Appendix 4.

Some Occupations Which Are Learned Through Apprenticeship

The following is a representative list of occupations recognized as apprenticeable:

Airframe & power plant mechanic
Automobile-body repairer
Automobile mechanic
Baker
Biomedical equipment technician
Boatbuilder, wood
Boilermaker
Bricklayer
Camera repairer
Carpenter
Cement mason
Compositor
Cook
Coremaker
Cosmetologist
Dairy equipment repairer
Dental laboratory technician
Die maker
Drafter
Electrician
Embalmer
Emergency medical technician

Engraver
Farm equipment mechanic
Firefighter
Fire medic
Floral designer
Furniture finisher
Glazier
Heavy forger
Illustrator
Instrument mechanic
Interior designer
Lather
Line erector
Lithographic plate maker
Locomotive electrician
Machinist
Marble setter
Millwright
Miner
Model maker
Molder
Office-machine servicer
Ornamental ironworker
Painter
Patternmaker
Pipefitter

Plasterer
Plumber
Powerhouse mechanic
Printer
Prosthetics technician
Pumper-gager
Roofer
Sheet-metal worker
Shipfitter
Television-and-radio repairer
Terrazzo worker
Tile setter
Tool maker
Upholsterer
Violin maker
Watch repairer
Water treatment-plant operator
X-ray equipment tester



Regional, State, and Area Offices

Bureau of Apprenticeship and Training Regional Offices

Region I

JFK Federal Bldg . Room E-432
Government Center
Boston, Mass 02203

Connecticut

Maine

Massachusetts

New Hampshire

Rhode Island

Vermont

Region II

1515 Broadway Room 4731
New York, N.Y. 10036

New Jersey

New York

Puerto Rico

Virgin Islands

Region III

P O Box 8796
Philadelphia, Pa 19101

Delaware

Maryland

Pennsylvania

Virginia

West Virginia

Region IV

1371 Peachtree St., N E , Room 203
Atlanta, Ga. 30367

Alabama

Florida

Georgia

Kentucky

Mississippi

North Carolina

South Carolina

Tennessee

Region V

Federal Bldg . Room 700
230 South Dearborn St
Chicago, Ill 60604

Illinois

Indiana

Michigan

Minnesota

Ohio

Wisconsin

Region VI

555 Griffin Square Bldg
Griffin and Young Sts . Room 858
Dallas, Texas 75202

Arkansas

Louisiana

New Mexico

Oklahoma

Texas

Region VII

Federal Office Bldg, Room 1100
911 Walnut St
Kansas City, Mo 64106

Iowa

Kansas

Missouri

Nebraska

Region VIII

U S Custom House. Room 476
721 19th St
Denver, Colo 80202

Colorado	South Dakota
Montana	Utah
North Dakota	Wyoming

Region IX

211 Main St . Room 344
San Francisco. Ca 94105

Arizona	Hawaii
California	Nevada

Region X

Federal Office Bldg . Room 8014
909 First Ave
Seattle, Wash 98174

Alaska	Oregon
Idaho	Washington

**Bureau of Apprenticeship
and Training State and Area
Offices****Alaska**

Room E-512
Federal Bldg. and
Courthouse, Box 37
701 C St
Anchorage 99513

Alabama

1931 Ninth Ave., South
South Twentieth Bldg
Birmingham 35205

Room 306 U.S. Courthouse
and P.O. Bldg
101 Homes Ave.
Huntsville 35801

Room 418
951 Government St Bldg.
Mobile 36604

Arizona

Suite 302
3221 North 16th St.
Phoenix. 85016

Room 2-K. Federal Bldg.
301 West Congress St
Tucson 85701

Arkansas

Room 3014 Federal Bldg
700 West Capitol St
Little Rock 72201

California

Room 3235, Federal Bldg
300 North Los Angeles St.
Los Angeles 90012

Room 6S-27, Federal Bldg
880 Front St
San Diego 92188

Room 344
211 Main St
San Francisco 94105

Colorado

Room 464, U S Custom House
721 19th St
Denver 80202

Connecticut

Rooms 236-237, Federal Bldg
135 High St
Hartford 06103

Delaware

Lock Box 36
Federal Bldg.
844 King St.
Wilmington 19801

Florida

Box 35082
400 West Bay St.
Jacksonville 32202

Room 3080
2574 Seagate Dr.
Tallahassee 32301

Georgia

Room 318
1371 Peachtree St.
Atlanta 30367
Room 101
307 15th St.
Columbus 31901
Room 236, Post Office Bldg
P O. Box 8121
Savannah 31402

Hawaii

Room 5113
300 Ala Moana Blvd
Honolulu 96850

Idaho

Suite 250
Owyhee Plaza
1109 Main St
Boise 83702

Illinois

Suite 36
3166 Des Plaines Ave
Des Plaines 60018

Suite 250
707 Berkshire Ave
East Alton 62024

Rooms 401 and 505
7222 West Cermak Rd
North Riverside 60545

Room 150, Federal Bldg
211 South Court St
Rockford 61101

Room 102
U.S. Post Office
and Courthouse
600 East Monroe St
Springfield 62701

Indiana

Suite 213
Riverside One
101 Court St
Evansville 47708

Room 342
1302 South Harrison St.
Fort Wayne 45803

Room 210
610 Connecticut
Gary 46401

Room 414, Federal Bldg
and U S Courthouse
46 East Ohio St.
Indianapolis 46204

Room 430, Sherland Bldg.
105 East Jefferson St
South Bend 46601

Iowa

Room 314-B, Federal Bldg.
131 East Fourth St
Davenport 52801

Room 637, Federal Bldg
210 Walnut St.
Des Moines 50309

Kansas

Room 370 Federal Bldg
444 Quincy St., SE
Topeka 66683

Suite 110
Page Court Bldg
200 West Douglas St
Wichita 67202

Kentucky

Room 303
400 East Vine
Lexington 40507

Room 554-C Federal Bldg
600 Federal Pl
Louisville 40202

Louisiana

Room 215-B, Hoover Bldg.
8312 Florida Blvd.
Baton Rouge 70806

Room 2502 P O. Bldg.
921 Moss St.
Lake Charles 70601

925 South St.
601 E. Edward Herbert Bldg
New Orleans 70130

Room 8A 09, Federal Bldg
500 Fannin St
Shreveport 71101

Maine

Room 101-B, Federal Bldg
68 Sewell St
Augusta 04330

Maryland

Room 1028 Federal Bldg
Charles Center
31 Hopkins Plaza
Baltimore 21201

129 West Main St
P O Box 366
Salisbury 21801

Massachusetts

E-432, JFK Federal Bldg
Government Center
Boston 02213

Room 211
Springfield Fed Bldg
1550 Main St
Springfield 01130

Room 500, Federal Bldg
U.S. Courthouse
Worcester 01601

Michigan

Room 2-1-60
Battle Creek Federal Center
74 North Washington Ave
Battle Creek 49107

Room 657 Federal Bldg.
and U S Courthouse
231 West Lafayette Ave
Detroit 48226

Room 186, Federal Bldg
110 Michigan, NW
Grand Rapids 49502

Room 308, Corr Bldg
300 East Michigan Ave.
Lansing 48933

Suite 410
Marquette City Hall
220 West Washington St
Marquette 49855

N. Warren at E Genesee St
P O. Box 1017
Saginaw 48606

Minnesota

Room 235, Federal Bldg
515 West First St
Duluth 55802

Room 134, Federal Bldg
and U S Courthouse
316 Roberts St
St Paul 55101

Mississippi

Suite 1003, Federal Bldg
100 West Capitol St
Jackson 39201

Missouri

Room 2111, Federal Office Bldg
911 Walnut St.
Kansas City 64106

Room 547
210 North Tucker
St Louis 63101

Montana

Room 1414, Federal Bldg
and U S Courthouse
316 North 26th St
Billings 59101

Room 394, Drawer #10055
Federal Office Bldg
301 South Park Ave
Helena 59601

Nebraska

Room 700
106 South 15th St
Omaha 68102

Nevada

Room 316, Post Office Bldg
301 East Stewart Ave
Las Vegas 89101

New Hampshire

Room 311, Federal Bldg
55 Pleasant St.
Concord 03301

New Jersey

Room 838, New Federal Bldg
970 Broad St
Newark 07102

Room 410, U S Post Office
and Courthouse
402 East State St
Trenton 08607

New Mexico

Room 1414, Western Bank Bldg
505 Marquette NW
Albuquerque 87102

New York

512 U.S. Post Office
and Courthouse
Albany 12207

Room 303
15 Henry St.
P.O. Box 308
Binghamton 13902

Room 220, Federal Bldg.
111 West Huron St.
Buffalo 14202

Room 3731
1515 Broadway & 44th
New York 10036

Room 607, Federal Bldg
and U.S. Courthouse
100 State St
Rochester 14614

Room 1241, Federal Bldg
and U.S. Courthouse
100 South Clinton St
Syracuse 13202

North Carolina

Room 410 Merchandise Mart
Office Bldg.
600 Briar Creek Rd.
Charlotte 28202

Room 376, Federal Bldg
310 New Bern Ave
Raleigh 27601

North Dakota

Room 344, New Federal Bldg
653 Second Ave., North
Fargo 58102

Ohio

Room 208, Federal Bldg
201 Cleveland Ave., SW
Canton 44702

Room 2112, Federal Office Bldg
550 Main St
Cincinnati 45202

Room 720, Plaza 9 Bldg
55 Erieview Plaza
Cleveland 44114

Rooms 605 and 407
200 North High St
Columbus 43215

Room 613, Federal Bldg
and U.S. Courthouse
200 West Second St
Dayton 45404

Room 706, Federal Office Bldg.
234 Summit St.
Toledo 43604

Room 812, City Centre One
100 Federal Plaza East
Youngstown 44513

Oklahoma

Suite 508
50 Penn Pl.
Oklahoma City 73118

Suite C
Center Mall Professional Bldg
222 South Houston Ave.
Tulsa 74127

Oregon

Room 231, Federal Bldg
211 East Seventh
Eugene 97401

Room 627 Federal Bldg
1220 SW Third Ave
Portland 97204

Pennsylvania

Room 106, Federal Bldg.
6th and State St
Erie 16507

Room 773
Federal Bldg
228 Walnut St
Harrisburg 17108

Room 13240
Gateway Bldg.
3535 Market St.
Philadelphia 19104

Room 1436, Federal Bldg.
1000 Liberty Ave.
Pittsburgh 15222

Room 2115
East Shore Office Bldg
45 South Front St
Reading 19603

Room 2028
20 North Pennsylvania Ave
Wilkes-Barre 18701

Rhode Island

Federal Building
100 Hartford Ave.
Providence 02909

South Carolina

Room 231, Federal Bldg
344 Meeting St
Charleston 29403

Room 838
Strom Thurmond Federal Bldg
1835 Assembly St
Columbia 29201

South Dakota

Room 104, Federal Bldg
400 St Phillips Ave
Sioux Falls 51102

Tennessee

Suite 7003, 6300 Bldg
Eastgate Center
Chattanooga 37411

Room 232
301 Cumberland Ave
Knoxville 37902

Room 209, Federal Office Bldg
167 North Main St
Memphis 38103

Suite 606
1720 West End Ave.
Nashville 37203

Texas

Room 325 Federal Bldg
300 Willow St.
Beaumont 77701

Suite 306
1403 Slocum
Dallas 75207

Room 9A08, Federal Bldg
819 Taylor St
Fort Worth 76102

Room 2102, VA Bldg
2320 La Branch St
Houston 77004

Room 416, Federal Bldg.
1205 Texas Ave.
Lubbock 79401

Room B-414, Federal Bldg
727 East Durango
San Antonio 78206

Utah

Room 100, Post Office Bldg
350 South Main St.
Salt Lake City 84101

Vermont

Suite 103, Burlington Sq
96 College St
Burlington 05401

Virginia

Room 426, Federal Bldg
200 Granby Mall
Norfolk 23510

Room 10-020
400 North Eighth St
Richmond 23240

Washington

1009 Federal Office Bldg.
909 First Ave.
Seattle 98174

545, U S Courthouse
West 920 Riverside
Spokane 99201

Suite 50
Old City Hall
625 Commerce St
Tacoma 98402

West Virginia

Room 305, Federal Bldg
550 Eagan St.
Charleston 25301

Room 2701, Federal Bldg
425 Julian St
Parkersburg 26101

Wisconsin

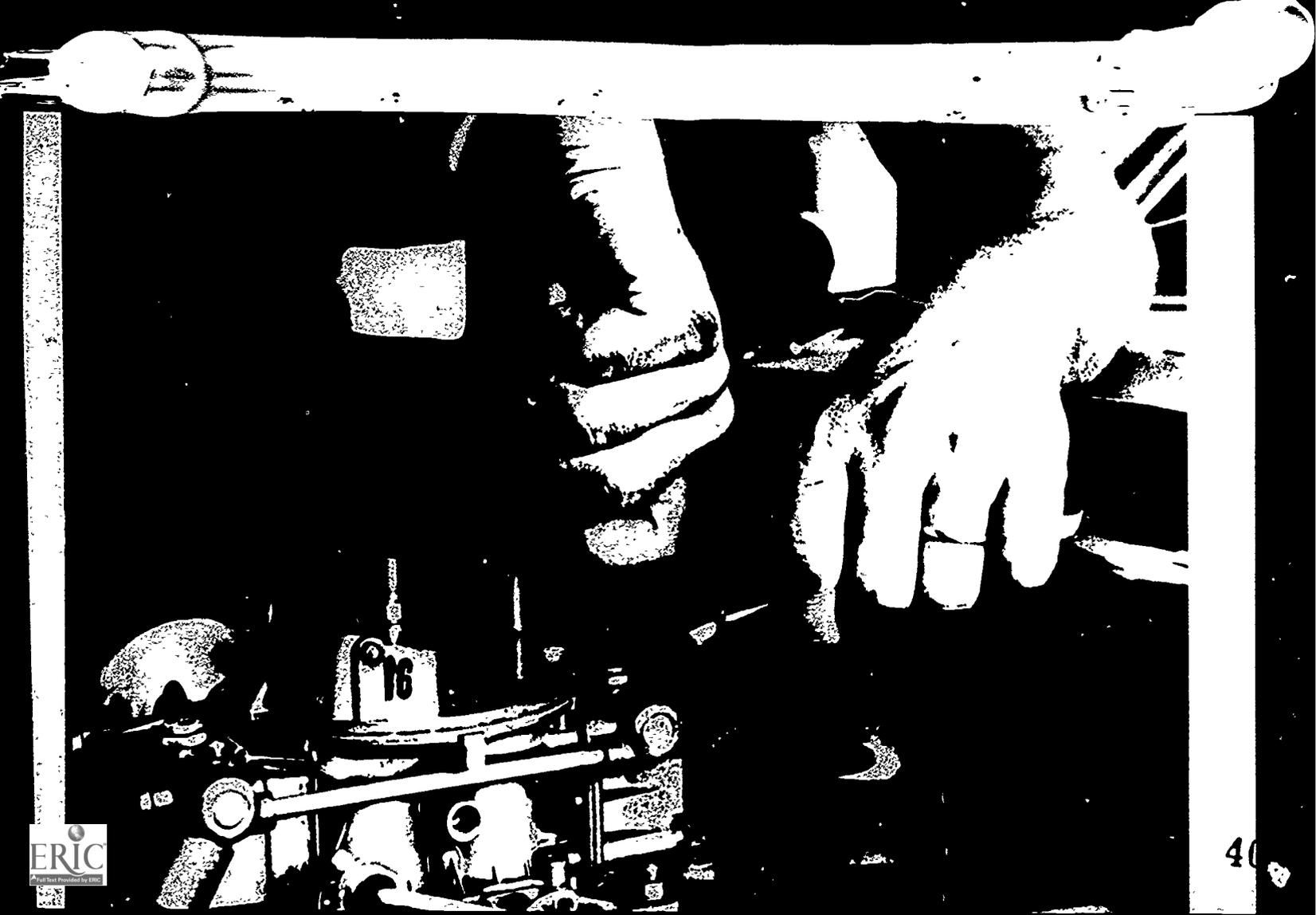
Room 303, Federal Center
212 East Washington Ave
Madison 53703

Prairie Pro. Park
First Floor
6921 Mariner Drive
Racine 53406

Room 128, Wood County Courthouse
400 Market St
Wisconsin Rapids 54494

Wyoming

Room 8017
J C O'Mahoney Federal Center
2120 Capitol Ave
Cheyenne 82001



State Apprenticeship Agencies

Arizona

Apprenticeship Services
Department of Economic Security
207 East McDowell Rd.
Phoenix 85004

California

Division of Apprenticeship Standards
Department of Industrial Relations
455 Golden Gate Ave., Room 3230
San Francisco 94102

Colorado

Apprenticeship Council
Division of Labor
323 Centennial Bldg
Denver 80203

Connecticut

Apprentice Training Division
Labor Department
200 Folly Brook Blvd
Wethersfield 06109

D.C.

D.C. Apprenticeship Council
Room 241
500 C St., NW
Washington 20001

Delaware

Apprenticeship & Training Council
Department of Labor
Division of Industrial Affairs
State Office Bldg., 6th Floor
820 North French St
Wilmington 19801

Florida

Bureau of Apprenticeship
Division of Labor
Department of Labor & Employment Security
1321 Executive Center Dr., East
Tallahassee 32301

Hawaii

Apprenticeship Division
Department of Labor & Industrial Relations
825 Mililani St
Honolulu 96813

Kansas

Apprenticeship Section
Division of Labor-Management Relations &
Employment Standards
Department of Human Resources
512 West 6th
Topeka 66603-3178

Kentucky

State Apprenticeship Council
Department of Labor
620 South Third St.
6th Floor
Louisville 40216

Louisiana

Division of Apprenticeship
Department of Labor
1045 Land & Natural Resources Bldg
P.O. Box 44094
Baton Rouge 70804

Maine

Maine Apprenticeship & Training Council
Bureau of Labor
State Office Bldg.
Augusta 04333

Maryland

Apprenticeship & Training Council
Department of Labor & Industry
5200 Westlake Blvd.
Baltimore 21227

Massachusetts

Division of Apprentice Training
Department of Labor & Industries
Leverett Saltonstall Bldg.
100 Cambridge St.
2202

Minnesota

Division of Voluntary Apprenticeship
Department of Labor & Industry
Space Center Bldg, 5th Floor
444 Lafayette Rd
St Paul 55101

Montana

Apprenticeship Bureau
Division of Labor Standards
Department of Labor & Industry
Capitol Station
Helena 59601

Nevada

Apprenticeship Council
Department of Labor
505 East King St., Room 601
Carson City 89710

New Hampshire

Apprenticeship Council
Department of Labor
19 Pillsbury St.
Concord 03301

New Mexico

Apprenticeship Council
Labor & Industrial Commission
2340 Menaul, NE, Suite 212
Albuquerque 87107

New York

Bureau of Employment Development
New York State Department of Labor
State Campus, Room 428, Bldg #12
Albany 12240

North Carolina

Division of Apprentice Training
Department of Labor
4 West Edenton St.
Raleigh 27601-1472

Ohio

State Apprenticeship Council
Department of Industrial Relations,
2323 West Fifth Ave., Room 2250
Columbus 43215

Oregon

Apprenticeship & Training Division
State Office Bldg., Room 466
1400 South West Fifth Ave
Portland 97201

Pennsylvania

Apprenticeship and Training
Department of Labor & Industry
Labor & Industry Bldg., Room 1618
Seventh & Forster St.
Harrisburg 17120

Puerto Rico

Apprenticeship Division
Department of Labor
Right to Employment Administration
P O Box 4452
San Juan 00936

Rhode Island

Apprenticeship Council
Department of Labor
220 Elmwood Ave.
Providence 02907

Utah

Apprenticeship Council
28 East 2100 South
Chapman Plaza Bldg , Suite 104
Salt Lake City 84115

Vermont

Apprenticeship Council
Department of Labor & Industry
120 State St
Montpelier 05602

Virginia

Division of Apprenticeship Training
Department of Labor & Industry
P O Box 12064
Richmond 23241

Virgin Islands

Division of Apprenticeship and Training
Department of Labor
Christiansted, St Croix 00820

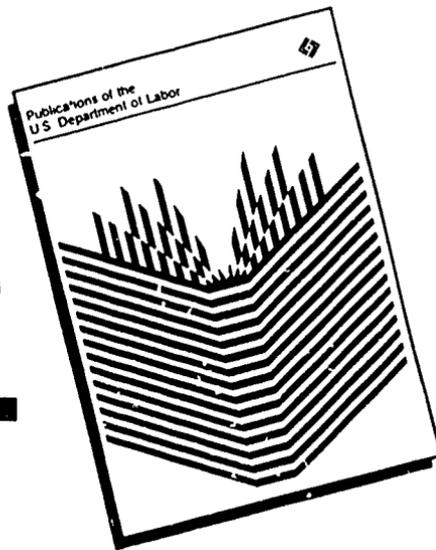
Washington

Apprenticeship & Training Division
605 East 11th Ave.
Olympia 98504

Wisconsin

Division of Apprenticeship and Training
Department of Industry, Labor &
Human Relations
P O Box 7946
Madison 53707

**Free
for the
asking.**



Over 800 title listings in 26 labor categories on subjects from agricultural labor to you'h employment.

For your **free copy** of "Publications of the U.S. Department of Labor", write—

**U.S. Department of Labor
Room S-1032
200 Constitution Ave., N.W.
Washington, D.C. 20210**