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ABSTRACT

The National Apprenticeship Program is the term used to describe the coalition of management, labor, and government that supports the apprenticeship program in the United States and the aggregate nationwide of such programs and enrolled apprentices. Apprenticeship programs are operated by employers, employer associations, or jointly by management and labor on a voluntary basis. Government's role is to provide support services to these program sponsors. This booklet describes the apprenticeship process and programs and lists resources for help in setting up or improving apprenticeship programs. Information contained in the booklet includes a description of apprenticeship, the importance of apprenticeship, the work of the Bureau of Apprenticeship and Training, advantages of registered apprenticeship, definition and list of apprenticeable occupations, the work of the Federal Committee on Apprenticeship, and lists of regional and state offices of the Bureau of Apprenticeship and Training and state and territorial apprenticeship agencies. The text of the National Apprenticeship Act is included. (KC)

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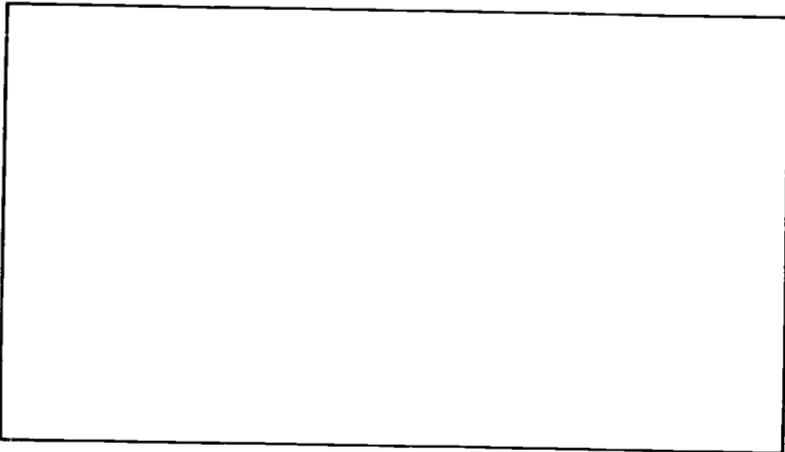
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The National Apprenticeship Program



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

Revised 1987

The National Apprenticeship Act

(50 Stat. 664; 29 U.S.C. 50)

To enable the Department of Labor to formulate and promote the furtherance of labor standards necessary to safeguard the welfare of apprentices and to cooperate with the States in the promotion of such standards.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of Labor is hereby authorized and directed to formulate and promote the furtherance of labor standards necessary to safeguard the welfare of apprentices, to extend the application of such standards by encouraging the inclusion thereof in contracts of apprenticeship, to bring together employers and labor for the formulation of programs of apprenticeship, to cooperate with State agencies engaged in the formulation and promotion of standards of apprenticeship, and to cooperate with the National Youth Administration and with the Office of Education of the Department of the Interior in accordance with section 6 of the Act of February 23, 1917 (39 Stat. 932), as amended by Executive Order Numbered 6166, June 10, 1933, issued pursuant to an Act of June 30, 1932 (47 Stat. 414), as amended.

SEC. 2. The Secretary of Labor may publish information relating to existing and proposed labor standards of apprenticeship, and may appoint national advisory committees to serve without compensation. Such committees shall include representatives of employers, representatives of labor, educators, and officers of other executive departments, with the consent of the head of any such department.

SEC. 3. On and after the effective date of this Act the National Youth Administration shall be relieved of direct responsibility for the promotion of labor standards of apprenticeship as heretofore conducted through the division of apprentice training and shall transfer all records and papers relating to such activities to the custody of the Department of Labor. The Secretary of Labor is authorized to appoint such employees as he may from time to time find necessary for the administration of this Act, with regard to existing laws applicable to the appointment and compensation of employees of the United States. *Provided, however,* That he may appoint persons now employed in division of apprentice training of the National Youth Administration upon certification by the Civil Service Commission of their qualifications after nonassembled examinations.

SEC. 4. This Act shall take effect on July 1, 1937, or as soon thereafter as it shall be approved.

Approved, August 16, 1937

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The National Apprenticeship Program

The National Apprenticeship Program is the term used to describe the coalition of management, labor and government that supports the apprenticeship program in the United States and the aggregate nationwide of such programs and enrolled apprentices.

Apprenticeship programs are operated by employers, employer associations, or jointly by management and labor on a voluntary basis. Government's role is to provide support services to these program sponsors.

Under the National Apprenticeship Act, the Bureau of Apprenticeship and Training (BAT) is responsible for providing service to existing apprenticeship programs and technical assistance to organizations who would like to establish an apprenticeship program. The Bureau works very closely with State Apprenticeship Councils (SAC) and the educational system to deliver support services at the National, State and local level.

Apprenticeship

Apprenticeship, in simplest terms, is training in occupations that require a wide and diverse range of skills and knowledge, as well as maturity and independence of judgment. It involves planned, day-by-day training on the job and experience under proper supervision, combined with related technical instruction.

As practiced by modern industry, apprenticeship is a business-like system designed to provide workers entering industry with comprehensive training by exposing them to the practical and theoretical aspects of the work required in a highly skilled occupation. This is accomplished through structured training on the job and related theoretical instruction.

Importance of Apprenticeship

This country's greatest asset is the skill and know-how of its people. The future strength, defense and progress of the nation is dependent upon our commitment to preserving this asset by developing the skills and knowledge of our work force.

Experience indicates that apprentices are more motivated, learn their jobs faster, attain craftworker status sooner and are more likely to become supervisors than workers trained in other ways

The Bureau of Apprenticeship and Training

The Bureau prides itself in being a service oriented organization with its primary goals being:

1. To provide professional service to existing program sponsors.
2. To expand the use of the apprenticeship system by assisting potential sponsors to design, implement and operate apprenticeship programs.

The Bureau provides technical assistance to industry in several areas, including:

1. Analysis for training content and work process development.
2. Development of selection procedures consistent with Title 29 CFR Part 30.
3. Development of administrative procedures consistent with Title 29 CFR Part 29.
4. Development of related technical instruction curriculum.
5. Program evaluation.
6. Forecasting apprenticeship needs
7. Registration of apprenticeship programs
8. Indenturing of apprentices.
9. Issuance of completion certificates
10. Veterans assistance



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Advantages of Registered Apprenticeship

A well-planned, properly administered apprenticeship program will:

1. Attract adequate numbers of highly qualified applicants
2. Reduce absenteeism
3. Reduce turnover
4. Increase productivity
5. Reduce cost of training
6. Facilitate compliance with Federal and State Equal Employment Opportunity requirements
7. Improve community relations
8. Improve employee relations
9. Ensure availability of related technical instruction
10. Enhance problem-solving ability of craftworkers
11. Ensure versatility of craftworkers

Apprenticeable Occupations

Title 29, Code of Federal Regulations, Part 29.4 defines an apprenticeable occupation as one that:

1. Is customarily learned in a practical way through a structured, systematic program of supervised on-the-job training.
2. Is clearly identified and commonly recognized throughout an industry.
3. Involves manual, mechanical, or technical skills and knowledge that require a minimum of 2,000 hours of on-the-job work experience
4. Requires related instruction to supplement the on-the-job training. Such instruction may be given in a classroom, through correspondence courses, self-study, or other means of approved instruction.

Apprenticeable Occupations

The Federal and State Apprenticeship Agencies recognize over 800 occupations as apprenticeable. The following is a representative listing of recognized apprenticeable occupations.

| | DOT Code |
|---|-------------|
| 1. Airframe-and-Power Plant Mechanic | 621.281-014 |
| 2. Automobile-Body Repairer | 807.381-010 |
| 3. Automobile Mechanic | 620.261-010 |
| 4. Baker | 313.381-010 |
| 5. Biomedical Equipment Technician | 719.261-010 |
| 6. Boatbuilder, Wood | 860.381-018 |
| 7. Boilermaker I | 805.261-014 |
| 8. Boiler Operator | 950.382-010 |
| 9. Butcher, Meat | 316.681-010 |
| 10. Bricklayer | 861.381-018 |
| 11. Cabinetmaker | 660.280-010 |
| 12. Car Repairer (Railroad) | 622.381-014 |
| 13. Carpenter | 860.381-022 |
| 14. Cement Mason | 844.364-010 |
| 15. Compositor | 973.381-010 |
| 16. Computer-Peripheral-Equipment Operator (Clerical) | 213.382-010 |
| 17. Construction-Equipment Mechanic | 620.261-022 |
| 18. Cook | 313.361-014 |
| 19. Coremaker | 518.381-014 |
| 20. Cosmetologist | 332.271-010 |



Apprenticeable Occupations

| | DOT Code |
|--|-------------|
| 21. Dairy Equipment Mechanic | 629.281-018 |
| 22. Dental Laboratory Technician | 712.381-018 |
| 23. Drafter, Architectural | 001.261-010 |
| 24. Drafter, Mechanical | 007.281-010 |
| 25. Drilling-Machine Operator | 930.482-010 |
| 26. Electrician | 824.261-010 |
| 27. Electrical Repairer | 829.281-014 |
| 28. Electronics Mechanic | 828.281-010 |
| 29. Electronics Technician | 003.161-014 |
| 30. Emergency Medical Technician | 079.374-010 |
| 31. Environmental-Control System Installer-Servicer | 637.261-014 |
| 32. Farm Equipment Mechanic I | 624.281-010 |
| 33. Fire Fighter | 373.364-010 |
| 34. Fire Medic | 373.364-014 |
| 35. Furniture Finisher | 763.381-010 |
| 36. Glazier | 865.381-010 |
| 37. Heavy Forger | 612.361-010 |
| 38. Instrument Mechanic | 710.281-026 |
| 39. Insulation Worker | 863.364-580 |
| 40. Legal Secretary | 201.362-010 |
| 41. Line Erector | 821.361-018 |
| 42. Line Maintainer | 821.261-014 |
| 43. Machine Repairer, Maintenance | 626.281-010 |
| 44. Machinist | 600.280-022 |

Apprenticeable Occupations

| | DOT Code |
|---|-------------|
| 45. Maintenance Machinist | 600.280-042 |
| 46. Maintenance Mechanic | 638.281-014 |
| 47. Medical Laboratory Technician | 078.381-014 |
| 48. Millwright | 638.281-018 |
| 49. Mine-Car Repairer | 622.381-030 |
| 50. Miner I | 939.281-010 |
| 51. Model Maker | 693.361-010 |
| 52. Mold Maker Die Casting & Plastic Molding | 601.280-030 |
| 53. Off-Set-Machine Servicer | 633.281-018 |
| 54. Offset-Press Operator I | 651.482-010 |
| 55. Ornamental-Ironworker | 809.381-022 |
| 56. Painter | 840.381-010 |
| 57. Patternmaker, All-Around | 693.280-560 |
| 58. Patternmaker, Wood | 661.281-022 |
| 59. Pipefitter | 862.381-018 |
| 60. Plumber | 862.381-030 |
| 61. Powerhouse Mechanic | 631.261-014 |
| 62. Precision Lens Grinder | 716.382-018 |
| 63. Programmer, Business | 020.162-014 |
| 64. Programmer, Engineering and Scientific | 020.167-022 |
| 65. Refrigeration Mechanic | 637.261-026 |
| 66. Sheet-Metal Worker | 804.281-010 |
| 67. Shipfitter | 806.381-046 |
| 68. Shoemaker, Custom | 788.381-014 |

Apprentice Occupations

| | DOT Code |
|------------------------------------|-------------|
| 69. Stationary Engineer | 950.382-026 |
| 70. Structural-Steel Worker | 801.361-014 |
| 71. Television-and-Radio Repairer | 720.281-018 |
| 72. Tool Maker | 601.281-042 |
| 73. Tool-and-Die Maker | 601.280-046 |
| 74. Water Treatment-Plant Operator | 954.382-014 |
| 75. Welder, Combination | 819.384-010 |
| 76. Welding-Machine Operator, Arc | 810.382-010 |

New occupations are continually being approved to keep pace with technological advances.



The Federal Committee on Apprenticeship

The Federal Committee on Apprenticeship (FCA) is one of the oldest public advisory committees in the Federal Government. It was created by the Secretary of Labor in August 1934, as the Federal Committee on Apprentice Training to carry out Executive Order 6750-C, issued by President Franklin D. Roosevelt. The Committee was reauthorized by the National Apprenticeship Act of 1937.

The Federal Committee is an advisory group to the Secretary of Labor. It has 25 members, appointed by the Secretary for 2-year terms. Ten of its members represent labor, 10 are from management, and 5 represent the public. In addition, there are three ex officio members: the current president of the National Association of State and Territorial Apprenticeship Directors, a representative of the U.S. Department of Education, and the Assistant Secretary of Labor for Employment and Training. The Committee is chaired by a public member selected by the Secretary of Labor. Committee members serve without compensation; meetings are announced in the *Federal Register* and are open to the public. The Committee's recommendations to the Secretary of Labor concern a broad range of activities to improve and extend apprenticeship.



Regional Offices, Bureau of Apprenticeship and Training

| Location | States Served | |
|--------------------------|---------------|----------------|
| REGION I | | |
| Room 510 | Connecticut | New Hampshire |
| JFK Federal Bldg. | Maine | Rhode Island |
| Boston, MA 02203 | Massachusetts | Vermont |
| REGION II | | |
| 1515 Broadway & 44th St. | New Jersey | Puerto Rico |
| New York, NY 10036 | New York | Virgin Islands |
| REGION III | | |
| Room 13240 | Delaware | Virginia |
| 3535 Market St. | Maryland | West Virginis |
| Philadelphia, PA 19104 | Pennsylvania | |
| REGION IV | | |
| Room 418 | Alabama | Mississippi |
| 1371 Peachtree St., NE | Florida | North Carolina |
| Atlanta, GA 30367 | Georgia | South Carolina |
| | Kentucky | Tennessee |
| REGION V | | |
| Room 701 | Illinois | Minnesota |
| 230 S. Dearborn St. | Indiana | Ohio |
| Chicago, IL 60604 | Michigan | Wisconsin |
| REGION VI | | |
| Room 502 | Arkansas | Oklahoma |
| 525 Griffin St. | Louisiana | Texas |
| Dallas, TX 75202 | | New Mexico |
| REGION VII | | |
| Room 1100 | Iowa | Missouri |
| 911 Walnut St. | Kansas | Nebraska |
| Kansas City, MO 64106 | | |
| REGION VIII | | |
| Room 476 | Colorado | South Dakota |
| 721 19th St. | Montana | Utah |
| Denver, CO | North Dakota | Wyoming |
| REGION IX | | |
| Room 715 | Arizona | Hawaii |
| 71 Stevenson St. | California | Nevada |
| San Francisco, CA 94105 | Guam | Subic Bay |
| | | Philippines |
| REGION X | | |
| Room 8018 | Alaska | Oregon |
| First Ave. | Idaho | Washington |
| Seattle, WA 98174 | | |

State Offices, Bureau of Apprenticeship and Training

| | | | |
|--|---|---|--|
| ALABAMA 2017 2nd Ave., W. Birmingham 35205 | INDIANA Room 414 46 E. Ohio Street Indianapolis 46204 | NEBRASKA Room 700 106 S. 15th St Omaha 68102 | SOUTH CAROLINA Room 838 1835 Assembly St. Columbia 29201 |
| ALASKA Room C-528 701 C Street Anchorage 99513 | IOWA Room 637 210 Walnut Street Des Moines | NEVADA Room 311 301 E. Stewart Ave. Las Vegas 89101 | SOUTH DAKOTA Room 403 300 N. Dakota Ave. Sioux Falls 57102 |
| ARIZONA Suite 302 3221 N. 16th Street Phoenix 85016 | KANSAS Room 235 444 SE Quincy St. Topeka 66683 | NEW HAMPSHIRE Room 311 55 Pleasant St Concord 03301 | TENNESSEE Suite 101-A 460 Metroplex Dr Nashville 37211 |
| ARKANSAS Room 3014 700 W. Capitol Street Little Rock 72201 | KENTUCKY Room 554-C 600 Federal Place Louisville 40202 | NEW JERSEY Room 339 60 Park Place Newark 07102 | TEXAS Room 2102 2320 LaBranch St. Houston 77004 |
| CALIFORNIA Room 350 211 Main Street San Francisco 94105 | LOUISIANA Room 925 600 S. Maestri St. New Orleans 70130 | NEW MEXICO Suite 16 320 Central Ave. SW Albuquerque 87102 | UTAH Room 1051 745 W. 1700 South Salt Lake City 84104 |
| COLORADO Room 480 721 19th Street Denver 80202 | MAINE Room 101-B 68 Sewall Street Augusta 04330 | NEW YORK Room 810 Federal Bldg Albany 12207 | VERMONT Suite 103 96 College St. Burlington 05401 |
| CONNECTICUT Room 367 135 High Street Hartford 06103 | MARYLAND Room 1028 31 Hopkins Plaza Baltimore 21201 | NORTH CAROLINA Room 376 310 New Bern Ave Raleigh 27601 | VIRGINIA Room 10-020 400 N. 8th St Richmond 23240 |
| DELAWARE Federal Building 844 King Street Wilmington 19801 | MASSACHUSETTS Room 510-B JFK Fed Bldg. Boston 02203 | NORTH DAKOTA Room 344 653 2nd Ave. N Fargo 58102 | WASHINGTON Room B-104 909 First Ave. Seattle 98174 |
| FLORIDA Room 1049 227 N. Bronough Street Tallahassee 32301 | MICHIGAN Room 657 231 W. Lafayette Ave Detroit 48226 | OHIO Room 605 200 N. High St. Columbus 43215 | WEST VIRGINIA Room 310 550 Eagan St Charleston 25301 |
| GEORGIA Room 418 1371 Peachtree St. NE Atlanta 30367 | MINNESOTA Room 134 316 Robert St St. Paul 55101 | OKLAHOMA Room 526 200 NW Fifth St Oklahoma City 73102 | WISCONSIN Room 303 212 E. Wash Ave Madison 53703 |
| HAWAII Room 5113 300 Ala Moana Blvd Honolulu 96850 | MISSISSIPPI Suite 1010 100 W Capitol St Jackson 39269 | OREGON Room 526 1220 SW 3rd Ave Portland 97204 | WYOMING Room 8017 2120 Capitol Ave. Cheyenne 82001 |
| IDAHO Room 493 550 W. Fort Street Boise 83724 | MISSOURI Room 547 210 N Tucker St Louis 63101 | PENNSYLVANIA Room 773 228 Walnut Street Harrisburg 17108 | |
| ILLINOIS Room 702 230 S. Dearborn Street Chicago 60604 | MONTANA Room 394 301 S Park Ave Helena 59626-0053 | RHODE ISLAND 100 Hartford Ave Providence 02909 | |



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Women is Working.



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U.S. Department of Labor

Employment and Training Administration
Bureau of Apprenticeship and Training



State and Territorial Apprenticeship Agencies

ARIZONA

Apprenticeship Services
Department of Economic Security
438 W. Adams
Phoenix 85003

CALIFORNIA

Div. of Apprenticeship Standards
525 Golden Gate Avenue
P.O. Box 603
San Francisco 94101

CONNECTICUT

Office of Job Training and
Skill Dev., Labor Department
200 Folly Brook Blvd.
Wethersfield 06109

DELAWARE

Delaware State Dept. of Labor
Appren. & Trng. Section
State Office Bldg., 6th Fl.
820 N. French Street
Wilmington 19801

DISTRICT OF COLUMBIA

DC Apprenticeship Council
500 C Street, NW - Suite 241
Washington, DC 20001

FLORIDA

Division of Labor, Employment
and Trng. Bureau of Appren.
1329 Executive Center Drive
Atkins Bldg., Room 211
Tallahassee 32399-3669

HAWAII

Apprenticeship Division
Dept. of Labor & Ind.
Relations - Room 202
830 Punch Bowl Street
Honolulu 96813

KANSAS

Apprentice Training Section
Department of Human Resources
512 W. 6th Street
Topeka 66603

KENTUCKY

Apprenticeship and Training
Department of Labor
620 South Third Street
Louisville 40202

LOUISIANA

Louisiana Dept. of Labor
Office of Labor
5360 Florida Blvd.
Baton Rouge 70806

MAINE

Bureau of Apprenticeship
State ofc. Bldg.-7th Fl.
Station #45
Augusta 04333

MARYLAND

Apprenticeship & Trng. Council
Division of Labor & Industry
5200 Westland Blvd.
Baltimore 21227

MASSACHUSETTS

Dept. of Labor & Industries
Div. of Apprentice Training
Leverett Saltonstall Bldg.
100 Cambridge Street
Boston 02202

MINNESOTA

Division of Apprenticeship
Dept. of Labor & Industry
Space Center Bldg., 4th Fl.
444 Lafayette Road
St. Paul 55101

MONTANA

Apprenticeship Bureau
Labor Standards Division
Department of Labor & Industry
Capitol Station-P.O. Box 1728
Helena 59624

NEVADA

State Apprenticeship Council
505 East King Street, Room 602
Carson City 98710

NEW HAMPSHIRE

Apprenticeship Council
19 Pillsbury Street
Concord 03301

NEW MEXICO

State Apprenticeship Council
2340 Menaul Blvd., NE - Suite 212
Albuquerque 87107

NEW YORK

Bureau of Employability Dev.
NY State Department of Labor
State Campus Bldg. 12, Room 111
Albany 12240

NORTH CAROLINA

Apprenticeship Division
NC Department of Labor
Shore Memorial Bldg.
214 W. Jones Street
Raleigh 27603



State and Territorial Apprenticeship Agencies

OHIO

Ohio State Apprenticeship Council
2323 W. Fifth Ave., Room 2140
P.O. Box 825
Columbus 43266-0567

OREGON

Apprenticeship & Trng. Div.
State Bureau of Labor & Industry
State Office Bldg.-Room 405
1400 S. West Fifth Avenue
Portland 97201

PENNSYLVANIA

Apprenticeship and Training
Labor & Industry Bldg.
7th & Forster St., Room 1303
Harrisburg 17120

PUERTO RICO

Apprenticeship Division
Right to Employment Admin.
G.P.O. Box 4452
San Juan 00936

RHODE ISLAND

RI State Apprenticeship Council
220 Elwood Avenue
Providence 02907

VERMONT

Apprenticeship and Training
Department of Labor & Industry
120 State Street
Montpelier 05602

VIRGIN ISLANDS

Division of Apprenticeship & Trng.
Department of Labor
P.O. Box 890
Christiansted, St. Croix 00820

VIRGINIA

Division of Apprentice Training
Dept. of Labor & Industry
205 No. 4th Street-Room M-3
P.O. Box 12064
Richmond 23241

WASHINGTON

Apprenticeship & Training Section
Department of Labor & Industries
925 Plum St., Stop HC-710
Olympia 98504

WISCONSIN

Bureau of Apprenticeship Standards
Dept. of Industry, Labor and
Human Relations
201 E. Washington Ave., Room 211-X
P.O. Box 7972
Madison 53707